

# AGENDA

JEFFERSON COUNTY  
FAIR BOARD REGULAR MEETING  
NOVEMBER 1, 2023  
66 SE D STREET  
MADRAS, OR 97741  
5:00 PM

*This meeting has the option of attending via teleconference. The meeting is open for onsite attendees. The teleconference allows for listening to the meeting, but will be muted for incoming participation, except during “citizen comments” that will occur at approximately 9:00am.*

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the County Commission to consider additional subjects. Meetings are subject to cancellation without notice. Other than hearings, which are publicly noticed, the time schedule is approximate and may vary for individual agenda items. The Board reserves the right to place a time limit on public testimony on any agenda item. The meeting place is handicapped accessible. Those needing assistance should contact the Commission office two (2) days in advance of the meeting by calling (541) 475-2449.

**All agenda items shall be taken up between scheduled (time specific) appointments, action items, or public hearings when time permits.**

In Person and via Zoom.

Join Zoom Meeting

<https://us04web.zoom.us/j/73821903888?pwd=Nzt7dmdCePzl8eNpIJCd4FXW0N0vnJ.1>

Meeting ID: 838 1665 6564

Passcode: 850889

1. **Call to Order**
2. **Introductions/Establishment of a Quorum**
3. **Changes to the Agenda (Consideration of Submission of Late Items)**
4. **Correspondence/Awards**
5. **Reports**
  - 5.1 Finance Report- Kate Knop  
[Letterhead Fair Memo September.pdf](#)  
[Fair Financials 2023-2024 10.25.23.pdf](#)
  - 5.2 Fair Court Update- Emma Brandau, Tonya Cloutier

5.3 Buildings and Grounds Update- Tony Anderson

6. **Proposals from outside groups (10-minute time limit)**

6.1 Kim Schmith- Open Class

6.2 Frank Caldwell- Qualifying Event- Mini Bucking Bulls

6.3 Todd Rickman- Rodeo Contractor

6.4 Rotary Club of Jefferson County- Cherry Tree

7. **Citizen's Comments (3-minute time limit)**

8. **Consent Agenda**

8.1 September 2023 Credit Card Accounts Payable in the amount of \$23,284.00  
[BofA Order-Fair 09.2023.pdf](#)

8.2 September 2023 Accounts Payable in the amount of \$33,293.23  
[Payment Approval Report - FAIR 9.2023.pdf](#)

8.3 October 10, 2023 Minutes  
[20231010 Fair Board Minutes.pdf](#)

9. **Unfinished Business**

9.1 Building Signs- Numbers  
[Number signs email.pdf](#)

9.2 Fairgrounds Entrance Sign

9.3 ADA Project Update  
[ADA Project Cost.pdf](#)

9.4 Veterinarian Presence

9.5 Sound System  
[AV Bend Underground.doc.pdf](#)  
[AV Bend\\_Arena.pdf](#)  
[AV Bend\\_Bi-Mart Barn.pdf](#)  
[AV Bend\\_Hog Barn.pdf](#)  
[Delta AV.pdf](#)  
[Tone Proper AV.pdf](#)

9.6 Internet/WiFi Analysis  
[Flex Network RV WiFi.pdf](#)

9.7 Security Cameras Update

- 9.8 Cowdeo Report  
[2023 Cowdeo Expenses.pdf](#)  
[2023 Cowdeo Income.pdf](#)
- 9.9 Homeland Security Grant  
[Homeland Sec Grant.pdf](#)
- 9.10 Wilbur Ellis Impact Funds
- 9.11 Fair Planning Meeting Review  
[Fairgrounds Deadline Lists.pdf](#)
- 9.12 Gates During Fair- Admission?
- 9.13 Event Money from County Commissioners
- 9.14 Veteran's Appreciation
- 9.15 Cowdeo Appreciation Dinner
- 9.16 Kent Crook Memorial fund  
[High Rim Renegades Car Club.pdf](#)

10. **New Business**

- 10.1 Fairgrounds Manager vacancy  
[B&G\\_Fairgrounds Complex Manager\\_HRA.pdf](#)  
[B&G\\_Sr Fairgrounds Complex Manager\\_HRA.pdf](#)  
[Compare Fair Complex to Sr. Fair Complex.pdf](#)  
[Wage Fair Mgr Oct 2023.pdf](#)
- 10.2 Fair Board vacancy- January

11. **Committee/Board Member Reports**

*Capital/Grants Committee- Jane Ellen Innes, Katie Boyle, Al Short*  
*Entertainment Committee- Katie Boyle, Al Short, Gustavo Sierra-Avalos*  
*Vendor Committee- Gustavo Sierra-Avalos, Katie Boyle, Chris Tatro*  
*4H/FFA/JCLA Committee- Al Short, Chuck Patterson, Chris Tatro*  
*Cowdeo Committee- Chuck Patterson, Katie Boyle*  
*By-laws Committee- Jane Ellen Innes, John McCloskey, Chuck Patterson*  
*Security Committee- Chuck Patterson, Al Short, John McCloskey, Madras PD,*  
*JC Sheriff, JC Fire/EMS, Jon Gandy, OSP*  
*Facility Use Fee Committee- Jane Ellen Innes, Chuck Patterson, Gustavo Sierra-Avalos*

12. **Announcements/Notification of additional Fair Board Meeting**

Next Regular Fair Board Meeting- December 6, 2023

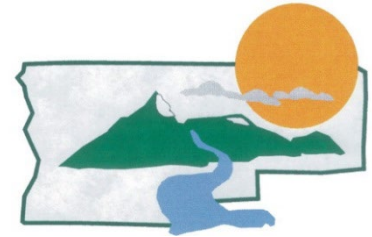
13. **Adjourn**

# JEFFERSON COUNTY

## FINANCE and TAX DEPARTMENT

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66 S.E. "D" St. Suite 'E' • Madras, Oregon 97741 • Ph: (541) 475.4458 • Fax: (541) 475.4454



To: Fair Board Members  
From: Kate Knop  
Date: October 25, 2023  
Subject: Fair Financial Reports – September 2023

Enclosed are the Fair financial reports for the #218 County Fair Fund and #224 Capital Project Fund for September 2023. The report includes revenues, expenditures year-to-date, and budget updates.

### **Fair Revenue & Expenditures**

The first report includes the County Fair and Capital Project revenue and expenditure information through September 2023.

The #218 County fair fund highlights total revenue of \$245,534, or 53%, year-to-date. The revenue for September includes the Rent of the Building and Grounds, \$2,006; Cowdeo Contestant Fees, \$1,254; Cowdeo Sponsorships, \$4,550; and a budgeted transfer from transient room tax, \$16,396.

The total expenditures are \$60,661 for September, broken out between personnel, \$14,177 or 23%, materials and services, \$45,818 or 84%, and budgeted transfer to #224 Capital Project Fund, \$667 or <1% of the total monthly expenditures. Highlighting other expenditures are Repair and Maintenance for \$2,632, Open Class for \$3,305, Cowdeo for \$6,210, Contract Services for \$3,134, and Utilities, for \$23,915 or 66% of budget. Overall, materials and services are \$249,461 year-to-date or 97% of budget, in September.

### **Capital Project Revenue & Expenditures**

The #224 Capital Project Fund's revenue and expenditure activity for September 2023 reflects revenue of \$17,013. Other revenue includes Donations of \$2,000, Donations – 4-H Café, \$7,620, OSU

rent for \$635, and budgeted interfund transfers from transient room tax, Fair, and RV Park for \$2,200.

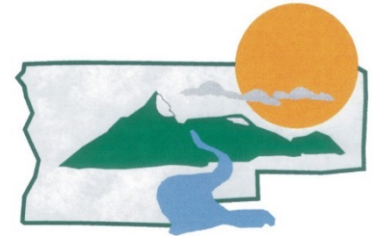
There were \$13,456 in expenditures for September 2023. Highlighting other expenditures are Repair & Maintenance, \$1,672, and \$11,692 for the ADA grant, Capital Outlay.

# JEFFERSON COUNTY

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Fair Finances as of 9/30/2023 (with revenue transfers booked through 9/30/2023)		Current Fiscal Year				
		6/30/2022	6/30/2023	9/30/2023	6/30/2024	YTD
Total GL#	Account Title	ACTUALS	ACTUALS	ACTUALS	Adopted Budget	Budget %
<b>County Fair (218)</b>						
218-100-301-0101	BEGINNING FUND BALANCE	(153,848.52)	(201,222.47)	(238,958.84)	(200,507.00)	
218-100-302-0205	INTEREST EARNED	(1,187.12)	(4,424.93)	(1,261.53)	(1,000.00)	126%
218-100-334-3497	LOTTERY-VIDEO POKER	(53,166.67)	(53,166.67)	-	(53,167.00)	0%
218-100-339-3959	INTERFUND FR TOT	(166,346.76)	(192,887.70)	(49,186.50)	(196,746.00)	25%
218-100-339-3962	INTERFUND FROM RV PARK	(10,642.20)	(13,772.00)	(4,950.51)	(19,802.00)	25%
218-100-347-4743	ALCOHOL FEE	(10,137.90)	(7,277.25)	(12,093.55)	(7,000.00)	173%
218-100-347-4745	RODEO - GATE	(11,983.28)	(10,230.00)	(14,036.00)	(14,000.00)	100%
218-100-347-4746	RODEO- SPONSORS	-	-	-	(5,000.00)	0%
218-100-347-4747	COWDEO - GATE	(2,839.67)	(2,211.00)	(1,485.00)	(1,500.00)	99%
218-100-347-4748	CARNIVAL	(68,790.00)	(75,480.00)	(76,150.00)	(60,000.00)	127%
218-100-347-4751	OPEN RIDE/ARENA RENTAL	(8,165.34)	(5,772.60)	(1,873.00)	(5,000.00)	37%
218-100-347-4752	RENT OF BLDGS/GROUNDS	(64,897.20)	(89,327.83)	(55,875.50)	(65,000.00)	86%
218-100-347-4753	COWDEO- CONTESTANT FEES	(3,446.50)	(3,667.00)	(4,007.00)	(3,500.00)	114%
218-100-347-4754	COWDEO- SPONSORSHIPS	(7,655.00)	(9,200.00)	(5,900.00)	(7,000.00)	84%
218-100-347-4766	ENTRY FEES FAIR	(20.00)	(75.00)	-	-	0%
218-100-367-6710	DONATIONS	(32,746.00)	(44,935.00)	(13,196.00)	(18,000.00)	73%
218-100-370-7074	EVENT SECURITY REVENUE	-	(16,357.66)	(3,108.00)	(8,000.00)	39%
218-100-370-7075	REIMBURSED ITEMS	(901.00)	(2,470.93)	(2,411.47)	(1,000.00)	241%
<b>Total Fair Revenue</b>		<b>(596,773.16)</b>	<b>(732,478.04)</b>	<b>(484,492.90)</b>	<b>(666,222.00)</b>	<b>53%</b>
218-101-510-1003	MAINT TECH III - BRANSTETTER	49,338.32	40,249.36	14,853.44	52,896.00	28%
218-101-510-1004	FAIR COORDINATOR - VACANT	45,049.37	60,560.30	15,627.96	61,972.00	25%
218-101-510-1006	MAINT TECH III - VACANT .2 FTE	-	10,757.10	-	11,265.00	0%
218-101-510-1301	FICA	6,976.94	8,257.43	2,267.31	9,430.00	24%
218-101-510-1302	SAIF	1,314.93	2,250.11	654.86	3,513.00	19%
218-101-510-1303	PERS, PERS PICK UP	22,138.52	15,809.45	4,184.28	16,889.00	25%
218-101-510-1305	MEDICAL	20,645.28	24,850.80	6,372.00	28,496.00	22%
218-101-510-1308	PAID LEAVE OREGON	-	167.87	114.84	493.00	23%
218-101-510-1400	VEBA BENEFIT	1,321.92	1,591.20	408.00	1,754.00	23%
<b>Personnel</b>		<b>146,785.28</b>	<b>164,493.62</b>	<b>44,482.69</b>	<b>186,708.00</b>	<b>24%</b>
218-101-520-2101	OFFICE MATERIALS,SUPPLIES	2,906.98	2,234.58	1,677.41	2,500.00	67%
218-101-520-2105	TELEPHONE	468.55	594.94	86.34	450.00	19%
218-101-520-2107	CREDIT CARD CHARGES	909.89	2,138.08	865.15	2,000.00	43%
218-101-520-2115	MINOR EQUIPMENT	4,277.84	5,977.40	2,199.00	3,000.00	73%
218-101-520-2301	MAINTENANCE AND REPAIR	49,051.97	54,506.49	20,447.40	45,000.00	45%
218-101-520-2476	OTHER EXPENSE-BOARD MEMBE	1,021.95	2,181.39	559.93	-	
218-101-520-2480	FAIR EXPENSE	11,965.10	35,166.63	22,613.62	30,000.00	75%
218-101-520-2488	INDIRECT TO GF	21,730.99	23,772.02	15,350.46	27,012.00	57%
218-101-520-2603	FFA	919.66	<b>922.32</b>	-	<b>950.00</b>	0%
218-101-520-2606	4-H	3,050.00	3,050.00	3,050.00	3,050.00	100%
218-101-520-2610	OPEN CLASS	1,732.73	3,608.48	3,697.95	4,000.00	92%
218-101-520-2611	FAIR ENTERTAINMENT & DANC	9,031.52	24,876.90	37,633.10	29,850.00	126%
218-101-520-2612	OPEN CLASS JUDGING	1,438.08	392.12	350.00	600.00	58%
218-101-520-2613	4H/FFA JUDGING	2,035.06	3,418.55	2,582.59	5,100.00	51%
218-101-520-2614	PREMIUMS RIBBONS AWARDS T	1,807.15	-	4,260.65	1,000.00	426%
218-101-520-2615	LARGE EVENTS	-	-	-	5,000.00	0%
218-101-520-2616	COWDEO EXP	9,316.36	8,890.82	8,308.08	7,500.00	111%
218-101-520-2618	4H/FFA JUDGE HOTELS	-	959.06	1,304.69	-	
218-101-520-2620	RODEO	23,540.00	25,622.12	29,686.61	27,750.00	107%
218-101-520-3105	ACCOUNTING & AUDITING	55.18	91.07	-	145.00	0%
218-101-520-3110	ATTORNEY/PROF SERVICES	-	-	-	280.00	0%
218-101-520-3127	CONTRACTUAL SERVICES	11,560.45	13,112.07	37,601.34	25,000.00	150%
218-101-520-3210	ADVERTISING	1,867.50	4,427.00	3,734.00	5,000.00	75%
218-101-520-3301	ED CONF, DUES, CONV, SCHOOLS	7,074.93	11,074.95	721.20	9,000.00	8%
218-101-520-3418	SECURITY	12,679.00	<b>10,711.00</b>	20,868.00	18,000.00	116%
218-101-520-3419	<b>SECURITY - VENDORS</b>	-	<b>8,729.00</b>	-	8,000.00	
218-101-520-3501	INSURANCE & BONDS	21,449.31	27,844.40	-	30,350.00	0%
218-101-520-3601	UTILITIES	33,814.56	42,724.19	30,863.02	36,000.00	86%
218-101-520-5125	NT EXPENSE	4,000.08	4,000.00	1,000.02	4,000.00	25%
218-101-520-7075	Reimbursed	3,433.47	-	-	-	
<b>Materials and Services</b>		<b>241,138.31</b>	<b>321,025.58</b>	<b>249,460.56</b>	<b>330,537.00</b>	<b>75%</b>
218-101-550-5392	INTERFUND TO BLDG FUND	8,000.04	8,000.00	2,000.01	8,000.00	25%
218-101-590-9002	ENDING FUND BALANCE	3 -	-	-	140,977.00	0%



Transfers		8,000.04	8,000.00	2,000.01	148,977.00	1%
Total Fair Expenses		395,923.63	493,519.20	295,943.26	666,222.00	44%
Net Revenue over Expenditures		200,849.53	238,958.84	188,549.64	-	
		6/30/2022	6/30/2023	9/30/2023	6/30/2024	YTD
Total GL#	Account Title	ACTUALS	ACTUALS	ACTUALS	Proposed Budget	Budget %
<b>County Fair Capital Project Fund (224)</b>						
224-100-301-0101	BEGINNING FUND BALANCE	(8,890.50)	(120,282.56)	(487,260.86)	(607,561.00)	
224-100-302-0205	INTEREST EARNED	376.32	(6,026.36)	(3,053.18)	-	#DIV/0!
224-100-333-3363	COUNTY Contribution	-	-	-	-	
224-100-334-3463	POND REVENUE (ODFW/CITY)	(17,000.00)	-	-	-	
224-100-339-3967	INTERFUND FR T.O.T.	(14,269.80)	(14,270.00)	(3,638.76)	(14,555.00)	25%
224-100-339-3968	I/F FROM FUND 218 FAIR	(8,000.04)	(8,000.00)	(2,000.01)	(8,000.00)	25%
224-100-339-3969	I/F FROM 218-COWDEO PROCEEDS	-	-	-	-	0%
224-100-339-3970	I/F FROM RV PARK	(14,148.96)	(18,363.00)	(6,600.51)	(26,402.00)	25%
224-100-339-3971	I/F FROM LOAN TOT- Fairboard	-	-	-	-	
224-100-339-3972	I/F FROM LOAN Fund 403	(368,500.00)	(270,270.00)	-	-	0%
224-100-339-3973	STATE GRANTS	-	(55,555.00)	-	(214,715.00)	0%
224-100-347-4752	RENT OF BLDGS/GROUNDS	-	-	-	-	
224-100-367-6710	DONATIONS	(15,900.00)	(76,400.00)	(19,081.63)	(39,000.00)	49%
224-100-367-6711	DONATIONS - 4-H CAFÉ	-	-	(10,720.00)	-	#DIV/0!
224-100-347-4753	OSU RENT	(7,620.00)	(7,620.00)	(1,905.00)	(7,620.00)	25%
224-100-347-4754	CELL TOWER LEASE	(17,166.60)	(19,101.72)	(3,247.30)	(19,434.00)	17%
224-100-370-7074	INSURANCE REFUNDS	-	-	-	-	
224-100-370-7075	REIMBURSED ITEMS	(750.00)	-	-	-	
<b>Total County Fair Capital Revenue</b>		<b>(471,869.58)</b>	<b>(595,888.64)</b>	<b>(537,507.25)</b>	<b>(937,287.00)</b>	<b>15%</b>
224-101-520-2015	Youth Fishing Pond	4,659.35	-	-	5,000.00	0%
224-101-520-2101	Office Supplies	-	-	-	-	
224-101-520-2115	MINOR EQUIPMENT	-	-	-	-	
224-101-520-2302	Cowdeo Carryover	-	1,762.00	-	-	
224-101-520-2301	Maintenance & Repairs	-	-	1,672.20	-	
224-101-520-2488	INDIRECT TO GF	281.43	3,311.68	92.14	-	
224-101-520-7075	Reimbursed Items	574.76	600.23	-	-	
224-101-520-3127	CONTRACTUAL	-	-	-	-	
<b>Materials and Services</b>		<b>5,515.54</b>	<b>5,673.91</b>	<b>1,764.34</b>	<b>5,000.00</b>	<b>35%</b>
224-101-540-4103	PAVILION BUILDING	-	-	-	-	
224-101-540-4104	CAPITAL IMPROVEMENT	-	33,512.26	-	-	
224-101-540-4105	BEEF/SHOW BARN	322,357.53	2,861.42	-	-	
224-101-540-4106	ADA GRANT - CAPITAL OUTLAY	-	39,989.38	11,692.05	246,452.00	0%
224-101-540-4201	LOAN PAYMENT- Show Barn	-	26,590.81	-	26,591.00	0%
224-101-540-4401	LOAN REPAYMENT- Bathroom	23,713.95	-	-	-	
224-101-540-4402	ADA PROJECT	-	-	-	214,715.00	0%
<b>Capital Outlay/Debt</b>		<b>346,071.48</b>	<b>102,953.87</b>	<b>11,692.05</b>	<b>487,758.00</b>	<b>2%</b>
224-101-550-2488	INDIRECT TO GF	-	-	-	-	
224-101-550-5150	TRANSFER TO FAIR 218	-	-	-	-	
224-101-560-5999	CONTINGENCY	-	-	-	-	
224-101-580-6000	RESERVE FOR FE-Building	-	-	-	-	
224-101-580-6001	RESERVE FOR FE-FRONT SIGN	-	-	-	-	
224-101-580-6002	RESERVE FOR FE-ARENA	-	-	-	-	
224-101-590-9002	ENDING FUND BALANCE	-	-	-	444,529.00	0%
<b>Government Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>444,529.00</b>	<b>0%</b>
<b>Total County Fair Capital Expenses</b>		<b>351,587.02</b>	<b>108,627.78</b>	<b>13,456.39</b>	<b>937,287.00</b>	<b>1%</b>
Net Revenue over Expenditures		120,282.56	487,260.86	524,050.86	-	

**September 2023 Credit Card Payable  
Paid September 2023  
Bank of America Purchase Cards**

It is hereby ordered that **\$23,284.20** be paid and the amounts transferred from the funds listed below:

<b>FUND</b>	<b>FUND NAME</b>	<b>AMOUNT</b>
218	FAIR	\$23,284.20
<b>TOTAL</b>		<b>\$23,284.20</b>

I, Kate Knop, hereby attest the above amounts are correct.

\_\_\_\_\_  
Kate Knop, Finance Director

\_\_\_\_\_  
Tony Anderson, Buildings & Grounds Director

\_\_\_\_\_  
Al Short, Fair Chairman

\_\_\_\_\_  
Order Number

\_\_\_\_\_  
Dated

**SEP23 Purchase Card Details**

<b>Vendor Name</b>	<b>CH Full Name</b>	<b>Item Description</b>	<b>Item Total</b>	<b>Item GL Combination</b>	<b>Purchase Date</b>
AMAZON.COM TX49M2H50	MOBLEY, SHAWNA	cleaner	\$35.10	218-101-520-2101-	9/18/2023
STRIVE / MAIN ST.	MOBLEY, SHAWNA	supplies	\$205.55	218-101-520-2101-	8/30/2023
VZWRLLS BILL PAY VB	HESSEL, LYNDISAY	Cell Phone Charges - Aug	\$43.92	218-101-520-2105-	9/8/2023
AMAZON.COM TR7U19SD2	MOBLEY, SHAWNA	cartridge	\$196.22	218-101-520-2301-	9/12/2023
COASTAL FARM & RANCH R	BRANSTETTER, AARON	tarp strap	\$19.99	218-101-520-2301-	8/19/2023
MADRAS PAINT & GLASS I	MOBLEY, SHAWNA	repair - kit	\$458.00	218-101-520-2301-	8/28/2023
N & S TRACTOR MADRAS	BRANSTETTER, AARON	pin	\$9.73	218-101-520-2301-	8/21/2023
PAPE MACHINERY	HICKMAN, AXCYL	oil	\$190.05	218-101-520-2301-	8/30/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	sup, hard	\$23.92	218-101-520-2301-	9/1/2023
PHILS ACE HARDWARE - M	MOBLEY, SHAWNA	sup, tools, hard	\$95.70	218-101-520-2301-	9/1/2023
THOMPSON PUMP AND IRRI	DAHLKE, TIMOTHY	pvp pipe for fg ada project	\$1,148.80	218-101-520-2301-	9/6/2023
XEROX CORPORATION 2	MOBLEY, SHAWNA	mthly fee	\$27.25	218-101-520-2301-	9/11/2023
SMARTDRAW SOFTWARE LLC	HALVORSON, MICAELA	renewal	\$69.95	218-101-520-2480-	8/30/2023
AMZN MKTP US TX6ZG3H22	HALVORSON, MICAELA	supplies	\$531.32	218-101-520-2616-	9/17/2023
FARMTEK INC.	HALVORSON, MICAELA	timer	\$2,195.46	218-101-520-2616-	9/14/2023
WEBCONNEX LLC	HALVORSON, MICAELA	Cowdeo forms	\$162.55	218-101-520-2616-	8/26/2023
AMZN MKTP US TX6ZG3H22	HALVORSON, MICAELA	supplies	\$531.33	218-101-520-2620-	9/17/2023
CAMPING FEE 8666610909	HALVORSON, MICAELA	OFA Convention	\$272.20	218-101-520-3301-	9/7/2023
COCC COMMUNITY LEARNIN	ANDERSON, ANTHONY	Training for Micaela	\$449.00	218-101-520-3301-	9/8/2023
IN TRIDENT PROFESSION	MOBLEY, SHAWNA	security	\$628.00	218-101-520-3418-	8/21/2023
IN TRIDENT PROFESSION	MOBLEY, SHAWNA	security	\$771.00	218-101-520-3418-	9/11/2023
CITY OF MADRAS	MOBLEY, SHAWNA	mthly fee	\$388.29	218-101-520-3601-	9/2/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	mthly fee	\$928.62	218-101-520-3601-	9/6/2023
DESCHUTES VALLEY WATER	MOBLEY, SHAWNA	quarterly fee	\$13,316.71	218-101-520-3601-	9/8/2023
SURELINE BROADBAND	MOBLEY, SHAWNA	mthly fee	\$62.50	218-101-520-3601-	9/11/2023
Trashbilling.com CC	MOBLEY, SHAWNA	mthly fee - OSU	\$22.36	218-101-520-3601-	8/29/2023
Trashbilling.com CC	MOBLEY, SHAWNA	mthly fee	\$500.68	218-101-520-3601-	9/5/2023
			<b>\$23,284.20</b>		

Report Criteria:  
 Detail report.  
 Invoices with totals above \$0 included.  
 Paid and unpaid invoices included.  
 [Report].GL Account Number = "218-001-110-1500"-218-101-590-9002", "224-001-110-1500"-224-101-590-9002"

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount
<b>218-101-520-2301 MAINTENANCE AND REPAIR</b>				
3240	CANON FINANCIAL SERVICES INC	August Usage	09/11/2023	73.75
Total 218-101-520-2301:				73.75
<b>218-101-520-2610 OPEN CLASS</b>				
3495	ANDERSON, ERIKA	Fair Premium 2023	09/13/2023	87.00
3501	BEMROSE, CHARLOTTE	Fair Premium 2023	09/13/2023	4.00
3506	BURKE, WILLIAM	Fair Premium 2023	09/13/2023	3.00
80428	CLARKSON, BROOKE	Fair Premium 2023	09/13/2023	186.00
3289	CROWLEY, DARBY	Fair Premium 2023	09/13/2023	13.00
80551	DICKSON, TINA	Fair Premium 2023	09/13/2023	75.00
80680	ANDERSON, BEN	Fair Premium 2023	09/13/2023	1.00
3500	BECK, PEGGIE	Fair Premium 2023	09/13/2023	10.00
3505	BURKE, VIOLET	Fair Premium 2023	09/13/2023	2.00
80196	CLARK, MARILYN	Fair Premium 2023	09/13/2023	53.00
3081	CROWLEY, BRODY	Fair Premium 2023	09/13/2023	3.00
80550	DICKSON, THAYNE	Fair Premium 2023	09/13/2023	28.00
3516	FEIGNER, JASE	Fair Premium 2023	09/13/2023	6.00
3493	ALIRE, TYCE	Fair Premium 2023	09/13/2023	11.00
3499	BARTZ, ZENA	Fair Premium 2023	09/13/2023	20.00
3504	BROWN, JANET	Fair Premium 2023	09/13/2023	8.00
80190	CECILIANI, DEBRA	Fair Premium 2023	09/13/2023	9.00
3513	CRISP, JOANN	Fair Premium 2023	09/13/2023	7.00
80057	DICKSON, MELINDA	Fair Premium 2023	09/13/2023	8.00
80842	EURTO, KALIYAH	Fair Premium 2023	09/13/2023	16.00
3494	ALLEN, JANICE	Fair Premium 2023	09/13/2023	35.00
3276	BECK, DAVID	Fair Premium 2023	09/13/2023	12.00
80543	BROWN, TOM	Fair Premium 2023	09/13/2023	7.00
3510	CHRISTIANSEN, PRESLEY	Fair Premium 2023	09/13/2023	4.00
3288	CROWLEY, AUDREY	Fair Premium 2023	09/13/2023	20.00
80701	DICKSON, OWEN	Fair Premium 2023	09/13/2023	9.00
3515	FARNER, KIMBERLY	Fair Premium 2023	09/13/2023	7.00
3498	ARMITAGE, OREN	Fair Premium 2023	09/13/2023	3.00
3503	BICART, HELEN	Fair Premium 2023	09/13/2023	1.00
3508	CAMPBELL, JENNIFER	Fair Premium 2023	09/13/2023	40.00
80834	COOPER, JACKSON	Fair Premium 2023	09/13/2023	5.00
3291	DICKSON, ALDEN	Fair Premium 2023	09/13/2023	9.00
80207	EDWARDS, SHARI	Fair Premium 2023	09/13/2023	15.00
3521	FISHER, MACKENZIE	Fair Premium 2023	09/13/2023	15.00
3496	ANDRASON	Fair Premium 2023	09/13/2023	1.00
3277	BEMROSE, JAMES	Fair Premium 2023	09/13/2023	5.00
3507	CAMPBELL, AUTUMN	Fair Premium 2023	09/13/2023	14.00
3512	COCHRANE, ELPHA	Fair Premium 2023	09/13/2023	3.00
80052	DAWES, ASHLEY	Fair Premium 2023	09/13/2023	4.00
80337	DREW, TERI	Fair Premium 2023	09/13/2023	42.00
3519	FEIGNER, MAREN	Fair Premium 2023	09/13/2023	3.00
3525	GRAY, STRAT	Fair Premium 2023	09/13/2023	2.00
3497	ARMITAGE, CHERYL	Fair Premium 2023	09/13/2023	1.00
3502	BENSON, OLIVIA	Fair Premium 2023	09/13/2023	31.00
80188	CAMPBELL, CAROL	Fair Premium 2023	09/13/2023	59.00
3078	COOK, JERRY	Fair Premium 2023	09/13/2023	6.00

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount
3290	DAWSON, SKIP	Fair Premium 2023	09/13/2023	3.00
3514	EAGLETON, AMY	Fair Premium 2023	09/13/2023	5.00
3520	FISHER, COOPER	Fair Premium 2023	09/13/2023	10.00
3300	GREEN, AISJA	Fair Premium 2023	09/13/2023	7.00
80323	BARE, KAREN	Fair Premium 2023	09/13/2023	106.00
3279	BOZARTH, MATTHEW	Fair Premium 2023	09/13/2023	29.00
3509	CAMPBELL, JOHN	Fair Premium 2023	09/13/2023	18.00
3284	COOPER, JAMESON	Fair Premium 2023	09/13/2023	22.00
80840	DICKSON, EILEEN	Fair Premium 2023	09/13/2023	7.00
3084	EURTO, DECLAN	Fair Premium 2023	09/13/2023	13.00
3086	FORMAN, BRINLEY	Fair Premium 2023	09/13/2023	8.00
80846	GANN, GINGER	Fair Premium 2023	09/13/2023	73.00
2563	HAIR, LYNN	Fair Premium 2023	09/13/2023	70.00
80559	HERSHBERGER, CARSON	Fair Premium 2023	09/13/2023	10.00
3092	HURD, JAMIE	Fair Premium 2023	09/13/2023	7.00
3095	JASA, MICAH	Fair Premium 2023	09/13/2023	19.00
3542	KOOLHAAS, FAITH	Fair Premium 2023	09/13/2023	12.00
3548	MANNING, WANDA	Fair Premium 2023	09/13/2023	6.00
3317	MCDANIEL, ROWAN	Fair Premium 2023	09/13/2023	10.00
80120	MEREDITH, KATY	Fair Premium 2023	09/13/2023	29.00
3517	FEIGNER, KINSLEY	Fair Premium 2023	09/13/2023	7.00
3524	GILBERT, RYLEE	Fair Premium 2023	09/13/2023	119.00
3089	HAMREUS, ROGER	Fair Premium 2023	09/13/2023	53.00
80082	HERSHBERGER, COLE	Fair Premium 2023	09/13/2023	3.00
80566	HURD, LUCAS	Fair Premium 2023	09/13/2023	14.00
80723	JASA, REESE	Fair Premium 2023	09/13/2023	11.00
3543	KOOLHAAS, JOSSEY	Fair Premium 2023	09/13/2023	8.00
80462	MARTIN, EMILY	Fair Premium 2023	09/13/2023	27.00
3553	MCFARLAND, ISABELLA	Fair Premium 2023	09/13/2023	40.00
3087	FORMAN, BROGAN	Fair Premium 2023	09/13/2023	4.00
3527	GRUBB, GUS	Fair Premium 2023	09/13/2023	3.00
3532	HAWES, RUTH	Fair Premium 2023	09/13/2023	13.00
3307	HOLMES, JODY	Fair Premium 2023	09/13/2023	8.00
3536	HUTCHINS, TUCKER	Fair Premium 2023	09/13/2023	2.00
3541	KLATT, NANCY	Fair Premium 2023	09/13/2023	7.00
3546	LUCKCUCK, ASHTON	Fair Premium 2023	09/13/2023	6.00
3552	MCCLUNG, LIAM	Fair Premium 2023	09/13/2023	2.00
80741	MCNAMEE, AVERY	Fair Premium 2023	09/13/2023	4.00
3099	MILLER, SHELLEY	Fair Premium 2023	09/13/2023	2.00
3301	GREEN, JAYDEN	Fair Premium 2023	09/13/2023	25.00
3530	HATFIELD, TAMMY	Fair Premium 2023	09/13/2023	5.00
3136	HOLMES, CALLIE	Fair Premium 2023	09/13/2023	9.00
80567	HUTCHINS, KRISTEN	Fair Premium 2023	09/13/2023	2.00
3540	KILLINGSWORTH, MICKEY	Fair Premium 2023	09/13/2023	110.00
3311	LIEUALLEN, PATTY	Fair Premium 2023	09/13/2023	55.00
3550	MCCLUNG, CARRI	Fair Premium 2023	09/13/2023	8.00
3319	MCFARLAND, ZAYNE	Fair Premium 2023	09/13/2023	19.00
3557	MILLER, MEGAN	Fair Premium 2023	09/13/2023	8.00
3322	NELSON, EVA	Fair Premium 2023	09/13/2023	36.00
3563	PINEDA, ANGI	Fair Premium 2023	09/13/2023	7.00
3522	FUNK, MIKE	Fair Premium 2023	09/13/2023	1.00
3528	GRUBB, HOLLIS	Fair Premium 2023	09/13/2023	3.00
3533	HAYES, DELLA	Fair Premium 2023	09/13/2023	6.00
80565	HURD, JACOB	Fair Premium 2023	09/13/2023	51.00
3537	JASA, COLTON	Fair Premium 2023	09/13/2023	8.00
3310	KOOLHAAS, ALEAH	Fair Premium 2023	09/13/2023	25.00
3547	LUCKCUCK, JAZZLYN	Fair Premium 2023	09/13/2023	1.00
3316	MCDANIEL, KNOX	Fair Premium 2023	09/13/2023	9.00

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount
2437	MCNAMEE, BRANDIE	Fair Premium 2023	09/13/2023	1.00
3558	MINSON, JACE	Fair Premium 2023	09/13/2023	5.00
3090	HARRIS, SHELBY	Fair Premium 2023	09/13/2023	3.00
80560	HERSHBERGER, SAWYER	Fair Premium 2023	09/13/2023	38.00
3093	HURD, NOLAN	Fair Premium 2023	09/13/2023	59.00
80726	JOHNSON, SOPHIA	Fair Premium 2023	09/13/2023	17.00
3544	KOSTKA, FELICITY	Fair Premium 2023	09/13/2023	2.00
80115	MARTIN, TERESA	Fair Premium 2023	09/13/2023	77.00
3318	MCFARLAND, JADEN	Fair Premium 2023	09/13/2023	47.00
3556	MIDDLETON, PIERCE	Fair Premium 2023	09/13/2023	3.00
3559	NELSON, CASSIE	Fair Premium 2023	09/13/2023	8.00
3326	PARSONS, JASE	Fair Premium 2023	09/13/2023	4.00
6079	ROHDE, KATHIE	Fair Premium 2023	09/13/2023	3.00
3091	HARRIS, VANCE	Fair Premium 2023	09/13/2023	8.00
3305	HOLLYMAN, OPAL	Fair Premium 2023	09/13/2023	5.00
3534	HUTCHINS, BO	Fair Premium 2023	09/13/2023	5.00
3539	KEEGAN, HARPER	Fair Premium 2023	09/13/2023	10.00
80737	LAYTON, KAREN	Fair Premium 2023	09/13/2023	45.00
3549	KATHLEEN, MAY	Fair Premium 2023	09/13/2023	15.00
3554	MCFARLAND, KERAH	Fair Premium 2023	09/13/2023	3.00
80576	MILLER, ELIZABETH	Fair Premium 2023	09/13/2023	28.00
3560	NELSON, COPELAND	Fair Premium 2023	09/13/2023	3.00
3562	PEARSON, JORDAN	Fair Premium 2023	09/13/2023	3.00
80478	RUIZ, NATALIA	Fair Premium 2023	09/13/2023	7.00
3570	SIKKENS, TARYN	Fair Premium 2023	09/13/2023	6.00
3526	GREEN-HARTLEY, DIANE	Fair Premium 2023	09/13/2023	3.00
3531	HAWES, AVORI	Fair Premium 2023	09/13/2023	10.00
3306	HOLMES, COLBY	Fair Premium 2023	09/13/2023	6.00
3535	HUTCHINS, RHETT	Fair Premium 2023	09/13/2023	12.00
80236	KING, EMILY	Fair Premium 2023	09/13/2023	3.00
3313	LINSCHKEIT, EMMA	Fair Premium 2023	09/13/2023	7.00
3551	MCCLUNG, KAYLEE	Fair Premium 2023	09/13/2023	2.00
80740	MCNAMEE, ADDIE	Fair Premium 2023	09/13/2023	12.00
80124	MILLER, SARAH	Fair Premium 2023	09/13/2023	19.00
3323	NELSON, ISAIAH	Fair Premium 2023	09/13/2023	2.00
3105	PINEDA, JANELLE	Fair Premium 2023	09/13/2023	5.00
2053	MORTON, MINDA	Fair Premium 2023	09/13/2023	20.00
3101	PACHECO-FISHER, VICTORIA	Fair Premium 2023	09/13/2023	11.00
3565	RAKE, AUDRY	Fair Premium 2023	09/13/2023	2.00
80145	SHAVER, DYANN	Fair Premium 2023	09/13/2023	60.00
3341	SMILEY, ISLA	Fair Premium 2023	09/13/2023	2.00
3574	TARVIN, PEYTON	Fair Premium 2023	09/13/2023	9.00
3582	WILSON, TINA	Fair Premium 2023	09/13/2023	3.00
3296	EAGLETON, WAYNE	Fair Premium 2023	09/13/2023	8.00
3566	SAY, IAEN	Fair Premium 2023	09/13/2023	3.00
3340	SKIDGEL, CAROLINE	Fair Premium 2023	09/13/2023	3.00
3116	STROUP, EMMA	Fair Premium 2023	09/13/2023	9.00
3577	TORGERSON, EMILYN	Fair Premium 2023	09/13/2023	20.00
3580	WILSON, CARTER	Fair Premium 2023	09/13/2023	5.00
80780	YOUNG, LEILANI	Fair Premium 2023	09/13/2023	11.00
3561	NELSON, MARGOT	Fair Premium 2023	09/13/2023	3.00
80269	POWELL, ELIJAH	Fair Premium 2023	09/13/2023	80.00
3567	SAY, KODA	Fair Premium 2023	09/13/2023	2.00
3110	SMILEY, ANDREW	Fair Premium 2023	09/13/2023	3.00
3117	STROUP, LEVI	Fair Premium 2023	09/13/2023	17.00
3347	TULL, LINDA	Fair Premium 2023	09/13/2023	11.00
3581	WILSON, COOPER	Fair Premium 2023	09/13/2023	2.00
3583	ZACHARY, AUDRA	Fair Premium 2023	09/13/2023	9.00

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount
3555	MIDDLETON, ELLIANA	Fair Premium 2023	09/13/2023	15.00
1370	MUIR, LOUISE	Fair Premium 2023	09/13/2023	3.00
80579	PARKER, GWYN	Fair Premium 2023	09/13/2023	77.00
80885	RICH, HADLEY	Fair Premium 2023	09/13/2023	20.00
3568	SHUBIN, MARY	Fair Premium 2023	09/13/2023	52.00
3571	SOLIZ, MARY	Fair Premium 2023	09/13/2023	1.00
3575	TARVIN, JAMESON	Fair Premium 2023	09/13/2023	11.00
3350	VANEK, RYDER	Fair Premium 2023	09/13/2023	9.00
3353	WISEMAN, CRAIG	Fair Premium 2023	09/13/2023	3.00
80297	VANEK, TODD	Fair Premium 2023	09/13/2023	5.00
80479	RUIZ, ROCIO	Fair Premium 2023	09/13/2023	31.00
3339	SKEELS, NICHOLE	Fair Premium 2023	09/13/2023	3.00
3115	STROUP, ABBY	Fair Premium 2023	09/13/2023	14.00
3576	TORGERSON, GEN	Fair Premium 2023	09/13/2023	2.00
80406	WILLIAMSON, SHERRY	Fair Premium 2023	09/13/2023	12.00
3129	WRIGHT, SHILOH	Fair Premium 2023	09/13/2023	8.00
3579	VANEK, JOSI	Fair Premium 2023	09/13/2023	3.00
3569	SIKKENS, JUDAH	Fair Premium 2023	09/13/2023	2.00
3573	STICKLER, RAEGAN	Fair Premium 2023	09/13/2023	2.00
3119	TERRAZAS, GABI	Fair Premium 2023	09/13/2023	8.00
80165	VANEK, SUE	Fair Premium 2023	09/13/2023	18.00
3127	WRIGHT, HOPE	Fair Premium 2023	09/13/2023	9.00
3297	FORMAN, BRAELYN	Fair Premium 2023	09/13/2023	5.00
3325	OKEEFE, SANDRA	Fair Premium 2023	09/13/2023	5.00
3564	PUDDY, JIM	Fair Premium 2023	09/13/2023	3.00
80892	SEBER, JAN	Fair Premium 2023	09/13/2023	12.00
3111	SMILEY, IAN	Fair Premium 2023	09/13/2023	5.00
3118	STROUP, LUKE	Fair Premium 2023	09/13/2023	31.00
3349	UTZ, EMMET	Fair Premium 2023	09/13/2023	6.00
80312	WILSON, KAREN	Fair Premium 2023	09/13/2023	3.00
80910	ZACHARY, CHERYL	Fair Premium 2023	09/13/2023	10.00
3342	STOVALL, MASON	Fair Premium 2023	09/13/2023	3.00
3120	TERRAZAS, JAVI	Fair Premium 2023	09/13/2023	7.00
80610	WILLIAMS, ALLISON	Fair Premium 2023	09/13/2023	35.00
3128	WRIGHT, PEARL	Fair Premium 2023	09/13/2023	5.00
Total 218-101-520-2610:				3,305.00
<b>218-101-520-2616 COWDEO EXP</b>				
1062	JEFFERSON COUNTY FAIR	Awards-Cowdeo 2023	09/15/2023	2,795.00
2264	TRIBAL ADVERTISING	Cowdeo ad on September 20 2023 Spilyay Tymoo	09/21/2023	170.00
1555	INN AT CROSS KEYS STATION	9/22-9/24/2023 Aldo Garcia	09/24/2023	355.40
Total 218-101-520-2616:				3,320.40
<b>218-101-520-3127 CONTRACTUAL SERVICES</b>				
194	MID OREGON PERSONNEL SERVICES INC	Karson Hartman - 72 hrs	09/18/2023	1,639.44
194	MID OREGON PERSONNEL SERVICES INC	Hartman, Karson 64 hrs	09/06/2023	1,457.28
1804	ALLISON, SCOTT	Contracted cleaning - FG	09/15/2023	37.50
Total 218-101-520-3127:				3,134.22
<b>218-101-520-3418 SECURITY</b>				
2044	CASCADE SECURITY & INVESTIGATIONS INC	Security towers for 2023 Fair	07/12/2023	1,400.00
Total 218-101-520-3418:				1,400.00

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount
<b>218-101-520-3601 UTILITIES</b>				
9	CASCADE NATURAL GAS CORP	Gas	09/06/2023	23.46
142	PACIFIC POWER	electric	08/30/2023	16.23
9	CASCADE NATURAL GAS CORP	Gas	09/06/2023	26.64
19	DESCHUTES VALLEY WATER DIST	Water truck loads June, July, August (391400gallons)	08/08/2023	3,914.00
9	CASCADE NATURAL GAS CORP	Gas	09/06/2023	13.96
142	PACIFIC POWER	electric	09/07/2023	1,370.50
9	CASCADE NATURAL GAS CORP	Gas	09/06/2023	34.05
142	PACIFIC POWER	electric	09/07/2023	11.68
19	DESCHUTES VALLEY WATER DIST	New 2" Svc. @430 SW Fairgrounds Road	08/22/2023	3,285.09
Total 218-101-520-3601:				8,695.61
<b>224-101-520-2301 Maintenance &amp; Repairs</b>				
3430	GREENLEE CONSTRUCTION INC	Re-roof contract per estimate #3845 20% Depsit	09/12/2023	1,672.20
Total 224-101-520-2301:				1,672.20
<b>224-101-540-4106 ADA GRANT - CAPITAL OUTLAY</b>				
2666	ANDERSON PERRY & ASSOCIATES, INC	756-07 Jefferson County Fairgrounds Improvements	07/12/2023	3,161.10
1881	OREGON BUREAU OF LABOR AND INDUSTRIES	Notice of Public Works	09/29/2023	310.95
2666	ANDERSON PERRY & ASSOCIATES, INC	756-07 Jefferson County Fairgrounds Improvements	06/13/2023	8,220.00
Total 224-101-540-4106:				11,692.05
Grand Totals:				33,293.23

Dated : \_\_\_\_\_

Finance Director: \_\_\_\_\_

Fairgrounds Manager: \_\_\_\_\_

B & G Director: \_\_\_\_\_

Fair Chairman: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "218-001-110-1500"-218-101-590-9002", "224-001-110-1500"-224-101-590-9002"



# MINUTES

**JEFFERSON COUNTY  
FAIR BOARD REGULAR MEETING  
OCTOBER 10, 2023 at 5:00 pm  
66 SE D STREET  
MADRAS, OR 97741**

**1. Call to Order**

Chairperson Al Short called the meeting to order at 5:02

**2. Introductions/Establishment of a Quorum**

Board (quorum) Present: John McCloskey, Chuck Patterson Al Short, Gustavo Sierra-Avalos (5:12 pm), Jane Ellen Innes (5:32 pm)

Staff Present: Micaela Halvorson, Tony Anderson

**3. Changes to the Agenda (Consideration of Submission of Late Items)**

Late items were integrated into the existing agenda.

**4. Correspondence/ Awards**

- Thank you letter from Joachim's
- Thank you card from Godfrey the Musician
- Save the date – Oregon Festival and Event Feb 29 – Mar 2, 2024
- Award – to the Jefferson Count Fair & Rodeo Security Committee (Short, Patterson, McCloskey, Gandy) from the City of Madras Police Department
- Award – to Micaela for planning and leadership for the 2023 Jefferson County Fair and Rodeo from the City of Madras Police Department

**5. Reports**

5.1 Finance Report through August 31, 2023 – Kate Knop

218 – County Fair Fund – YTD

Revenue of \$2115,901 (51%), and includes the Rent of the Building and Grounds, \$6,861, Cowdeo contestant fees, \$2,753, Cowdeo sponsorships, \$1,350, Donations, \$6,036, Event Security, \$1,036, and a budgeted transfer from transient room tax, \$16,396.

Expenditures are \$117,575: personnel \$14,177 (12%), and materials and services \$102,731 (87%), and budgeted transfer to #224 (Capital Project Fund) \$667. Other expenditures were related to repair/maintenance, and fair-related expenses.

224 – Capital Project Revenue & Expenditures –

Activity for August 2023 reflects revenue of \$33,234. Other revenue includes Donations of \$8,848 Donations designated for the 4-H Café, \$3,100, OSU rent for \$635, and budgeted inter-fund transfers from transient room tax, Fair, and RV Park for \$4,080, and budgeted transfers.

5.2 Fair Court Update – Emma Brandau, Tonya Cloutier

In addition to other area-wide activities, Queen Emma hosted the 2024 Jefferson County Fair & Rodeo Court tryouts on October 7, and also reported that she was the recipient of the Knowledge Award from the 2024 Deschutes County Queen tryouts.

The 2024 Jefferson County Fair & Rodeo court: Queen Kiara Root and Princess Corley Holliday.

5.3 Buildings & Grounds Update – Tony Anderson – Ask Micaela

Anderson updated the Board on current and upcoming projects: a Kent Crook Memorial, ADA improvements project. The ADA updates are completed and include handicapped parking spaces, paving at the main entrance, between Keene building and barns, and installation of an AD-compliant ramp.

\$345,470.00 – ADA project cost

- \$277,777.00 – grant from Business Oregon
- \$36,522.00 – loan from the BOCC
- \$31,180.00 – from RV Park Improvement fund

5.4 Fair Complex Manager Report – Micaela Halvorson

September activities included (1) Cowdeo-related wrap-up, (2) financial wrap-up from the fair, (3) met with the Facility Fees committee, (4) creating an annual calendar of fair-related activities and deadlines,

6. Proposals from outside groups (10-minute time limit)

- 6.1 Kim Schmith – Open Class Set aside for November
- 6.2 Frank Caldwell – Qualifying Event/Mini Bucking Bulls – set aside for a future meeting.

7. Citizen's Comments (3-minute time limit)

None.

8. Consent Agenda

- 8.1 August 2023 Credit Card Accounts Payable in the amount of \$43,375.58
- 8.2 August 2023 Accounts Payable in the amount of \$52,012.14
- 8.3 September 6<sup>th</sup> and 20<sup>th</sup>, 2023 Minutes. (Dave Campbell to Jim Carol 9/6)

**Chuck Patterson moved**, and John McCloskey seconded to accept the consent agenda as presented, with corrections to the 9/6 minutes. The motion carried unanimously.

9. Unfinished Business

9.1 Building Signs – Numbers

McCloskey moved, and Gustavo Sierra-Avalos seconded to proceed with purchasing and installing numbers on the fairground buildings that will meet established size and color requirements; two signs each on the 4-H Café, Keeney, Maccie-Conroy, Watfts, and Darrar buildings, for an amount not to exceed \$250.00. The motion passed unanimously.

Signage specifications: ACM 12x18’ single-digit sign – 10 x \$22.50 per sign = \$225.00.

- 9.2 Fairgrounds Entrance Sign – No action taken
- 9.3 ADA Project Update – See Building and Grounds report.
- 9.4 Facility Use Fees – Set aside until November 1, 2023

9.5 Veterinarian Presence – Short summarized previous discussions. Veterinarian should be available

Al Short is meeting with an area veterinarian on Thursday, October 12 and will distribute a summary of the discussion at the November meeting.

9.6 Sound System

Two estimates in, a third one pending additional information. Patterson presented an overview of hardware needs. All members agreed on the importance of completing the project in a timely manner. During the ensuing discussion, some voiced concerns on timeline and wiring the show barn.

## 9.7 Internet/WiFi Analysis

There are two existing fiber lines on grounds. Met with TDS and Blue Mountain. Halvorson asked for guidance on direction for ISP provider. Board members present endorse maintaining the status quo until sound system decisions are finalized.

## 9.8 Security Cameras Update

Patterson reported that one quote for security cameras have been received, awaiting two additional quotes.

## 9.9 Cowdeo Report

Revenue/expense report postponed until November. Compliments on ground and awards at the end of the event. Parent feedback was positive; well organized. McCloskey complimented the ground crew.

## 9.10 Homeland Security Grant

Patterson reported that the approval are in process.

## 9.11 Wilbur Ellis Impact Funds

Wilbur Ellis Impact Funds have been approved at regional level, and the request no advances to corporate for approval. Approved for \$5,000.

## 9.12 Fair Planning Meeting Review

Halvorson is creating a during-event fair list, plus a year-around list for preparing for the fair and rodeo.

Short asked food vendors know about fair date change to July 24-27, 2024. Halvorson plans to email the 2023 vendors about the date change.

## 9.13 Oregon Fairs Association Conference Recap

Several Board Members attended the Oregon Fair Association conference at the Deschutes Fair and Expo Center. Breakout session topics included digital marketing, sponsorship opportunities, fewer show cases. Anna Sharf and JL Wilson spoke about the previous and upcoming legislative session, and specifically HB 3410 (reimburse lost income from COVID). In spring 2024, fair complexes can funds through Oregon Business.

<https://olis.oregonlegislature.gov/liz/2023R1/Downloads/MeasureDocument/HB3410/Enrolled>

## 9.14 Gates During Fair – Admission

Information needed to proceed: cost/benefit analysis, physical space analysis, estimated costs to secure the area, options for how to charge and when.

## 9.15 Event Money from County Commissioners

Halvorson asked for recommendations for using the event funds from the County Commissioners. Are the funds used one-time to offset costs for new events?

## 9.16 Warm Springs Christian Fellowship (added)

Warm Springs Christian Fellowship meets at the fairgrounds weekly. The group asked for notification with scheduling conflicts do not allow them to use the 4-H kitchen building and would prefer to relocate to the Maccie-Conroy building.

## 9.17 Jefferson County Fair Board/JCHS-MOU

Tony Ahern and Jane Ellen Innes collaborated on creating a draft MOU for creating a collaborative working relationship aimed at building a dual-purpose building on fairgrounds policy. Awaiting comments from Ahern, and a review from the County Attorney. The working group will meet again in October.

## 10. New Business

### 10.1 RV Money Project

Halvorson reported that revenue from the RV park totals around \$3000, that can be used for FFA area improvements on the grounds. McCloskey and Patterson suggested using the RV Project fund to apply irrigation, drainage, and turf to improve the livestock area, with the understanding that this is a multi-year project and future funds would be designated for it, until the project is complete.

### 10.2 December Fair Board Meeting Date – set aside until November

### 10.3 Veteran’s Appreciation

After the Board discussed the best way to demonstrate our appreciation for the VFW volunteers who worked during the fair, all agreed to present the VFW with a plaque presented at the VFW November 1, 2023, meeting and invite the volunteers to a spring appreciation dinner, dates TBD.

### 10.4 Cowdeo Appreciation Dinner (fairgrounds volunteer dinner).

Move the 2023 volunteer appreciation to the spring.

### 10.5 Chamber Banquet

Any Board member who can attend will notify Innes.

### 10.6 Reader Boards

**Gustavo Sierra-Avalos moved**, Jane Ellen Innes seconded, to purchase A frame reader boards and cones from the Identity Zone for a total cost of no more than \$2,500.00 The motion passed unanimously.

## 11. Committee/Board Member Reports

Entertainment Committee - Katie Boyle, Al Short, Gustavo Sierra-Avalos

- Short reported on entertainment options for the 2024 fair. After discussion, **Innes moved**, McCloskey seconded to hire Eagle Eyes (\$7,500) to perform on 7/26, Andrew Matthews Band on either 7/24 or 25, and Bright Heart Circus (\$1,250/day) as entertainment acts at the 2024 fair. The motion passed unanimously. Negotiations pending with Contryfied.

No other committee reports.

## 12. Announcements/Notification of additional Fair Board Meetings

12.1 Next Regular Fair Board Meeting – November 1, 2023

## 13. Adjourn

With no further business before the board the meeting adjourned at 7:28 pm.

Respectfully submitted,



Jane Ellen Innes

Secretary to the Board

**Anthony Anderson**

---

**From:** Chuck Patterson  
**Sent:** Friday, October 6, 2023 9:25 AM  
**To:** Micaela Halvorson; Al Short; Anthony Anderson  
**Subject:** Signs, with numbers, for buildings

Hello,

Here is a quote from RIPQ.

For the time being, I was thinking of only putting them on the front and back of the Keeney, Maccie, Watts, and the Darrar. The other structures are fairly large and pretty obvious (arena, show barn, beef barn, pavillion).

Brandon says when you put a sign up at high it should be the larger size. When you are holding a 6x8 the number looks amazingly large. But when you put it up high on a structure, visibly to our eyes, it really does not look that big. Brightwood building signs are 18" tall. When I did the signs for the Wilbur Ellis buildings, I think the lettering was 12". I installed 14" lettering on a water truck. It was used at the fair and it was watering the parking lot and I could see the lettering standing in front of the Keeney.

Can this be put on the agenda for discussion and possibly a vote?

See prices and sizes below....

Aluminum composite material (ACM)

ACM 12x18" single digit sign.....\$22.50 each  
ACM 8x12" single digit sign.....\$12.00 each  
ACM 6x8" single digit sign.....\$5.50 each

If you do double digits on any of these the width and price will double as well.

Thanks! Brandon Searcy

Chuck Patterson  
Jefferson County Fair Board Member  
chuck.patterson@jeffco.net  
541-390-0382

#	Month / Year	Amount (\$)	Activities Associated with Disbursement
1	January 2023	\$18,413	Anderson Perry and Associates Professionnal Services
2	February 2023	\$5,405	Anderson Perry and Associates Professionnal Services
3	April 2023	\$8,160	Anderson Perry and Associates Professionnal Services
4	May 2023	\$686	Bid advertisement-Community Classifieds Pamplin Media Group
5	May 2023	\$476	Bid advertisement- Daily Journal of Commerce- OR
6	April 2023	\$6,850	Anderson Perry and Associates Professionnal Services
7	July 2023	\$3,161	Anderson Perry and Associates Professionnal Services
8	August 2023	\$1,149	Thompson Pump and Irrigation
9	Sept. 2023	\$1,173	Anderson Perry and Associates Professionnal Services
10	August 2023	\$1,480	Wallace Group
11	June 2023	\$8,220	Anderson Perry and Associates Professionnal Services
12	Sept. 2023	\$311	BOLI Public Works Fee Information Form
13	Oct. 2023	\$180,495	K3 Construction Base Bid
14	Oct. 2023	\$105,300	K3 Construction- Additive Alternate 1
15	Oct. 2023	\$4,200	K3 Construction- Change Order for additional gravel and placement
		<b>\$345,479</b>	<b>Fairgrounds Total Project Cost (Fund #224-101-540-4106)</b>
		\$277,777	Fairgrounds- Busness Oregon Grant for ADA Project
		\$67,702	Fairgrounds- Loan from BOCC (Fund #403)

16	Oct. 2023	\$25,150	K3 Construction- Change Order Dump Site (Fund #508)
17	Oct. 2023	\$6,030	K3 Construction- Change Order Asphalt Pave around bathrooms (Fund #508)
		<b>\$31,180</b>	<b>RV Park Total Project Cost (Fund #508-101-540-4102)</b>

**\$376,659 Total Project**



*Formal Proposal*

**Cove Electric, Inc.**

PO Box 192 Culver, OR 97734  
541-803-6000  
License # CCB 202597

**Audio Visual Bend**

20585 Brinson Blvd., suite 1, Bend, OR 97701

**CAT 6 Underground @ Fairgrounds**

CAT 6 Underground @ Jefferson County Fairgrounds  
430 SW Fairgrounds Rd, Madras, OR 97741

Tony Sprando,

Cove Electric Inc. respectfully submits this proposal in conjunction with electrical work to be performed at the above referenced project.

Job Information:

The following proposal is for installing underground CAT6.

Scope of Work:

This price includes all labor and materials to perform the above work. This includes the following.

- 1. Install 2" PVC with a shielded CAT6 cable between the Beef Barn and Bimart building. (Approximate distance 250')

**SUMMARY OF COSTS**

**Material \$1,925.00**

**Labor \$1,000.00**

**Total Job Quote.....\$2,925.00**

- 1. Prices are firm until 4/11/2023.
- 2. PERFORMANCE:  
Reasonable time shall be given to the Electrical Contractor to complete each phase of the electrical job. However, Electrical Contractor agrees that where a written construction schedule is provided with the signing of this agreement, the Electrical Contractor shall pay all overtime to complete construction in a timely manner to comply with the written construction schedule. If a written construction schedule is not provided with the signing of this proposal, the Electrical Contractor shall not pay for any overtime to complete project. Any overtime required shall be considered a change order and written authorization shall be required in advance.
- 3. MATERIALS AND EQUIPMENT:  
All material and equipment supplied by the Electrical Contractor shall be warranted by the manufacturer and will be installed in a manner consistent with standard practices at this time.
- 4. Notwithstanding any provision herein to the contrary, in the event that, during the performance of this agreement, the price of copper wire and cables, aluminum wire and cables, conduit and/or any other necessary commodities significantly

increases, through no fault of electrical contractor, the price of any materials, components, or goods to be furnished under this agreement shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding three percent (3%) experienced by electrical contractor from the date of the execution of this agreement. Such price increases shall be documented through commercial quotes, invoices, receipts or other such documentation. Where the delivery of materials, components, or goods required under this agreement is delayed, through no fault of electrical contractor, as a result of the shortage or unavailability of commodities, raw materials, components and/or products, electrical contractor shall not be liable for any additional costs or damages associated with such delay(s).

5. Equipment supplied by other trades shall not be required to be installed by this Electrical Contractor. Electrical Contractor shall not be responsible for owner-supplied equipment due to losses related to theft, damage, vandalism, warranty, or any associated storage expenses. This agreement does not include: 1) Warranty of equipment supplied by others. 2) Assembly of equipment supplied by others.
6. **EXCLUSIONS:**  
This proposal does not include cost of trash removal, concrete, forming, painting, patching, trenching core drilling, venting and sealing of roof penetrations. All waste created by Electrical Contractor will be removed to a specific area on the construction site as instructed by the owner/contractor.
7. **NATIONAL AND LOCAL CODES:**  
Electrical installation shall meet the National Electrical Code and local electrical codes. Errors in design by the architect and/or engineer in the blueprints or specifications are not the responsibility of the Electrical Contractor. Any additional electrical work required by others and not included on blueprints and specifications shall not be part of this agreement.
8. **FIXTURES AND EQUIPMENT SUPPLIED BY OTHERS:**  
This agreement includes the installation of fixtures furnished by others, if fixtures are on the job at the time of the electrical trim out. Electrical Contractor shall not be responsible for owner-supplied fixtures due to losses related to theft, damage, vandalism, warranty, or any associated storage expenses. This agreement does not include: 1) Warranty of fixtures supplied by others.
9. **NON-COMPETE CLAUSE:**  
Owner/contractor and all authorized representatives of owner/contractor are not to contract or employ any employees of this Electrical Contractor for one year from the completion of any electrical work performed by this Electrical Contractor with said owner/contractor within an area of fifty (50) miles radius from this job site.
10. Any payments not received within 30 days of invoice date should be considered past due and will accrue an additional interest charge at 1.5% per month of the unpaid balance until paid in full. No work shall be performed (including warranty) if any invoice is past due (including change orders). In addition, no release of lien shall be signed unless all payments are paid in full.
11. Our pricing structure is based upon payment of invoices within thirty (30) days.
12. Customer agrees to pay a service charge of \$25.00 each time a check is returned to the Electrical Contractor.
13. **WARRANTY:**  
Warranty shall only apply to the electrical installation of the material, fixtures, equipment, and other items supplied by the Electrical Contractor. Warranty shall not apply to material, fixtures, equipment, and other items supplied by others. Warranty shall not apply to extensions or additions to the original installation if made by others. Warranty shall commence from the final electrical inspection date for a maximum period of one (1) year. No warranty work shall be performed if any invoice is past due, including change orders.
14. **CHANGE ORDERS:**  
This proposal is based entirely upon the plans and specifications. Any deviation, alteration or changes from this proposal, whether required by code or otherwise, are not included in this proposal, and require a change order. Said changes shall in no way affect or make void the proposal. Charges for changes or modification to this proposal will be based on a labor rate of one hundred (\$100.00) dollars per man-hour. This labor rate includes labor, labor benefits, supervision, overhead, warranty, and other cost. Material shall be charged at Contractor's list price.

Cove Electric, Inc. must receive written authorization by any of the individuals listed below prior to commencement of the work. **NO WORK SHALL COMMENCE UNTIL THIS ELECTRICAL CONTRACTOR RECEIVES WRITTEN AUTHORIZATION.**



Individual authorized to sign written change orders shall be:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

If you have any questions regarding this proposal, please do not hesitate to call.

Respectfully,

Jeremy Nilles

Supervising Electrician  
Cove Electric, Inc.

## Proposal Acceptance

I have read this document including all attachments and I accept the prices, specifications, project terms and conditions, notes, standard terms and conditions as stated. I understand that upon signing, this proposal becomes a binding contract.

Audio Visual Bend

Cove Electric, Inc.

Audio Visual Bend

Jeremy Nilles

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

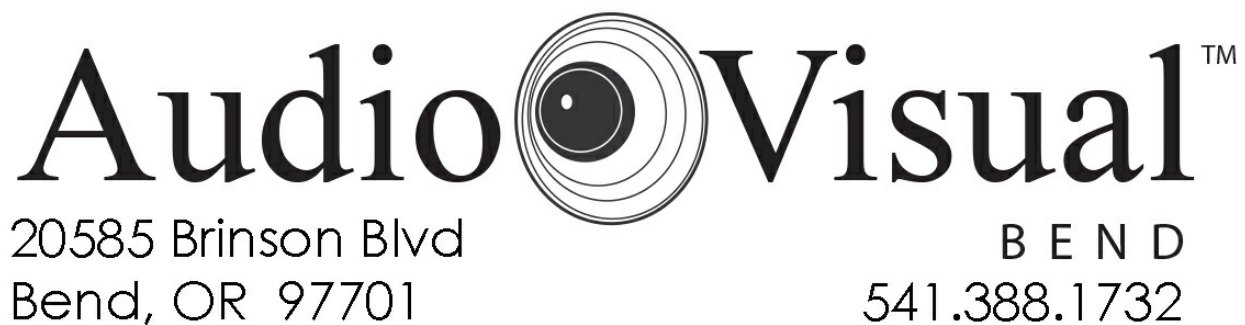
(All attached initialed pages shall become a legally binding part of this agreement.)

PROPOSAL TO:

Jefferson County Fair Grounds

March 10, 2023

## Arena Audiovisual Upgrades



**Thank you for choosing AV Bend Looking forward to the opportunity to work with you.**

We are the commercial AV Group in Bend, Oregon with over 60 years of combined experience since 1999

## ROOM 1

### SCOPE

Here is the scope and conversations that we had on-site, which we have addressed all of these in this quote.

- no amps needed in the Arena at this time and I will integrate your apple tv music content into the new audio mixer solution.

"The base infrastructure of the entire sound system (new amps, upgrading existing cables and connection points, if needed, etc), new integration programming, and upgraded arena connections/cabling will be under Capital Improvement expenditures. Could possibly add this to the Homeland Security grant that we are applying for to upgrade the campus network and cameras? This grant is due by March 31, 2023.

It would be grand if we could have remote access to the system to turn on the amps/zones **(currently exists)** and control the different zones for volume **(does not exist)**.





We talked about having control of the PA (Public Announcement) to override the sound without having to go to the office to adjust the controls in order to make a PA. Make the PA availability as robust as possible. Grocery store example: music playing and announcements for specials automatically override music when making an announcement)"

The customer will need to provide dedicated power at the Av Rack, a static/public IP at the AV Rack so you can use the system to its full potential, plus give us the ability to service this facility more effectively. To run the system remotely you will need to provide us an apple or android tablet to set-up on-site.

Look forward to working with you.










Tony Sprando  
Av Bend

### SYSTEM A

IMAGE	QTY	DESCRIPTION	PRICE	LABOR	LABOR EXT	TOTAL
	1	Xilica DSP core with 64x64 Dante on a dual NIC, 16 user-configured card slots, Lua scripting engine, optional software-licensed HearClear AEC.	\$2,950.00	\$0.00	\$0.00	\$2,950.00
	1	Audio Visual Bend 2U Rack Drawer	\$85.05	\$0.00	\$0.00	\$85.05
	1	Xilica Designer IP-based wall control with recessed rotary encoder, PoE power and configurable OLED display. Mounts into single-gang Decora® cut-out (not included).	\$680.00	\$0.00	\$0.00	\$680.00
	1	Araknis Networks 110-series PoE Powered 5-port Unmanaged+ Gigabit Switch with Compact Design	\$139.95	\$0.00	\$0.00	\$139.95

# Audio Visual Bend

Confidential Proposal

IMAGE	QTY	DESCRIPTION	PRICE	LABOR	LABOR EXT	TOTAL
	5	Xilica Solaro Series I/O card with dual-channel line level output, software-controlled functionality.	\$90.00	\$0.00	\$0.00	\$450.00
	3	Xilica Solaro Series I/O card with dual-channel microphone or line level input, switchable 48V Phantom power, and software-controlled functionality.	\$105.00	\$0.00	\$0.00	\$315.00
	1	Audix WIRELESS, R41, HANDHELD, W/OM2 CAPSULE	\$649.00	\$0.00	\$0.00	\$649.00
	1	J-Tech Digital Audio Extractor Converter	\$50.00	\$0.00	\$0.00	\$50.00
	1	Audio Technica Diversity Fin DISTRO4 Package	\$1,379.00	\$0.00	\$0.00	\$1,379.00
	1	AVB Bulk Wire, Misc Parts, Patch Cable, and Mounting Hardware	\$246.00	\$0.00	\$0.00	\$246.00
	1	AVB Installation Labor	\$0.00	\$5,250.00	\$5,250.00	\$5,250.00
	1	AVB Device Programming	\$0.00	\$3,325.00	\$3,325.00	\$3,325.00
	2	Panamax PANAMAX M4315PRO BLUEBOLT PRO	\$649.00	\$0.00	\$0.00	\$1,298.00
	1	AVB 12 Month Training/Support Package - 10 hrs	\$0.00	\$1,400.00	\$1,400.00	\$1,400.00

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SYSTEM A TOTAL \$18,217.00

## LABOR & INTEGRATION

Installation - I \$9,975.00

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EQUIPMENT TOTAL \$8,242.00

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LABOR TOTAL \$9,975.00

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**ROOM 1 TOTAL \$18,217.00**

## ACCEPTANCE

### ACCEPTANCE

**PAYMENT SCHEDULE**

**NEXT STEPS TO PROCEED WITH THIS PROJECT:**

1. Return and sign a copy of quote with a check for the **EQUIPMENT** and **SHIPPING** portion of this estimate.
2. Project installation is scheduled within 10 business days of placing the order or when equipment arrives, if not in stock in our Bend office.
3. Upon completion, the final bill for installation and programming will be submitted for payment on net terms.

Thank you! We are available to do this work soon so please let us know what your timeline is so we can schedule your project.

**This quote is good for 30 days from the date shown at the top of the quote.**

Training, Warranty, and Support are included. You will receive 12 Months of support with this package at no charge. We will support the warranty on any product we install during its warranty period.

Customer is responsible for: Any pathways, millwork, sheetrock, painting or wallpaper repair needed, man lift, electrical requirements unless otherwise requested or stated.

### TERMS

I accept this proposal and hereby authorize Audio Visual Bend to proceed with the installation of the included systems at the facilities of Jefferson County Fair Grounds constructing at 430 SW Fairgrounds Rd Madras, OR 97741 as described in the totality of this document. I further authorize Audio Visual Bend to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Audio Visual Bend. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Jefferson County Fair Grounds and Audio Visual Bend agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Jefferson County Fair Grounds or their staff, construction, other building trades or any other party, and additional costs may be incurred by Jefferson County Fair Grounds from Audio Visual Bend. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Jefferson County Fair Grounds and Audio Visual Bend. This proposal is valid only if accepted in writing by Jefferson County Fair Grounds and deposit payment received no later than April 8, 2023.

EQUIPMENT TOTAL	\$8,242.00
SHIPPING TOTAL	\$1,120.00
<hr/>	
INSTALLATION	\$9,975.00
MANAGEMENT	\$0.00
PROGRAMMING	\$0.00
LABOR TOTAL	\$9,975.00
<hr/>	
<b>SUBTOTAL</b>	<b>\$19,337.00</b>
<b>PROJECT TOTAL</b>	<b>\$19,337.00</b>

## ACCEPTANCE

JEFFERSON COUNTY FAIR GROUNDS

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

AUDIO VISUAL BEND

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

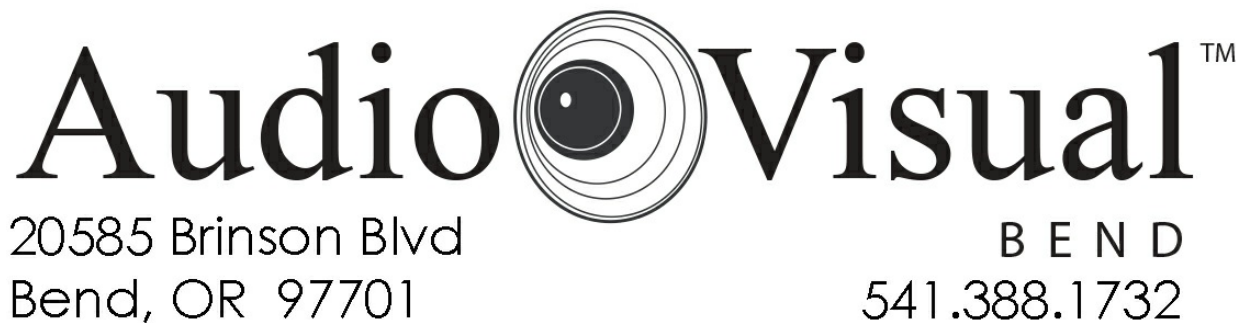
\_\_\_\_\_  
TITLE

PROPOSAL TO:

Jefferson County Fair Grounds

March 10, 2023

## New Barn - BiMart Barn - Audio System



**Thank you for choosing AV Bend Looking forward to the opportunity to work with you.**

We are the commercial AV Group in Bend, Oregon with over 60 years of combined experience since 1999

## ROOM 1

### SCOPE

Here is the scope of work we recieved, "The entire Bi-Mart show barn is to be included in the construction budget of the barn. Microphone and Cord ( 2x each: 50ft cord for backup) and 2 separate wireless and cord connections/boxes strategically placed for two show rings, and 2 wireless mics. This could also be submitted as a Cherry Tree grant fund."

To summarize, there will be a two wireless microphones in this space and two wired microphone jacks installed too, with a total of four microphones accessable at any given time. You will be able to use this space as two zones or as one.






The customer will need to provide dedicated power at the Av Rack, additionally a network drop at the AV Rack. To run the system remotely you will need to provide us an apple or android tablet to set-up opn-site, though a volume control will be in the Av Rack Enclosure.

Note: there will be a 250' trench with ethernet in it installed and quoted by others, i.e Cove Electric. That price is not included in this proposal.

Look forward to working with you.

Tony Sprando  
Av Bend

### SYSTEM A

IMAGE	QTY	DESCRIPTION	PRICE	LABOR	LABOR EXT	TOTAL
	4	RCF Passive 10" 2-way Outdoor Weatherproof Speaker (16 ohm/70V, IP55)	\$1,299.00	\$0.00	\$0.00	\$5,196.00
	1	Xilica Solaro QR1 with onboard 4x4 Dante audio networking, eight (8) I/O card slots, PoE power, Lua scripting engine, pre-installed HearClear AEC and 2x2 USB I/O. Includes surface-mount bracket.	\$2,200.00	\$0.00	\$0.00	\$2,200.00
	2	Xilica Solaro Series I/O card with dual-channel line level output, software-controlled functionality.	\$90.00	\$0.00	\$0.00	\$180.00
	2	Xilica Solaro Series I/O card with dual-channel microphone or line level input, switchable 48V Phantom power, and software-controlled functionality.	\$105.00	\$0.00	\$0.00	\$210.00
	1	Xilica Designer IP-based wall control with recessed rotary encoder, PoE power and configurable OLED display. Mounts into single-gang Decora® cut-out (not included).	\$680.00	\$0.00	\$0.00	\$680.00



# Audio Visual Bend

Confidential Proposal

IMAGE	QTY	DESCRIPTION	PRICE	LABOR	LABOR EXT	TOTAL
	1	Mier 22x24x24 NEMA3R 12RU RackBox w/ Fan - No Return	\$2,245.00	\$0.00	\$0.00	\$2,245.00
	1	Araknis Networks 110-series PoE Powered 5-port Unmanaged+ Gigabit Switch with Compact Design	\$139.95	\$0.00	\$0.00	\$139.95
	1	AVB Bulk Wire, Misc Parts, Patch Cable, and Mounting Hardware	\$1,153.00	\$0.00	\$0.00	\$1,153.00
	1	AVB Installation Labor	\$0.00	\$5,600.00	\$5,600.00	\$5,600.00
	1	AVB Device Programming	\$0.00	\$525.00	\$525.00	\$525.00
	2	Audix Audix OM3 Hypercardioid Multi-purpose Vocal and Instrument Mic. 50 Hz -18 kHz	\$169.00	\$0.00	\$0.00	\$338.00
	1	Audix WIRELESS,R42,HANDHELD, W/ (2) OM2 CAP	\$1,299.00	\$0.00	\$0.00	\$1,299.00
	1	Lab.gruppen Lab Gruppen E 5:4 US, 500 Watt Amplifier with 4 Flexible Output Channels for Installation Applications	\$1,300.00	\$0.00	\$0.00	\$1,300.00
	1	Panamax PANAMAX M4315PRO BLUEBOLT PRO	\$649.00	\$0.00	\$0.00	\$649.00

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SYSTEM A TOTAL \$21,714.95

## LABOR & INTEGRATION

Installation - I \$6,125.00

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EQUIPMENT TOTAL \$15,589.95

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LABOR TOTAL \$6,125.00

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**ROOM 1 TOTAL \$21,714.95**

## ACCEPTANCE

### ACCEPTANCE

**PAYMENT SCHEDULE**

**NEXT STEPS TO PROCEED WITH THIS PROJECT:**

1. Return and sign a copy of quote with a check for the **EQUIPMENT** and **SHIPPING** portion of this estimate.
2. Project installation is scheduled within 10 business days of placing the order or when equipment arrives, if not in stock in our Bend office.
3. Upon completion, the final bill for installation and programming will be submitted for payment on net terms.

Thank you! We are available to do this work soon so please let us know what your timeline is so we can schedule your project.

**This quote is good for 30 days from the date shown at the top of the quote.**

Training, Warranty, and Support are included. You will receive 12 Months of support with this package at no charge. We will support the warranty on any product we install during its warranty period.

Customer is responsible for: Any pathways, millwork, sheetrock, painting or wallpaper repair needed, man lift, electrical requirements unless otherwise requested or stated.

### TERMS

I accept this proposal and hereby authorize Audio Visual Bend to proceed with the installation of the included systems at the facilities of Jefferson County Fair Grounds constructing at 430 SW Fairgrounds Rd Madras, OR 97741 as described in the totality of this document. I further authorize Audio Visual Bend to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Audio Visual Bend. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Jefferson County Fair Grounds and Audio Visual Bend agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Jefferson County Fair Grounds or their staff, construction, other building trades or any other party, and additional costs may be incurred by Jefferson County Fair Grounds from Audio Visual Bend. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Jefferson County Fair Grounds and Audio Visual Bend. This proposal is valid only if accepted in writing by Jefferson County Fair Grounds and deposit payment received no later than April 8, 2023.

EQUIPMENT TOTAL	\$15,589.95
SHIPPING TOTAL	\$348.00
<hr/>	
INSTALLATION	\$6,125.00
MANAGEMENT	\$0.00
PROGRAMMING	\$0.00
LABOR TOTAL	\$6,125.00
<hr/>	
<b>SUBTOTAL</b>	<b>\$22,062.95</b>
<b>PROJECT TOTAL</b>	<b>\$22,062.95</b>

## ACCEPTANCE

JEFFERSON COUNTY FAIR GROUNDS

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

AUDIO VISUAL BEND

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

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PRINT NAME

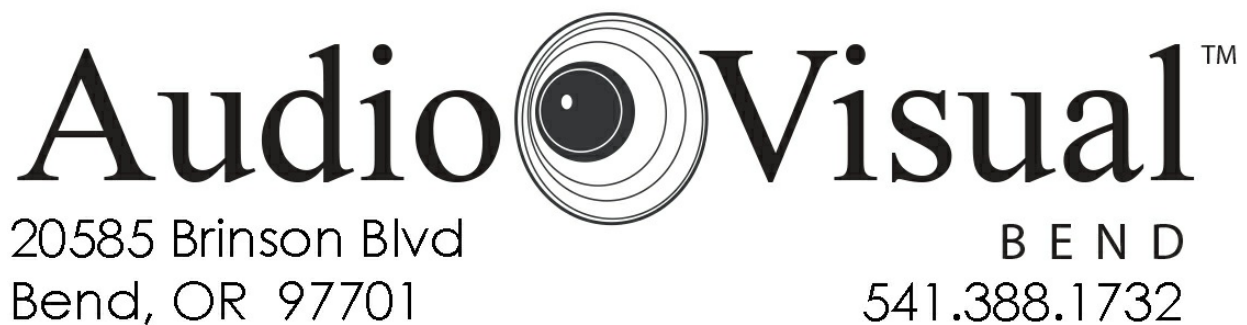
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TITLE

PROPOSAL TO:

Jefferson County Fair Grounds

March 10, 2023

## Hog Barn Audio System



**Thank you for choosing AV Bend Looking forward to the opportunity to work with you.**

We are the commercial AV Group in Bend, Oregon with over 60 years of combined experience since 1999

## ROOM 1

### SCOPE

Here is the basic Hog Barn narrative.









The entire hog barn installation is for the Cherry Tree grant fund. Corded and wireless connections/box. 1 wireless mic.

The customer will need to provide dedicated power at the Av Rack, additionally a network drop at the AV Rack. To run the system remotely you will need to provide us an apple or android tablet to set-up on-site, though a volume control will be in the Av Rack Enclosure.

Look forward to working with you.

Tony Sprando  
AV Bend

### SYSTEM A

IMAGE	QTY	DESCRIPTION	PRICE	LABOR	LABOR EXT	TOTAL
	4	RCF Passive 10" 2-way Outdoor Weatherproof Speaker (16 ohm/70V, IP55)	\$1,299.00	\$0.00	\$0.00	\$5,196.00
	1	Xilica Solaro QR1 with onboard 4x4 Dante audio networking, eight (8) I/O card slots, PoE power, Lua scripting engine, pre-installed HearClear AEC and 2x2 USB I/O. Includes surface-mount bracket.	\$2,200.00	\$0.00	\$0.00	\$2,200.00
	1	Xilica Solaro Series I/O card with dual-channel line level output, software-controlled functionality.	\$90.00	\$0.00	\$0.00	\$90.00
	1	Xilica Solaro Series I/O card with dual-channel microphone or line level input, switchable 48V Phantom power, and software-controlled functionality.	\$105.00	\$0.00	\$0.00	\$105.00
	1	Xilica Designer IP-based wall control with recessed rotary encoder, PoE power and configurable OLED display. Mounts into single-gang Decora® cut-out (not included).	\$680.00	\$0.00	\$0.00	\$680.00
	1	Audix WIRELESS,R41,HANDHELD, W/OM2 CAPSULE	\$649.00	\$0.00	\$0.00	\$649.00
	1	Audix MIC, DYN, VOCAL, OM2 WITH ON/OFF SWITCH,	\$128.00	\$0.00	\$0.00	\$128.00
	1	Lab.gruppen 200 Watt Amplifier with 2 Flexible Output Channels for Installation Applications	\$919.00	\$0.00	\$0.00	\$919.00

# Audio Visual Bend

Confidential Proposal

IMAGE	QTY	DESCRIPTION	PRICE	LABOR	LABOR EXT	TOTAL
	1	Araknis Networks 110-series PoE Powered 5-port Unmanaged+ Gigabit Switch with Compact Design	\$139.95	\$0.00	\$0.00	\$139.95
	1	Mier 22x24x24 NEMA3R 12RU RackBox w/ Fan - No Return	\$2,245.00	\$0.00	\$0.00	\$2,245.00
	1	AVB Bulk Wire, Misc Parts, Patch Cable, and Mounting Hardware	\$684.61	\$0.00	\$0.00	\$684.61
	1	AVB Installation Labor	\$0.00	\$5,600.00	\$5,600.00	\$5,600.00
	1	AVB Device Programming	\$0.00	\$525.00	\$525.00	\$525.00
	1	Lab.gruppen Lab Gruppen E 5:4 US, 500 Watt Amplifier with 4 Flexible Output Channels for Installation Applications	\$1,300.00	\$0.00	\$0.00	\$1,300.00
	1	Panamax PANAMAX M4315PRO BLUEBOLT PRO	\$649.00	\$0.00	\$0.00	\$649.00

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SYSTEM A TOTAL \$21,110.56

## LABOR & INTEGRATION

Installation - I \$6,125.00

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EQUIPMENT TOTAL \$14,985.56

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LABOR TOTAL \$6,125.00

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**ROOM 1 TOTAL \$21,110.56**

## ACCEPTANCE

### ACCEPTANCE

**PAYMENT SCHEDULE**

**NEXT STEPS TO PROCEED WITH THIS PROJECT:**

1. Return and sign a copy of quote with a check for the **EQUIPMENT** and **SHIPPING** portion of this estimate.
2. Project installation is scheduled within 10 business days of placing the order or when equipment arrives, if not in stock in our Bend office.
3. Upon completion, the final bill for installation and programming will be submitted for payment on net terms.

Thank you! We are available to do this work soon so please let us know what your timeline is so we can schedule your project.

**This quote is good for 30 days from the date shown at the top of the quote.**

Training, Warranty, and Support are included. You will receive 12 Months of support with this package at no charge. We will support the warranty on any product we install during its warranty period.

Customer is responsible for: Any pathways, millwork, sheetrock, painting or wallpaper repair needed, man lift, electrical requirements unless otherwise requested or stated.

### TERMS

I accept this proposal and hereby authorize Audio Visual Bend to proceed with the installation of the included systems at the facilities of Jefferson County Fair Grounds constructing at 430 SW Fairgrounds Rd Madras, OR 97741 as described in the totality of this document. I further authorize Audio Visual Bend to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Audio Visual Bend. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Jefferson County Fair Grounds and Audio Visual Bend agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Jefferson County Fair Grounds or their staff, construction, other building trades or any other party, and additional costs may be incurred by Jefferson County Fair Grounds from Audio Visual Bend. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Jefferson County Fair Grounds and Audio Visual Bend. This proposal is valid only if accepted in writing by Jefferson County Fair Grounds and deposit payment received no later than April 8, 2023.

EQUIPMENT TOTAL	\$14,985.56
SHIPPING TOTAL	\$336.00
<hr/>	
INSTALLATION	\$6,125.00
MANAGEMENT	\$0.00
PROGRAMMING	\$0.00
LABOR TOTAL	\$6,125.00
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<b>SUBTOTAL</b>	<b>\$21,446.56</b>
<b>PROJECT TOTAL</b>	<b>\$21,446.56</b>

## ACCEPTANCE

JEFFERSON COUNTY FAIR GROUNDS

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DATE

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PRINT NAME

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TITLE

AUDIO VISUAL BEND

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE



# Rough Order of Magnitude (ROM)

## Fairgrounds Audio System

### Jefferson County

430 SW Fairgrounds Rd  
Madras, OR 97741 United States

Revision: 0  
Modified: 9/22/2023



Presented By:

### Delta AV

2450 NW Eleven Mile Ave  
Gresham, OR 97030 US  
503-907-0137  
deltaav.com



# SCOPE OF WORK

Delta AV is providing this ROM pricing to upgrade the audio system for the Jefferson County

## Summary

The existing sound systems for the Hog Barn and the Arena will be upgraded. A new sound system for the Bi-Mart Show barn is installed. Each of these system will be interconnected by a Dante' audio network. Due to the distances between the arena and Hog Barn and Bi-Mart Show Barn, fiber optic cable will be used. Control of the sound systems will be local to each of the buildings and via a control panel located at the main equipment rack in the Arena and via the fairground Wi-Fi network and an owner provided tablet/iPad.

## Hog Barn

The speaker system will be augmented with two additional speakers for more uniform coverage. A local input panel with a microphone input and line level input are provided. A simple control panel will allow for selection of inputs and level adjustments and a key switch for system power on/off. Each of these panels are housed in lockable, outdoor rated enclosures. A wireless microphone is provided as well. All sound system equipment and equipment will mounted in a lockable cabinet with positive pressure ventilation.

## Bi-Mart Show Barn

A new distributed speaker system provide uniform coverage throughout the space. A local input panel with a microphone input and line level input are provided. A simple control panel will allow for selection of inputs and level adjustments and a key switch for system power on/off. Each of these panels are housed in lockable, outdoor rated enclosures. A wireless microphone is provided as well. All sound system equipment and equipment will mounted in a lockable cabinet with positive pressure ventilation.

## Arena & Outdoor Space

The existing sound system will be upgraded by replacing the existing mixer and speaker processor. A new Dante' network audio digital signal processor (DSP) is installed and will manage all audio mixing and equalization. The existing mixer amplifiers will be re-purposed as amplifiers only with input connection re-routed to the new audio DSP. New Dante' network input panels with microphone and line level inputs will be installed in the announcement booth and at the balcony area (location TBD). Two new wireless microphone system are installed. One will be for use inside the arena, the other will be for use for the outdoor space. Antennas for outdoor space wireless microphone will be position to provide optimum reception throughout the area. A new wired input panel with mic and line level inputs will be installed on a pole in the outdoor space. The input panel will be housed in a weatherproof lockable enclosure. A dedicated Dante' network switch is installed in the existing equipment rack.

## Rough Order Magnitude Pricing (ROM)

Please note, ROM pricing is to be used for budgeting purposes only. Actual proposed installation costs will vary.

## Audio System Upgrade: \$155,000 (ROM)

\* Price Includes Accessories

## Project Specific Notes & Conditions

1. Network connection from the Dante' network switch to the fairground network to be provide, installed, terminated and certified by others. Coordination of switch connections between the Dante' audio network and the fairground network will be required.

## General Notes & Conditions

2. This proposal is good for 45 days from the above date.
3. If a building permit is required to meet jurisdictional requirements, the permit will be acquired, and related expenses will be passed on in the final billing.
4. Pricing is based on single mobilization for installation. Re-mobilization required due to equipment delivery or availability delays, owner/project delays, changes in scope of work, or space availability may require a change order.
5. Project schedule begins upon receipt of a purchase order, a fully executed contract, or written notice of intent to proceed.
6. The above price is exclusive of bonding costs and inclusive of permit costs.
7. All materials are to be provided in standard factory finishes. Custom finishes are not included.
8. AC power, where required, is to be provided and installed by others.
9. All IP/Network cabling and local area network (LAN) connections are provided and installed by others.
10. All conduit, raceway, back boxes, in-wall boxes, poke-through locations, floor boxes, cable tray, and cable chases are provided by others.
11. No Millwork or modifications to millwork are included in the price quoted.
12. Any changes or modifications to the system, changes in scope, components of the system, or any other modification to the submitted equipment list will impact the price quoted.
13. All owner furnished equipment, accessories, and wiring incorporated into this scope of work is assumed to be in good working condition.
14. The warranty will begin with beneficial usage of the system, portions of the system, substantial completion or acceptance of the system, whichever is first. The warranty does not include owner furnished equipment.
15. Delta Systems Integration, Inc. is a licensed contractor in the states of Oregon, Washington, and Idaho.
  - Oregon contractor's license: CCB-113213
  - Oregon Ltd. Energy Contractor's License: 26-923CLE
  - Washington Low Voltage Contractor's License: DELTASI910QZ
  - Idaho Registered Entity Contractor: RCE-24587
15. Delta Systems Integration, Inc. is fully qualified for this type of system and has installation references available.
16. Pricing is based on model numbers on the equipment list. If any models are discontinued or have been replaced, it may affect the price.
17. Any support structures or modifications to support structures, backing behind sheetrock, which is necessary for the mounting of equipment, will be done by others. This includes seismic bracing and any labor associated with these exclusions.
18. Delta Systems Integration, Inc. field labor rate is based on work being performed during regular construction hours and the rate quoted herein is specific for this project. After hours are specifically excluded. Should after hours work be required, they will be quoted separately per incident.
19. Periodic progress billings per job schedule with balance due upon project completion, Net 30.



# **TONE**PROPER

**A U D I O & V I S U A L**

Your A/V Technology Solution Experts

Proposal To:  
Jefferson County

For:  
Fairgrounds Audio

October 18, 2023



**Grace Chapel**  
Wilsonville, OR

Grace Chapel utilized Tone Proper AV to design and install their campus-wide Audio, Video and Stage Lighting systems in their new worship facility in 2021. A state-of-the-art Fulcrum cardioid line array system, high-quality ADJ and Elation lighting fixtures, and bright, clear picture from DVS Retina video walls, Grace Chapel's brand-new sanctuary looks and feels like a modern worship space.



**Work & Co**  
Portland, OR

Work & Co called on Tone Proper AV to build out their beautiful downtown offices including several large conference spaces integrated with modern audio, video and acoustical solutions.



**McMenamins Spanish Ballroom**  
Tacoma, WA

When McMenamins needed help transforming a century-old historic building into a world-class music venue, Tone Proper AV was brought in to design, build and maintain a Bose ShowMatch PA system. Tone Proper also designed the systems at the Crystal Ballroom and Mission Theater in Portland for McMenamins.



**The Rose Church**  
Portland, OR

The Rose Church transformed the historic Old Laurelhurst Church into a modern worship center. Using state-of-the-art moving head lighting fixtures from ADJ, a powerful ground-stacked FBT line array system, and a massive Ledax LED video wall, Tone Proper AV turned the space into an inspiring place for worship.



**Waterfront Taphouse**  
Vancouver, WA

Enjoying food out on the patio overlooking the Columbia River, guests of the Waterfront Taphouse are treated to not just great views, but great sound too. The multi-zone system features premium Bose speakers and a custom-built remote control panel for effortless zone control.



**Hood River Athletic Club**  
Hood River, OR


This expansive and modern gym called on Tone Proper AV to integrate cohesive and user-friendly audio systems into various rooms throughout the building. Utilizing Sonos streaming hardware, Allen and Heath zone processing and control, Sennheiser wireless systems, as well as great-sounding Bose and Turbosound speakers powered by LEA amps, every room of the club has great sound.

## CORWIN ARENA BALCONY



### SCOPE

Install wall box recessed audio input and control device, including Bluetooth, 3.5mm input, and a single microphone input, with individual adjustment knobs for music and microphone volumes. Pull Cat6 cable from input box back to the nearest audio rack location, which will terminate at a conversion point to Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors. Each input box is paired with a microphone and 35' cable.

### AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	AtlasIED WTSD-MIX31K 3x1 Mic/line/Aux /Bluetooth Analog Mixer w/Optional Dante Converter	\$316.99	\$316.99
	1	AtlasIED WTSD-COVER Lockable, Weather-Sealed Cover for WTSD Wall Plate Mixers	\$147.99	\$147.99
<b>AUDIO INPUT &amp; CONTROL TOTAL</b>				<b>\$464.98</b>

### MICROPHONES



IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	sE Electronics V7-SW-U Handheld Supercardioid Dynamic Microphone with Mute Switch, Integrated Shockmount, and Internal Windscreen	\$109.00	\$109.00
	1	Elite Core CSM2-NN-35 Hand-Built 2-Conductor Microphone Cable with Custom Labeling, 35'	\$64.99	\$64.99
<b>MICROPHONES TOTAL</b>				<b>\$173.99</b>

# NORTH FIELD



## SCOPE

Install wall box recessed audio input and control device, including Bluetooth, 3.5mm input, and a single microphone input, with individual adjustment knobs for music and microphone volumes. Pull Cat6 cable from input box back to the nearest audio rack location, which will terminate at a conversion point to Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors. Each input box is paired with a microphone and 35' cable.

## AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	AtlasIED WTSD-MIX31K 3x1 Mic/line/Aux /Bluetooth Analog Mixer w/Optional Dante Converter	\$316.99	\$316.99
	1	AtlasIED WTSD-COVER Lockable, Weather-Sealed Cover for WTSD Wall Plate Mixers	\$147.99	\$147.99
<b>AUDIO INPUT &amp; CONTROL TOTAL</b>				<b>\$464.98</b>

## MICROPHONES

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	sE Electronics V7-SW-U Handheld Supercardioid Dynamic Microphone with Mute Switch, Integrated Shockmount, and Internal Windscreen	\$109.00	\$109.00
	1	Elite Core CSM2-NN-35 Hand-Built 2-Conductor Microphone Cable with Custom Labeling, 35'	\$64.99	\$64.99
<b>MICROPHONES TOTAL</b>				<b>\$173.99</b>


# HOG BARN

## SCOPE



1. Install two wall box recessed audio input and control devices, including Bluetooth, 3.5mm input, and a single microphone input, with individual adjustment knobs for music and microphone volumes. Pull Cat6 cable from input boxes back to the nearest audio rack location, which will terminate at a conversion point to Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors. Each input box is paired with a microphone and 35' cable.

2. Rewire existing speakers to separate from the existing "Barn Zone" and separate into two zones with the ability to combine into one zone if needed, via custom-designed tablet applications for Allen & Heath audio processors.



## SPEAKERS

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	2	Clark Wire & Cable CW1402HS Generic 2C 14 AWG Speaker Cable - High Strand Copper Indoor/Outdoor UV Rated, 500' Box	\$399.00	\$798.00
<b>SPEAKERS TOTAL</b>				<b>\$798.00</b>

## AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	2	AtlasIED WTSD-MIX31K 3x1 Mic/line/Aux /Bluetooth Analog Mixer w/Optional Dante Converter	\$316.99	\$633.98
	2	AtlasIED WTSD-COVER Lockable, Weather-Sealed Cover for WTSD Wall Plate Mixers	\$147.99	\$295.98
<b>AUDIO INPUT &amp; CONTROL TOTAL</b>				<b>\$929.96</b>

## MICROPHONES

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	2	sE Electronics V7-SW-U Handheld Supercardioid Dynamic Microphone with Mute Switch, Integrated Shockmount, and Internal Windscreen	\$109.00	\$218.00
	2	Elite Core CSM2-NN-35 Hand-Built 2-Conductor Microphone Cable with Custom Labeling, 35'	\$64.99	\$129.98
<b>MICROPHONES TOTAL</b>				<b>\$347.98</b>





## BI-MART SHOW BARN

### SCOPE



1. Install two wall box recessed audio input and control devices, including Bluetooth, 3.5mm input, and a single microphone input, with individual adjustment knobs for music and microphone volumes. Pull Cat6 cable from input boxes back to the nearest audio rack location, which will terminate at a conversion point to Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors. Each input box is paired with a microphone and 35' cable.

2. Install two zones of premium outdoor speakers and pull outdoor-rated speaker wire back to a new amplifier, with the ability to combine into one zone as needed, via custom-designed tablet applications for Allen & Heath audio processors.

### SPEAKERS

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	6	Fulcrum Acoustic CX896 Compact 8-Inch Coaxial Loudspeaker - 90°x60° Coverage - Weather resistant 70V/100V version, price TBC	\$1,800.00	\$10,800.00
	6	Fulcrum Acoustic YK-CX8 CX8 / CCX8 Series Yoke Bracket	\$275.00	\$1,650.00
SPEAKERS TOTAL				\$12,450.00

### AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	2	AtlasIED WTSD-MIX31K 3x1 Mic/line/Aux /Bluetooth Analog Mixer w/Optional Dante Converter	\$316.99	\$633.98
	2	AtlasIED WTSD-COVER Lockable, Weather-Sealed Cover for WTSD Wall Plate Mixers	\$147.99	\$295.98
AUDIO INPUT & CONTROL TOTAL				\$929.96

### MICROPHONES



IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	2	sE Electronics V7-SW-U Handheld Supercardioid Dynamic Microphone with Mute Switch, Integrated Shockmount, and Internal Windscreen	\$109.00	\$218.00
	2	Elite Core CSM2-NN-35 Hand-Built 2-Conductor Microphone Cable with Custom Labeling, 35'	\$64.99	\$129.98







IMAGE	QTY DESCRIPTION	PRICE	PRICE EXT
MICROPHONES TOTAL			\$347.98

## MAIN OFFICE

### SCOPE

1. Install wall box recessed audio input and control device, including Bluetooth, 3.5mm input, and a single microphone input, with individual adjustment knobs for music and microphone volumes. Pull Cat6 cable from input box back to the nearest audio rack location, which will terminate at a conversion point to Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors. Each input box is paired with a microphone and 35' cable.
2. Install two channels of a professional-grade digital wireless handheld microphone system, and integrate into the new audio system via Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors.
3. Install PoE-powered Allen & Heath 10" control tablet and design interface for user-friendly, clearly labeled control of volume and routing for all microphones and zones.

### AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	AtlasIED WTSD-MIX31K 3x1 Mic/line/Aux /Bluetooth Analog Mixer w/Optional Dante Converter	\$316.99	\$316.99
	1	AtlasIED WTSD-COVER Lockable, Weather-Sealed Cover for WTSD Wall Plate Mixers	\$147.99	\$147.99
	1	Allen & Heath AH-CC-10 10" Custom Control touch panel for desktop or wall mount use. Control AHM matrix processors, dLive or Avantis systems, PoE or DC 12V powered, Gigabit Ethernet port, USB-A port, VESA 75x75 mounting	\$1,299.00	\$1,299.00
	1	Tone Proper AV Allen & Heath Custom Control App Programming iPad/iPhone/Android controller app programming for Allen & Heath Avantis, dLive, or AHM system.		
<b>AUDIO INPUT &amp; CONTROL TOTAL</b>				<b>\$1,763.98</b>

### MICROPHONES









IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	sE Electronics V7-SW-U Handheld Supercardioid Dynamic Microphone with Mute Switch, Integrated Shockmount, and Internal Windscreen	\$109.00	\$109.00
	1	Elite Core CSM2-NN-35 Hand-Built 2-Conductor Microphone Cable with Custom Labeling, 35'	\$64.99	\$64.99






IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	RF Venue D-OMNI Diversity Omni Antenna - Outdoor Rated	\$629.00	\$629.00
	2	RF Venue RG8X50 50' RG8X Coaxial Cable for Wireless Microphone Antennas	\$188.00	\$376.00
	1	Shure ULXD4D--G50 Dual-Channel Digital Wireless Receiver with internal power supply, 1/2 Wave Antenna and Rack Mounting Hardware. Features include Digital Predictive Switching Diversity, Dante Audio Output, 72 MHz tuning range, and AES 256 encryption for security. [G50 frequency band]	\$3,499.00	\$3,499.00
	2	Shure ULXD2/B58--G50 Digital Wireless Handheld Transmitter for ULX-D systems, with BETA 58A® Microphone Capsule	\$749.00	\$1,498.00
	2	Shure SB900B Rechargeable Lithium-Ion Battery for QLX-D, ULX-D, and AD Transmitters	\$102.77	\$205.54
	1	Shure SBC200-US Dual Docking Charger with PS45US Power Supply	\$229.00	\$229.00
<b>MICROPHONES TOTAL</b>				<b>\$6,610.53</b>

## WEST RACK (CORWIN BOOTH)





### SCOPE

1. Install wall box recessed audio input and control device, including Bluetooth, 3.5mm input, and a single microphone input, with individual adjustment knobs for music and microphone volumes. Pull Cat6 cable from input box back to the nearest audio rack location, which will terminate at a conversion point to Dante digital audio for flexible routing to anywhere throughout the property, controlled via custom-designed tablet applications for Allen & Heath audio processors. Each input box is paired with a microphone and 35' cable.
2. Install PoE-powered Allen & Heath 10" control tablet and design interface for user-friendly, clearly labeled control of volume and routing for all microphones and zones.
3. Rewire existing RCF amplifiers to new Allen & Heath AHM-32 audio processor to gain control of existing speaker zones.



### AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	AtlasIED WTSD-MIX31K 3x1 Mic/line/Aux /Bluetooth Analog Mixer w/Optional Dante Converter	\$316.99	\$316.99
	1	AtlasIED WTSD-COVER Lockable, Weather-Sealed Cover for WTSD Wall Plate Mixers	\$147.99	\$147.99
	1	Allen & Heath AH-AHM-32 32x32 Audio Matrix Processor. 12x12 local analog I/O, up to 128x128 audio networking, 96kHz FPGA core with ultra-low latency, various control options, 1U rackmount	\$1,999.00	\$1,999.00
	1	Allen & Heath AH-M-SQ-SDANTE64-A 64 X 64 Dante card for SQ / AHM Series, 96kHz / 48kHz	\$1,099.00	\$1,099.00
	1	Wirepath SP-CAT6-OD-1000-BLK 23awg 4 Pr Solid Sun Resistant Type CMX HDBaseT Certified CAT6 Cable	\$718.75	\$718.75
	4	Tone Proper AV Rewire Pre-Existing Rack Decommissioning of some existing equipment and integration with new equipment		
	1	Apache 4800 Weatherproof Protective Case, X-Large, Black Weatherproof, foam interior case for microphone storage. Harbor	\$69.99	\$69.99
	1	Allen & Heath AH-CC-10 10" Custom Control touch panel for desktop or wall mount use. Control AHM matrix processors, dLive or Avantis systems, PoE or DC 12V powered, Gigabit Ethernet port, USB-A port, VESA 75x75 mounting	\$1,299.00	\$1,299.00
<b>AUDIO INPUT &amp; CONTROL TOTAL</b>				<b>\$5,650.72</b>

## NETWORK

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	<b>OWNER FURNISHED</b> Ubiquiti Networks USW-Pro-24-POE Layer 3, PoE++ Switch with 24 Ports and SFP+ 10GbE Uplink	\$0.00	\$0.00
	1	Wirepath WP-C6PC-BOX25-3-BLK Cat6 Ethernet Patch Cable - 3 ft   Black   25 pack	\$104.98	\$104.98
	1	Wirepath WP-C6PC-BOX25-5-BLK Cat6 Ethernet Patch Cable - 5 ft   Black   25 pack	\$129.98	\$129.98
	1	Tone Proper AV Misc. Install Equipment Assorted low-voltage installation equipment, such as patch cables, old work/new work boxes, tape, pull string, rack screws, RJ45 connectors, cable ties, staples, etc.	\$500.00	\$500.00
NETWORK TOTAL				\$734.96

## MISCELLANEOUS




IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Wattbox Power KIT-UPS-IPVM12-2000 WattBox® IP UPS Kit - 12 Controllable Outlets   2000 VA	\$2,476.95	\$2,476.95
	1	Wattbox Power WB-800-FP WattBox 800 Series Rack Mountable Modular Faceplate	\$299.95	\$299.95
MISCELLANEOUS TOTAL				\$2,776.90

## EAST RACK (KEENEY?)



### SCOPE

Install wall-mounted rack to act as an intermediate termination point for speakers, audio input, and network devices. This includes a network switch to bring Dante digital audio from throughout the property back to the main audio rack, as well as new amplifiers to separate the speakers in the Hog Barn into new zones and power the new speakers in the Bi-Mart Show Barn. Analog to Dante converters for nearby AtlasIED input/control boxes will live here. Also includes a network-controlled power conditioner for remote power-on, power-off, and rebooting of all devices, as well as an Uninterruptible Power Supply to keep the system running in the event of a brownout, surge, or outage.

### SPEAKERS

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Blaze Audio PowerZone Connect 2004D 2U rackmountable, 2000W max, 4-channel networkable matrix smart amplifier with Dante input, onboard DSP, Wi-Fi, and control.	\$2,760.00	\$2,760.00
	1	Blaze Audio PowerZone Connect 504D 1U half-rack, 500W max, 4-channel networkable matrix smart amplifier with Dante input, onboard DSP, Wi-Fi, and control.	\$1,600.00	\$1,600.00
	1	Blaze Audio PowerZone Rack Kit Single/Double PowerZone Rackmount Kit	\$30.00	\$30.00
SPEAKERS TOTAL				\$4,390.00

### AUDIO INPUT & CONTROL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Wirepath SP-CAT6-OD-1000-BLK 23awg 4 Pr Solid Sun Resistant Type CMX HDBaseT Certified CAT6 Cable	\$718.75	\$718.75
	1	Strong Mounts SR-WMS-10U 10U Wall Mount Rack System with glass door, removable panels, and swing kit	\$899.00	\$899.00
AUDIO INPUT & CONTROL TOTAL				\$1,617.75

### NETWORK







IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	<b>OWNER FURNISHED</b> Ubiquiti Networks USW-Pro-24-POE Layer 3, PoE++ Switch with 24 Ports and SFP+ 10GbE Uplink	\$0.00	\$0.00
	1	Wirepath WP-C6PC-BOX25-3-BLK Cat6 Ethernet Patch Cable - 3 ft   Black   25 pack	\$104.98	\$104.98

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Wirepath WP-C6PC-BOX25-5-BLK Cat6 Ethernet Patch Cable - 5 ft   Black   25 pack	\$129.98	\$129.98
	1	Tone Proper AV Misc. Install Equipment Assorted low-voltage installation equipment, such as patch cables, old work/new work boxes, tape, pull string, rack screws, RJ45 connectors, cable ties, staples, etc.	\$500.00	\$500.00
<b>NETWORK TOTAL</b>				<b>\$734.96</b>



## MISCELLANEOUS

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Wattbox Power KIT-UPS-IPVM12-2000 WattBox® IP UPS Kit - 12 Controllable Outlets   2000 VA	\$2,476.95	\$2,476.95
	1	Wattbox Power WB-800-FP WattBox 800 Series Rack Mountable Modular Faceplate	\$299.95	\$299.95
<b>MISCELLANEOUS TOTAL</b>				<b>\$2,776.90</b>



## MISCELLANEOUS

### NETWORK

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	3	<b>OWNER FURNISHED</b> Ubiquiti Networks U6-MESH-US Sleek, indoor/outdoor WiFi 6 access point designed for mesh applications. Pole mount and PoE injector included.	\$0.00	\$0.00
	3	<b>OWNER FURNISHED</b> Antennas Direct STM1000 40-inch Universal Antenna J-Mount, for WiFi APs, Wireless Microphone Antennas, etc.	\$0.00	\$0.00
NETWORK TOTAL				\$0.00

### MISCELLANEOUS


IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Tone Proper AV Travel and Lodging	\$2,500.00	\$2,500.00
	1	RENTAL 4x4 Boom Lift	\$1,500.00	\$1,500.00
MISCELLANEOUS TOTAL				\$4,000.00

## FBT SPEAKERS



### SCOPE

Replaces the Fulcrum Acoustic CX speakers with FBT Shadow speakers that may be a better match for the sound characteristics of the existing RCF speakers. We believe there is a significant benefit in sound quality with Fulcrum, however, the FBT are more affordable.

### SPEAKERS

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	6	FBT SHADOW 108CT 8" & 1" coax all-weather speaker, 90 degree conical, transformer coupled	\$1,340.00	\$8,040.00
<b>SPEAKERS TOTAL</b>				<b>\$8,040.00</b>
SHIPPING AND TAXES				\$0.00

### CREDITS FOR REPLACED ITEMS

	6	Fulcrum Acoustic YK-CX8 CX8 / CCX8 Series Yoke Bracket	\$275.00	\$1,650.00
	6	Fulcrum Acoustic CX896 Compact 8-Inch Coaxial Loudspeaker - 90°x60° Coverage - Weather resistant 70V/100V version, price TBC	\$1,800.00	\$10,800.00
<b>CREDITS</b>				<b>-\$13,740.00</b>
SHIPPING AND TAXES				\$0.00

### SUMMARY

<b>EQUIPMENT TOTAL</b>	<b>-\$4,410.00</b>
LABOR	-\$187.50
SHIPPING	\$0.00
TAX	\$0.00
<b>FBT SPEAKERS TOTAL</b>	<b>-\$4,597.50</b>

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## BASIC ANNUAL SERVICE CONTRACT

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This service contract covers all the equipment on the install with an annual site visit.

Here is what is included in the service.

Update all software / firmware on installed equipment

Clean and inspect all equipment and filters for equipment with fans

Visual inspect all cabling and rigging products

Make recommendations

We also include concierge service for equipment going in for repair

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**BASIC ANNUAL SERVICE CONTRACT**

**+\$1,349.00**

## ACCEPTANCE

### FINANCIAL

**PAYMENT SCHEDULE**

75% due on project acceptance  
25% due upon project completion

EQUIPMENT TOTAL	\$48,138.52
SHIPPING TOTAL	\$0.00
<hr/>	
ENGINEERING	\$1,402.50
INSTALLATION	\$10,787.50
MANAGEMENT	\$1,568.75
PROGRAMMING	\$5,557.50
LABOR TOTAL	\$19,316.25
<hr/>	
SUBTOTAL	\$67,454.77
TOTAL TAX	\$0.00
<b>PROJECT TOTAL</b>	<b>\$67,454.77</b>

**OPTIONS** Not included in the project total. Initial to the left to add the option to your project.

_____ FBT SPEAKERS	-\$4,597.50
_____ BASIC ANNUAL SERVICE CONTRACT	+\$1,349.00 (ANNUALLY)

### TERMS

I accept this proposal and hereby authorize Tone Proper AV to proceed with the installation of the included systems at the facilities of Jefferson County constructing at 430 SW Fairgrounds Rd Madras, OR 97741 as described in the totality of this document. I further authorize Tone Proper AV to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Tone Proper AV. In keeping with the Terms of Payment listed above: It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Jefferson County and Tone Proper AV agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Jefferson County or their staff, construction, other building trades or any other party, and additional costs may be incurred by Jefferson County from Tone Proper AV. If such delays result in additional costs that are not covered by the pricing in this proposal: I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Jefferson County and Tone Proper AV. This proposal is valid only if accepted in writing by Jefferson County and deposit payment received no later than November 15, 2023.



# ACCEPTANCE

JEFFERSON COUNTY

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

TONE PROPER AV

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

## CC-10 Technical Datasheet

### Overview

- 10.1" touch panel for Custom Control
- PoE or DC 12V powered
- Gigabit Ethernet port
- USB-A port for Custom Control updates
- VESA 75x75 mounting
- Desktop stand (CC-STN) available
- Wall/glass mount bracket (CC-BRK) available



### A&E Specifications

The touch panel shall be pre-configured to run the Allen & Heath Custom Control app in kiosk mode and prevent unauthorised user access to system settings. It shall be capable of controlling an Allen & Heath AHM, Avantis and dLive mixing system.

The touch panel shall have a minimum resolution of 1280x800 and minimum brightness of 500 cd/m<sup>2</sup>.

An RJ46 Gigabit Ethernet port shall be provided for connection to the control network.

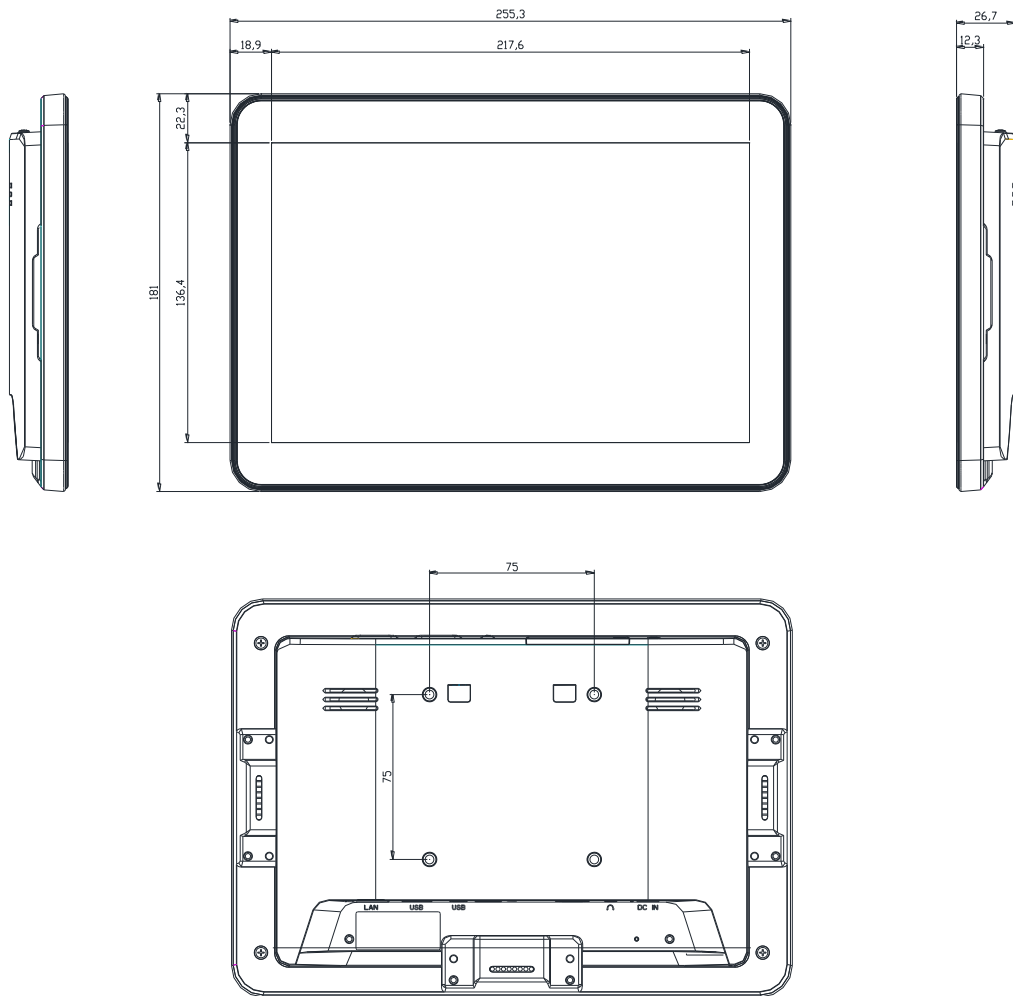
Industry standard VESA 75x75 mounting points shall be provided for installation.

The touch panel shall be powered via Power over Ethernet (PoE) or via an external 12V DC power supply.

Recommended operating temperature for the touch panel shall be 0 to 40 degrees Celsius.

The touch panel shall be the Allen & Heath CC-10.

**Dimensions**



**System Specification**

**Power and Temperature**

DC Input +12V DC 2A  
 Operating Temperature Range 0°C to 40°C (32°F to 104°F)  
 PoE Requirements 802.3af 15W

**Screen**

Capacitive, 5 point touch projected  
 Resolution 1280x800  
 Brightness 500 cd/m<sup>2</sup>  
 Viewing Angle H 160° / V 160°  
 Contrast Ratio 800:1  
 Aspect Ratio 16:10

## AHM-32

### Technical Datasheet

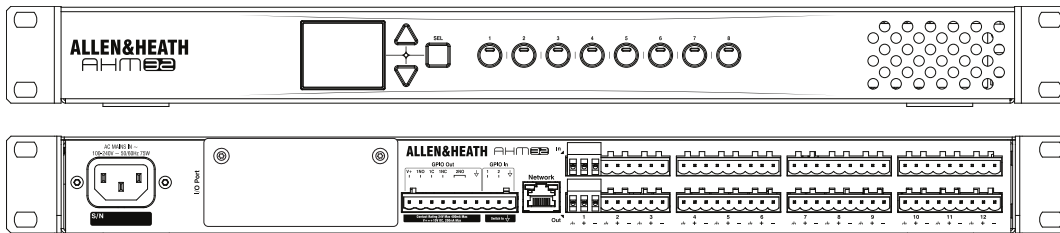
AHM-32 is an audio matrix processor for sound management and installation. It is designed for audio distribution, paging, conferencing and speaker processing in a multitude of environments including corporate, hospitality, education, event and multi-purpose venues, retail, theatres, cruise ships and sports venues.

The AHM-32 processor is complemented by an extended ecosystem of remote audio expanders, remote controllers, interfaces, apps and software.

A family of portable, rack-mountable or wall-mount audio expanders is available with a choice

of proprietary point-to-point Layer-2 or Dante transport protocols.

A range of IP remote controllers is available for volume control, music source selection, preset recall and more. AHM can also integrate with third party devices over GPIO, TCP/IP, or industry standard control systems. The Custom Control editor and app from Allen & Heath offer more control options and tailored user interfaces for multiple users and device types, with kiosk and BYOD capability.



### Features

- 32x32 processing matrix
- 12x12 local analogue I/O
- I/O Port for expansion or audio networking, up to 128x128
- Dante 96kHz optional cards (AES67 and DDM ready)
- 32 configurable processing outputs – up to 32 mono / 16 stereo zones
- Sound management tools
  - 4x Automatic Mic Mixer
  - AEC (Acoustic Echo Cancellation)\*
  - ANC (Ambient Noise Compensation)
  - Priority ducking
  - 8-band PEQ, dynamics and delay on every input and zone
  - Speaker processing with x-over filter, delay, limiter and PEQ

\*with optional module

- 96kHz FPGA core with ultra-low latency
- Compatible with Allen & Heath IP1, IP6, IP8 remote controllers
- 2x2 local GPIO plus networkable GPIO interface
- Front panel screen and 8x programmable SoftKeys
- 16 user profiles
- Event scheduler
- Internal stereo playback



## A&E Specification

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The unit shall be a 1u rack-mountable digital matrix processor, capable of 32 input channels and 32 output channels, all independently assigned.

The unit shall operate at 96kHz sample rate and employ FPGA technology for digital signal processing. The system latency from analogue input to output shall not exceed 1ms.

All input channels shall be configurable mono/stereo and have access to any local or remote input. Output channels shall be configurable as mono/stereo zones or as speaker processing outputs with 2, 3 or 4-way Crossovers, allowing up to 32 mono zones / 16 stereo zones, or any combination of zones and speaker processing outputs not exceeding 32 total channels.

All input channels shall provide the following processing: Trim, Polarity, Gate, Insert point, 8-band Parametric EQ, Compressor, Delay and Automatic Mic Mixing (AMM).

All zones shall provide the following processing: Source Selector, Insert point, 8-band Parametric EQ, 28-band GEQ, Compressor, Delay, Ambient Noise Compensation (ANC) and Limiter.

All speaker processing outputs shall provide the following processing: Crossover filters with selectable filter type and slope, PEQ/GEQ, Delay and Limiter.

All output channels shall be routable to any local or remote output.

The 8-band Parametric EQ shall provide Bell, Constant Q, Shelving, LPF, HPF and Notch filter types selectable per band.

The unit shall have 12 balanced inputs on pluggable Phoenix terminal blocks. Each input shall have independent gain control with +60dB of gain, a -20dB active PAD and +48V phantom power.

The unit shall have 12 balanced outputs on pluggable Phoenix terminal blocks with a nominal level of +4dBu.

The routing matrix mixer shall be capable of mixing all inputs to all zones, as well as all zones to other zones.

The unit shall provide Automatic Mic Mixing (AMM) of up to 32 microphone sources into 1, 2 or 4 zones. The AMM shall be capable of running in classic gain sharing mode or optionally as a NOM (Number of Open Microphones) algorithm.

The unit shall offer a slot for optional processing modules including Acoustic Echo Cancellation.

An RJ45 Control Network port shall be provided on the rear of the unit for connection to System Manager software, IP remote controllers, Custom Control app and TCP control.

One 128x128 I/O port for optional digital interface modules shall be provided. A Dante optional module shall provide a minimum of 32x32 I/O at 96kHz, and be compliant with AES67 and Dante Domain Manager. An SLink optional module shall be available for Ethernet audio expansion, supporting multiple Audio-over-Ethernet protocols and providing access to up to 128x128 I/O.

The unit shall provide the facility to save 500 presets. The presets shall be nameable and a descriptive text entry per preset provided. A crossfade of up to 20 seconds shall be available to apply to any combination of Inputs, Zones, Groups, Input/Zone Crosspoints and Zone/Zone Crosspoints.

The unit shall provide the facility to save 50 events. The events shall be nameable and should allow for the scheduled recall of presets at a specified time on specific days, or every day, with the option for the event to be triggered repeatedly or just once.

The unit shall allow the creation and storage of up to 16 user profiles, each with an editable name and password.

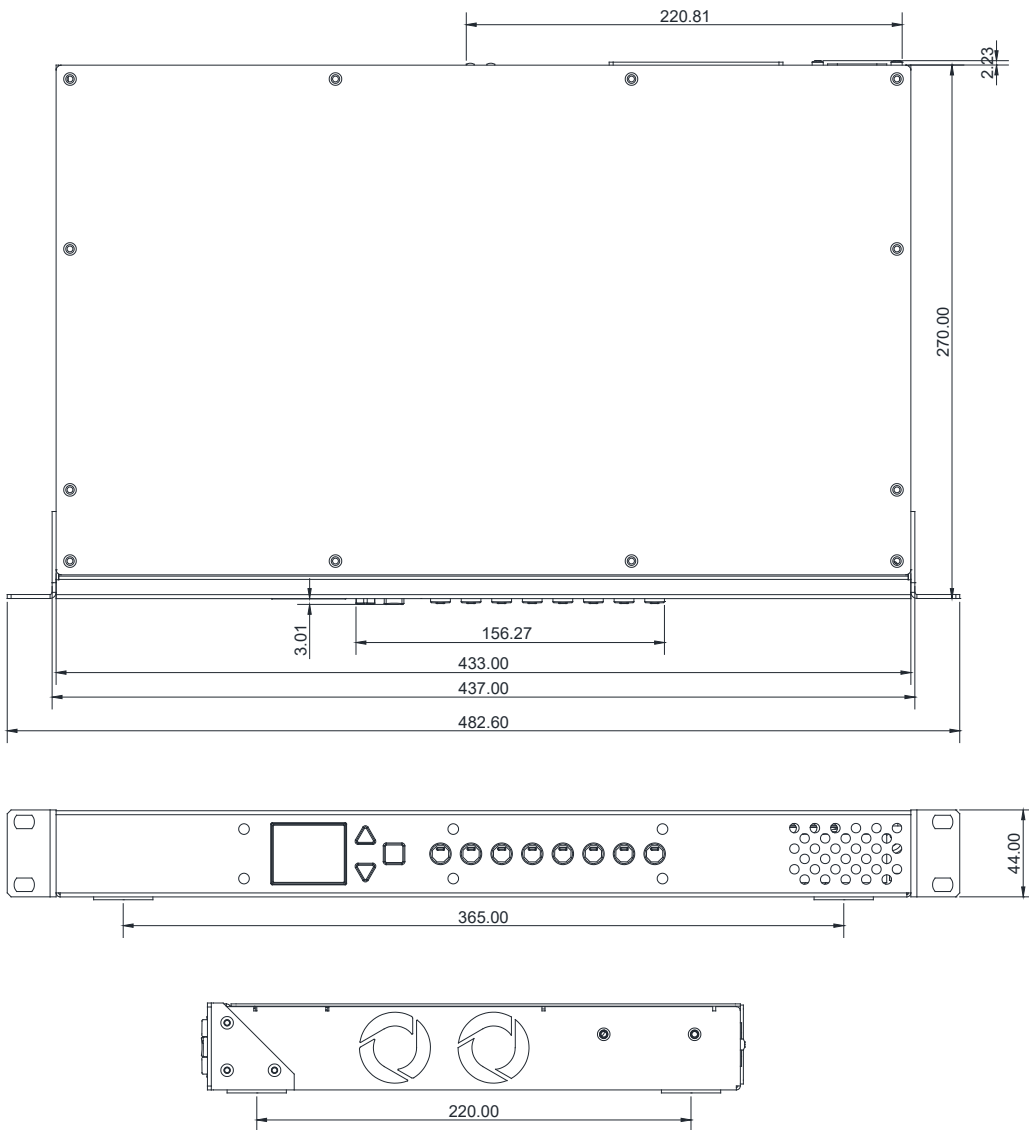
The unit shall allow the connection of two general purpose inputs, and two general purpose relay outputs, via pluggable Phoenix connectors on the rear of the chassis. Each input connector shall allow analogue control of Mutes, Levels, Preset Recall, Custom MIDI via a 0-10V control signal. Output 1 shall support normally closed and normally open operation, and output 2 shall support normally open operation. The outputs shall be configurable to respond to Mutes, Preset Recalls, and Level Sensing. An optional 8x8 networkable GPIO interface shall be available for expansion of the GPIO functionality.

Networkable, PoE-enabled remote controllers shall be available to complement the unit, including wallplate controllers in both US and EU formats, and desktop controllers with a minimum of 8 motorised faders and 8 LCD displays.

The unit shall have an integrated power supply accepting AC mains voltages of 100-240V, 50/60Hz, 70W max via an earthed 3-pin IEC male connector mounted on the rear chassis.

The unit shall be the Allen & Heath AHM-32.

# Dimensions



## Technical specs

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### Inputs

<b>Mic/Line Inputs</b>	Balanced, +48V phantom power
Mic/Line Preamp	Fully recallable
Input Sensitivity	-60 to +15dBu
Analogue Gain	+5 to +60dB, 1dB steps
Pad	-20dB Active PAD
Maximum Input Level	+30dBu (PAD in)
Input Impedance	>3k $\Omega$ (Pad out), >8k $\Omega$ (Pad in)
Mic EIN	-127dB with 150 $\Omega$ source

### Outputs

<b>Analogue Outputs</b>	Balanced, Relay protected
Output Impedance	<75 $\Omega$
Nominal Output	+4dBu = 0dB meter reading
Maximum Output Level	+21dBu
Residual Output Noise	-92dBu (muted, 22-22kHz)

### Dimensions and Weights

<b>Unboxed</b>	Width x Depth x Height x Weight
AHM-32	482.6mm x 270mm x 44mm x 4kg (19" x 10.6" x 1.7" x 8.8lbs)

#### Boxed

AHM-32	555 x 405 x 150 mm x 5.65kg (21.8" x 15.9" x 5.9" x 12.5lbs)
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### System

Measured balanced XLR in to XLR out, 20-20kHz, +5dB Gain, Pad out, signal @ 0dB (meter)	
Dynamic Range	108dB
System Signal to Noise	-92dB
Frequency Response	20Hz - 20kHz +0/-0.5dB
THD+N (analogue in to out)	0.005% @ +16dBu output, 1kHz +5dB gain
Headroom	+18dB
Sampling Rate	96kHz +/- 20 PPM

<b>Acoustic Noise</b>	Typical loading, 23 deg C ambient
No I/O Port or AEC installed	<29dBA
With I/O Port and AEC installed	30dBA

Operating Temperature Range	0 deg C to 40 deg C (32 deg F to 104 deg F)
Mains Power	100-240V AC, 50-60Hz, 70W max

## Processing specs

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### Input Processing

32 Input Channels	Configurable mono or stereo
<b>Trim</b>	+/-24dB digital trim
<b>Polarity</b>	Normal/Reverse
<b>Stereo Width Control</b>	L/R, R/L, L -Pol/R, R -Pol/L, Mono, L/L, R,R, M/S
<b>Gate</b>	
Sidechain	Self-key or source selectable, with 12dB/octave Lo-Pass and Hi-Pass
Threshold	-72dBu to +12dBu
Depth	0 to 60 dB
Attack	50us to 300ms
Hold	10ms to 5s
Release	10ms to 1s
<b>Insert</b>	In/Out, + 4dBu/-10dBV level
<b>PEQ</b>	
Type	8-Band fully parametric, +/-15dB
Band 1 - 8	Selectable LF/HF Shelving, Bell (variable or constant Q), Hi-Pass / Lo-Pass
Bell Width	0.50 – 6.00 Q
Shelving Type	Classic Baxandall
Hi-Pass, Lo-Pass Filter	12dB/octave
<b>Compressor</b>	Peak or RMS sensing
Sidechain	Self-key or source selectable, with 12dB/octave Lo-Pass and Hi-Pass
Threshold	-46dBu to 18dBu
Compressor parameters	Threshold, Ratio, Attack, Release
<b>Delay</b>	Up to 683ms

### Zone Processing

Up to 32 Zones	Configurable mono or stereo
<b>Source Selector</b>	Up to 20 sources, variable level, Fade In and Fade Out time < 20s
<b>Insert</b>	In/Out, + 4dBu/-10dBV level
<b>GEQ</b>	28 bands 31Hz -16kHz, +/-12dB, constant-Q
<b>PEQ</b>	See Input Processing
<b>Compressor</b>	See Input Processing
<b>Delay</b>	Up to 683ms
<b>ANC</b>	
Ambient Level	Selectable source and metering point, Gain Differential -18dB to 40dB
Gap	Selectable source and metering point, Threshold -62dB to -20dB, Time 0-5000ms
Gain Element	Min / Max Gain, Rate 0-30dB/s
<b>Limiter</b>	Variable Threshold, Attack and Release
<b>Speaker Processing</b>	
<b>Crossovers</b>	Configurable 2, 3, 4 way
<b>Filters</b>	Asymmetrical, selectable 1 <sup>st</sup> order, Butterworth 12/18/24 db/octave, LR 12/24 dB/octave
<b>EQ</b>	4-Band fully parametric, or 28 band GEQ
<b>Delay</b>	Up to 683ms
<b>Limiter</b>	See Zone Processing
<b>AMM</b>	
Channels (AHM-16)	1x16
Channels (AHM-32)	1x32, 2x 16 or 4x 8
Modes	D-Classic gain sharing or NOM

# Block Diagram

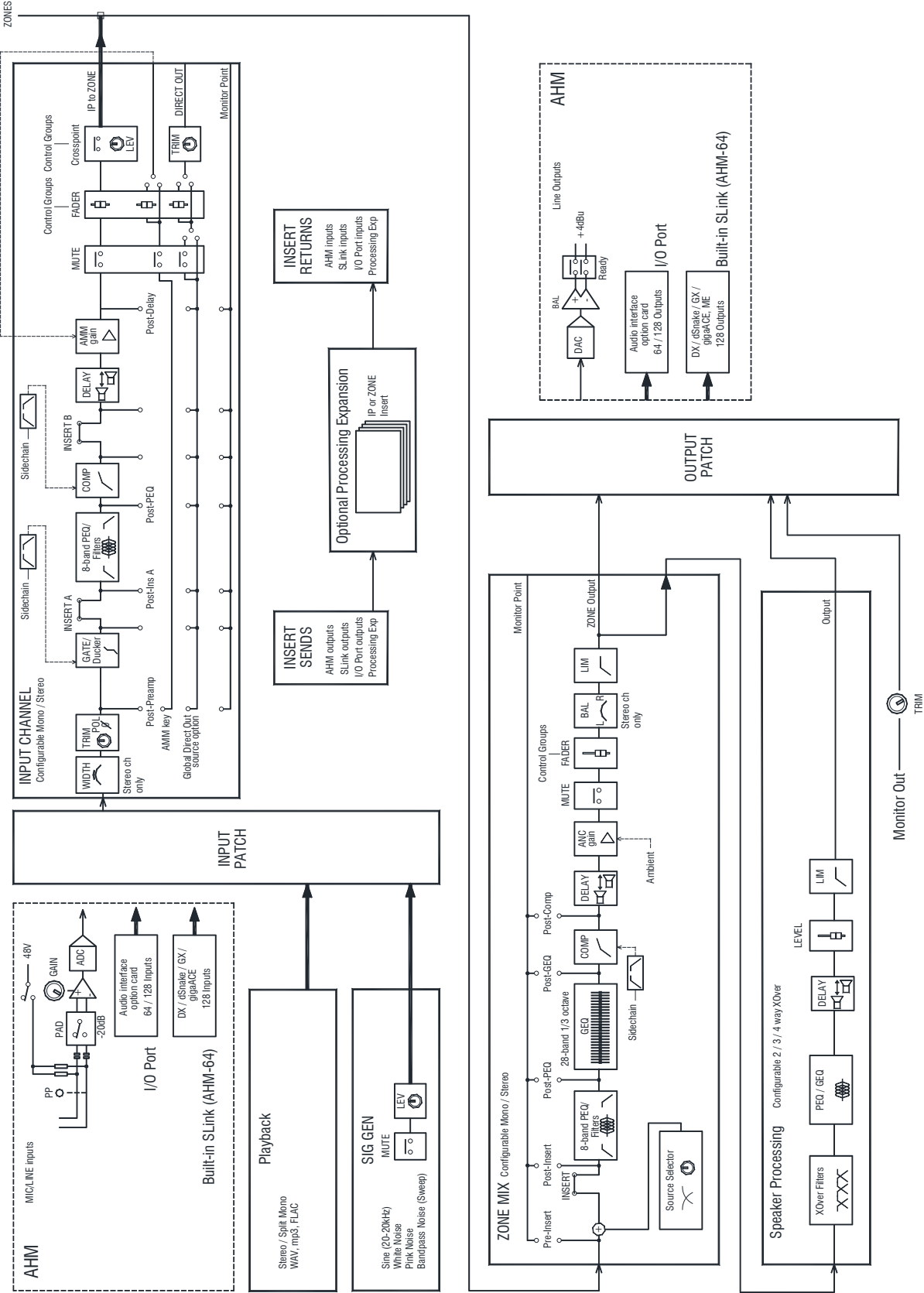
## AHM SYSTEM BLOCK DIAGRAM

V1.2

AHM-16: 16 x 16 processing matrix

AHM-32: 32 x 32 processing matrix

AHM-64: 64 x 64 processing matrix



# DANTE V2

## SQ/AHM AUDIO NETWORKING CARD

The Audinate Dante card (M-SQ-Dant64) is an audio networking option card for the SQ or AHM processor.

Audinate's Dante is an industry standard L3 network protocol providing 512x512 channels of audio at 48kHz or 256x256 channels of audio at 96kHz.

The Dante card will provide 64x64 channels at 48kHz or 96kHz on an L3 ethernet infrastructure. The Dante card is compatible with all 48kHz & 96kHz Dante enabled devices, including the Allen&Heath DT range of expanders.

A redundant secondary network connection is available for network redundancy. Dante Domain Manager (DDM) is fully supported.



### Key Features

- 64x64 channels at 48/96kHz
- Redundant network connections
- DDM supported
- AES67 compatible
- Compatible with all 48/96kHz Dante devices

### Benefits

- Audio over L3 Ethernet Cat5e or higher
- Sample accurate playback sync
- Up to 64x64 channels of virtual soundcard
- One software for routing audio across brands
- Works with standard networking equipment



## 802.3at/bt PoE Gigabit Switches with Layer 3 Features and SFP+

Auto-Sensing IEEE 802.3af/at/bt PoE

SFP+ Ports for 10G Links

Integrated Fans for Near-Silent Cooling

Models: USW-Pro-24-PoE, USW-Pro-48-PoE



## Overview

Expand and power your network with the UniFi<sup>®</sup> Pro PoE Switch, part of the Ubiquiti<sup>®</sup> UniFi Enterprise System. It is available in two models:

- **USW-Pro-24-PoE** 24 RJ45 ports with 2 SFP+ ports
- **USW-Pro-48-PoE** 48 RJ45 ports with 4 SFP+ ports

## Layer 3 Features

In addition to Layer 2 switching protocols and features, the UniFi Pro PoE Switch offers Layer 3 capabilities<sup>1</sup>, such as inter-VLAN routing, static routing, and DHCP server functionality.

<sup>1</sup> Available with future firmware upgrade.

## Near-Silent Cooling

The UniFi Pro PoE Switch can be located in any workspace. Its integrated fans have built-in PWM (Power Management) control, air ducts and covers, and temperature sensors for the best user experience.

## Fiber Connectivity

SFP+ ports enable high-capacity uplinks of up to 10 Gbps, so you can directly connect to a high-performance storage server or deploy a long-distance uplink to another switch.

## 802.3bt PoE++

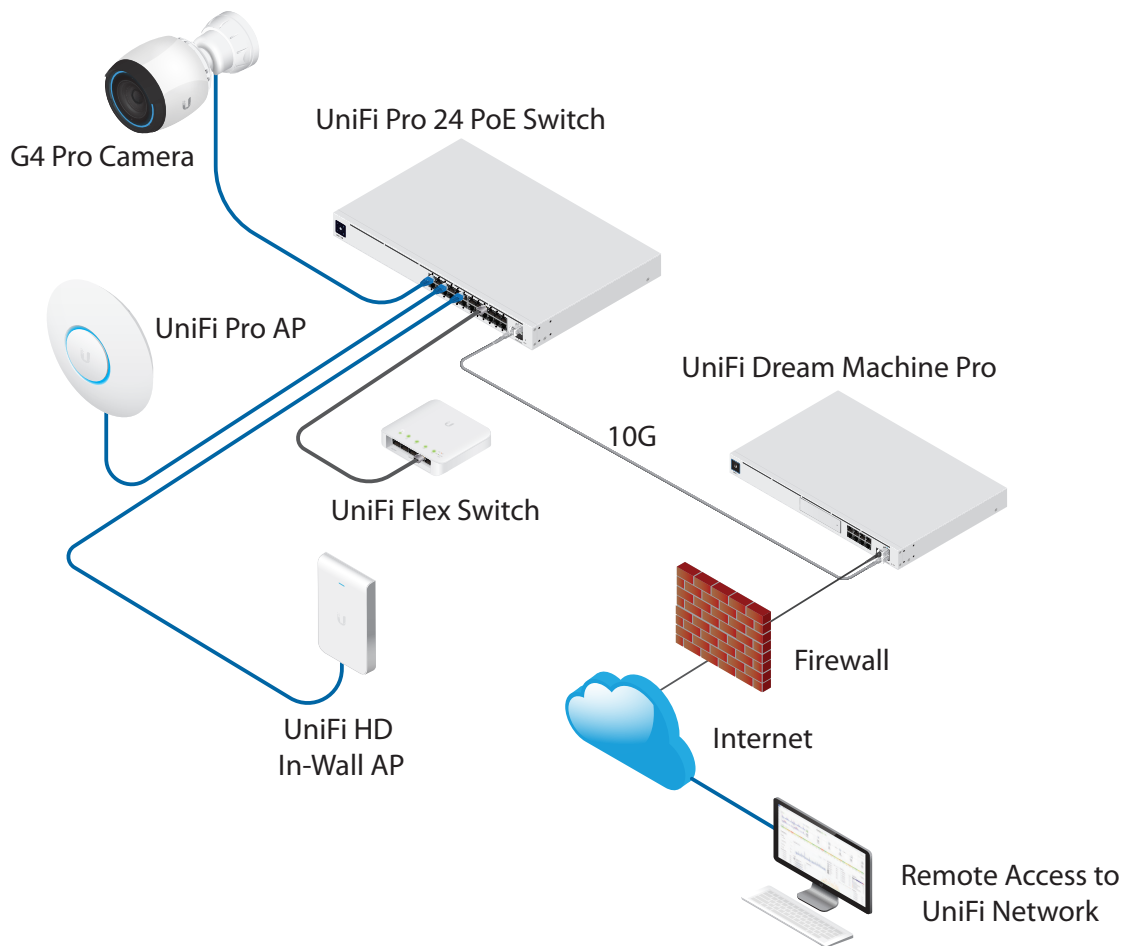
PoE support simplifies your network infrastructure and cabling. Eight ports offer 802.3bt PoE++ to provide up to 64W of power (per port) to your high-power PoE devices. Remaining ports offer 802.3af/at PoE.

## Power Supply Redundancy

The UniFi Pro PoE Switch supports our PSU failover system, the UniFi SmartPower RPS, model USP-RPS. If the internal power supply unit fails, the proprietary USP RPS interface acts to provide redundant power for backup<sup>2</sup>.

<sup>2</sup> Requires use of the USP-RPS (coming soon).

## Deployment Example



The USW-Pro-24-PoE powers the UniFi Video Camera G4 Pro, UniFi AC Pro AP, and UniFi AC IW AP with 802.3af/at PoE, while delivering 802.3bt PoE++ to the USW-Flex.





### UniFi Pro 24-Port PoE Switch

- (16) Gigabit RJ45 ports with 802.3af/at
- (8) Gigabit RJ45 ports with 802.3bt
- (2) 1/10G SFP+ ports
- 1U Rackmountable (hardware included)



USW-Pro-24-PoE

### UniFi Pro 48-Port PoE Switch

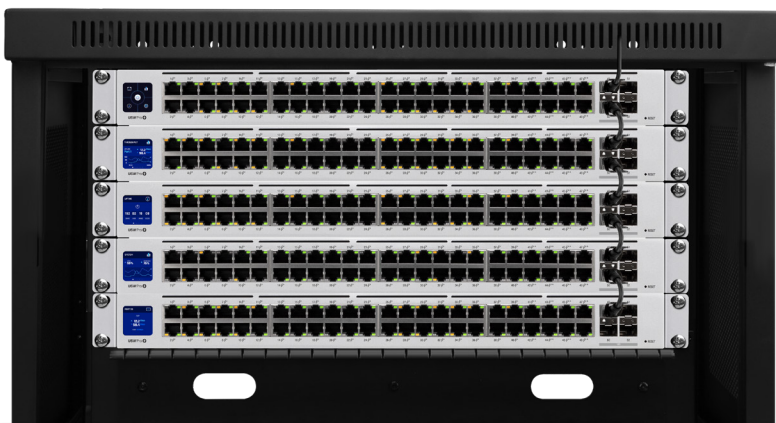
- (40) Gigabit RJ45 ports with 802.3af/at
- (8) Gigabit RJ45 ports with 802.3bt
- (4) 1/10G SFP+ ports
- 1U Rackmountable (hardware included)



USW-Pro-48-PoE

### Innovative Display

The 1.3" touchscreen displays status information for easy monitoring and quick troubleshooting.





## Scalable UniFi Network Controller

### Management Capabilities

The UniFi Network Controller can provision UniFi devices, map out networks, and quickly manage system traffic. Important network details are logically organized for a simplified, yet powerful, interface.

### Network Overview

From a single pane of glass, view network topology and configuration, real-time statistics, and debugging metrics. Monitor your network's vitals and make on-the-fly adjustments as needed.

### Deep Packet Inspection

Ubiquiti's proprietary Deep Packet Inspection (DPI) engine includes the latest application identification signatures to track which applications (and IP addresses) are using the most bandwidth.

### Detailed Analytics

The UniFi Network Controller provides configurable reporting and analytics to manage large user populations and expedite troubleshooting. Advanced search and sorting capabilities make network management more efficient.

### Multi-Site Management

A single controller running in the cloud can manage multiple sites: multiple, distributed deployments and multi-tenancy for managed service providers. Each site is logically separated and has its own configuration, maps, statistics, guest portal, and administrator accounts.

### Switch Configuration

You can access any managed UniFi Switch through the UniFi Controller to configure a variety of features:

- Operation mode (switching, mirroring, or aggregate) per port
- Network/VLAN configuration
- Jumbo frame and flow control services
- Network settings
- Storm control setting per port
- Spanning tree configuration
- 802.1X control and RADIUS VLAN
- Debug terminal option for command-line interface

### Switch Port Status

You can also view status information for each port:

- Connection speed and duplex mode
- TX/RX data rates
- Network/VLAN setting

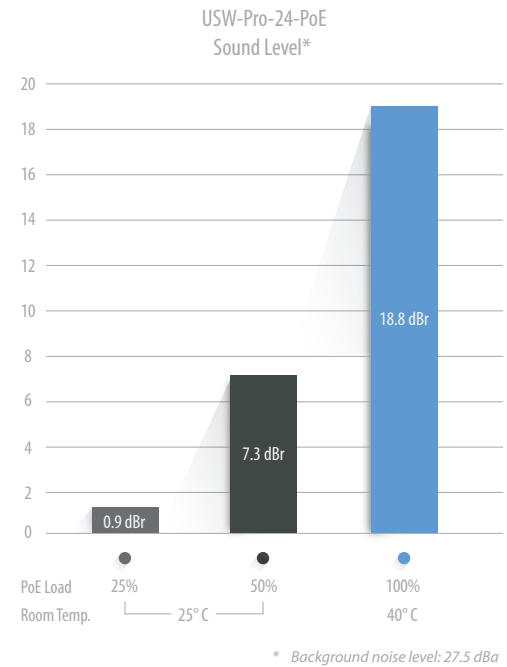
### Software Features

The UniFi Network Controller software offers the following features:

- Centralized configuration management (including configuration cloning)
- Auto-MDIX automatically adjusts as needed for straight through or crossover cable
- 802.1X (RADIUS) authentication and dynamic VLAN



USW-Pro-24-PoE	
Dimensions	442.4 x 285.4 x 43.7 mm (17.42 x 11.24 x 1.72")
Weight	4.30 kg (9.48 lb)
With Brackets	4.39 kg (9.68 lb)
Interfaces	(24) 10/100/1000 RJ45 Ports
Networking	(2) 1/10G SFP+ Ethernet Ports
Management	Ethernet In-Band
Total Non-Blocking Throughput	44 Gbps
Switching Capacity	88 Gbps
Forwarding Rate	65.472 Mpps
Power Method	100-240VAC, 50/60 Hz
Universal Input	52VDC, 7.69A; 11.5VDC, 2.61A
USP RPS DC Input	
Power Supply	AC/DC, Internal, 450W
Voltage Range	100 to 240VAC
Max Power Consumption (Excluding PoE Output)	50W
LEDs	Status
System	PoE; Speed/Link/Activity
RJ45 Data Ports	Link/Activity
SFP+ Data Ports	
ESD/EMP Protection	Air: ± 16 kV, Contact: ± 12 kV
Shock and Vibration	ETSI300-019-1.4 Standard
Operating Temperature	-5 to 40° C (23 to 104° F)
Operating Humidity	10 - 90% Noncondensing
Certifications	CE, FCC, IC



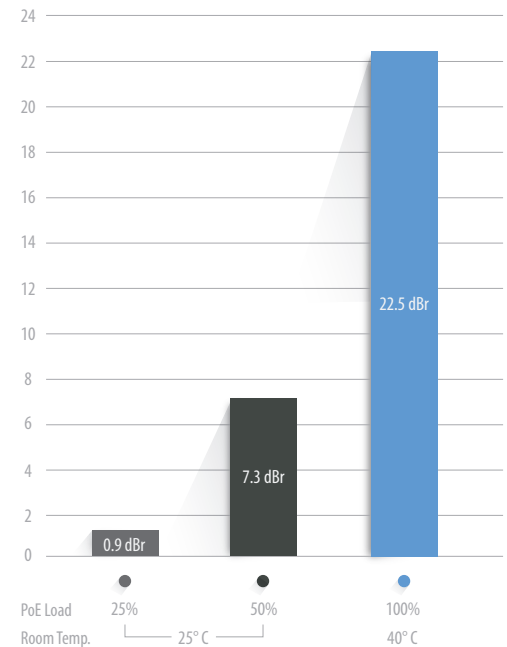
PoE	
Total Available PoE	400W
PoE Interfaces	PoE+ IEEE 802.3af/at
Ports 1-16	(Pins 1, 2+; 3, 6-)
Ports 17-24	60W PoE++ IEEE 802.3af/at/bt
802.3af/at	(Pins 1, 2+; 3, 6-)
802.3bt	(Pair A 1, 2+; 3, 6-) (Pair B 4, 5+; 7, 8-)
Max. PoE Wattage per Port by PSE	
802.3at	32W
802.3bt	64W
Voltage Range	
802.3af Mode	44-57V
802.3at/bt Mode	50-57V



USW-Pro-48-PoE	
Dimensions	442.4 x 399.6 x 43.7 mm (17.42 x 15.73 x 1.72")
Weight	6.25 kg (13.78 lb)
With Brackets	6.34 kg (13.98 lb)
Interfaces	(48) 10/100/1000 RJ45 Ports
Networking	(4) 1/10G SFP+ Ethernet Ports
Management	Ethernet In-Band
Total Non-Blocking Throughput	88 Gbps
Switching Capacity	176 Gbps
Forwarding Rate	130.944 Mpps
Power Method	100-240VAC, 50/60 Hz
Universal Input	52VDC, 11.54A; 11.5VDC, 5.22A
Power Supply	AC/DC, Internal, 660W
Voltage Range	100 to 240VAC
Max Power Consumption (Excluding PoE Output)	60W
LEDs	Status
System	PoE; Speed/Link/Activity
RJ45 Data Ports	Link/Activity
SFP+ Data Ports	
ESD/EMP Protection	Air: ± 16 kV, Contact: ± 12 kV
Shock and Vibration	ETSI300-019-1.4 Standard
Operating Temperature	-5 to 40° C (23 to 104° F)
Operating Humidity	10 - 90% Noncondensing
Certifications	CE, FCC, IC

PoE	
Total Available PoE	600W
PoE Interfaces	PoE+ IEEE 802.3af/at
Ports 1-40	(Pins 1, 2+; 3, 6-)
Ports 41-48	60W PoE++ IEEE 802.3af/at/bt
802.3af/at	(Pins 1, 2+; 3, 6-)
802.3bt	(Pair A 1, 2+; 3, 6-) (Pair B 4, 5+; 7, 8-)
Max. PoE Wattage per Port by PSE	
802.3at	32W
802.3bt	64W
Voltage Range	
802.3af Mode	44-57V
802.3at/bt Mode	50-57V

USW-Pro-48-PoE  
Sound Level\*



\* Background noise level: 27.5 dBA

Specifications are subject to change. Ubiquiti products are sold with a limited warranty described at: [ui.com/support/warranty](http://ui.com/support/warranty). The limited warranty requires the use of arbitration to resolve disputes on an individual basis, and, where applicable, specify arbitration instead of jury trials or class actions. ©2019-2020 Ubiquiti Inc. All rights reserved. Ubiquiti, Ubiquiti Networks, the Ubiquiti U logo, the Ubiquiti beam logo, and UniFi are trademarks or registered trademarks of Ubiquiti Inc. in the United States and in other countries. Apple and the Apple logo are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc., registered in the U.S. and other countries. Android, Google, Google Play, the Google Play logo and other marks are trademarks of Google LLC. All other trademarks are the property of their respective owners.

JL031820



Flex Networks LLC  
 PO Box 922  
 Madras, OR 97741  
 chrism@flexnetech.com  
 https://www.flexnetworks.net



## Estimate

### ADDRESS

Tony Anderson  
 Jefferson County Buildings And  
 Grounds  
 430 SW Fairgrounds Rd  
 Madras, OR 97741 US

ESTIMATE # 1283

DATE 10/17/2023

EXPIRATION DATE 10/31/2023

ACTIVITY	QTY	RATE	AMOUNT
<b>AirFiber 60 XG</b> 6 Gbps max. throughput with a 5 GHz 800+ Mbps backup link built in.	2	1,998.00	3,996.00
<b>Wave AP Micro</b> 60 GHz 5 Gbps max. throughput (2.5 Gbps duplex) main radio	1	998.00	998.00
<b>Wave Nano</b> 2 Gbps max. throughput (1 Gbps duplex)	1	398.00	398.00
<b>24" Depth Wall Mount Security Cabinet</b> 15U Professional Wall Mount Network Server Cabinet Enclosure 19-Inch Server Network Rack Black (Fully Assembled)...	1	598.00	598.00
<b>Tripp Lite Smart UPS</b>	1	598.00	598.00
<b>CRS317-1G-16S+RM</b> Rack-mountable manageable switch with Layer3 features,it has 16 SFP+ ports for high performance 10GbE connectivity and a 1GbE copper port for management	1	838.00	838.00
<b>Miscellaneous Parts</b> Additional parts and accessories including screws, nuts, bolts, cables, SFP+ & etc	1	600.00	600.00
<b>CAT6 Cable Drop</b> CAT6 Cable drop - Includes cable, RJ45 mod ends, CAT5e jacks, faceplates & labor to install, test & label the cable.	4	200.00	800.00
<b>Labor Hours</b> Project Management, Installation, Programming, Labeling & Training	8	125.00	1,000.00

Fairgrounds RV Park setup.

TOTAL

**\$9,826.00**

60% Non-Refundable Deposit Due Upon Acceptance Remaining 40%  
Due Upon Completion.

Accepted By

Accepted Date

**2023 Cowdeo Expenses**

218-FG	American Silversmiths	\$888.00	Cowdeo E	10 buckles	8/2/2023
218-FG	American Silversmiths	\$185.35	Cowdeo E	buckles	8/2/2023
218-FG	Corriente Saddle Company	\$1,025.00	Cowdeo E	saddle	7/31/2023
218-FG	Molly's Custom Silver	\$888.00	Cowdeo E	10 belt buckles	8/2/2023
218-FG	Molly's Custom Silver	\$185.35	Cowdeo E	buckles	8/14/2023
218-FG	amazon.com	\$531.32	Cowdeo	square terminal, laptop charger, ribbon, microphones	9/14/2023
218-FG	FarmTek	\$2,195.46	Cowdeo	timer, 7" LED scoreboard, case for scoreboard	9/13/2023
218-FG	JCFC - Micaela Halvorson	\$2,795.00	Cowdeo	awards 2023 Cowdeo	9/15/2023
218-FG	Webconnex	\$162.55	Cowdeo	online registration forms	8/25/2023
218-FG	Tribal Advertising	\$170.00	Cowdeo	advertising 2023 Cowdeo	9/21/2023
218-FG	INN At Cross Keys Station	\$355.40	Cowdeo	room for announcer 2023 Cowdeo	9/26/2023
218-FG	Molly's Custom Silver	\$28.58	Cowdeo	expedited shipping for buckles 2023 Cowdeo	9/20/2023
218-FG	Identity Zone	\$1,211.37	Cowdeo	trucker caps & sweatshirts for 2023 Cowdeo	9/20/2023
218-FG	BiMart	\$23.93	Cowdeo	freezer bags, clipboard	9/22/2023
218-FG	regfox.com	\$82.34	Cowdeo	2023 cowdeo registration forms	9/26/2023
218-FG	Molly's Custom Silver	\$96.65	Cowdeo	buckle	9/28/2023
218-FG	The Bend Radio Group	\$1,200.00	Cowdeo	2023 cowdeo advertising	10/10/2023
218-FG	Rotary of Jefferson County	\$350.00	Cowdeo	Gate	

**\$12,374.30**

**2023 Cowdeo Income**

9/19/2023	1st Priority Property Management	\$50.00	2023 Cowdeo sponsorship
	Abbas Pump Service	\$250.00	2023 Cowdeo sponsorship
	Abbas Well Drilling	\$250.00	2023 Cowdeo sponsorship
9/11/2023	Ahern Properties Realty	\$150.00	2023 Cowdeo sponsorship
9/26/2023	attendees	\$1,485.00	2023 Cowdeo
	attendees - square payments	\$1,000.00	2023 Cowdeo
	Bright Wood	\$1,000.00	presenting sponsor 2023 Cowdeo
9/16/2023	Christian & Torri Kowaleski	\$150.00	buckle sponsor 2023 Cowdeo
	City of Madras	\$2,000.00	2023 Cowdeo Sponsorship
8/15/2023	Contestants	\$800.00	2023 cowdeo fees
8/22/2023	Contestants	\$1,487.00	2023 cowdeo fees
8/29/2023	Contestants	\$544.00	2023 cowdeo fees
9/22/2023	Coppers Coffee	\$150.00	vendor fee 2023 Cowdeo
10/24/2023	Cowdeo Awards	\$122.00	2023 cowdeo money not picked up by winners
9/5/2023	Cowdeo Contestants	\$16.68	2023 Cowdeo
9/5/2023	Cowdeo Contestants	\$344.00	2023 Cowdeo
9/13/2023	Cowdeo Contestants	\$3.53	2023 Cowdeo
9/13/2023	Cowdeo Contestants	\$70.00	2023 Cowdeo
9/19/2023	Cowdeo Contestants	\$52.25	2023 Cowdeo
9/19/2023	Cowdeo Contestants	\$674.00	2023 Cowdeo
9/19/2023	Cowdeo Contestants	\$586.00	2023 Cowdeo
9/26/2023	Cowdeo Contestants	\$75.00	2023 Cowdeo
	Cowdeo Contestants	\$5.47	2023 Cowdeo
	Cowdeo Contestants	\$137.00	2023 Cowdeo
8/22/2023	Cowdeo Contstants	\$57.69	2023 Cowdeo
8/29/2023	Cowdeo Contstants	\$21.18	2023 Cowdeo
	Cowdeo Contstants	\$28.31	
9/26/2023	Don Comingore	\$150.00	2023 Cowdeo sponsorship
8/21/2023	Edward Jones	\$150.00	2023 cowdeo sponsorship
	Fabian Lopez - Blue Leaf Lawn Care	\$150.00	buckle sponsor 2023 Cowdeo
8/29/2023	Gary Gruner	\$1,000.00	2023 cowdeo presenting sponsor
10/16/2023	Gohr Cattle Ranch	\$500.00	2023 Cowdeo Sponsorship
9/8/2023	Holc Enterprises	\$250.00	2023 Cowdeo sponsorship
9/29/2023	Katrina Weitman	\$150.00	2023 Cowdeo sponsorship



	Kylie Cole - Kalon Salon	\$50.00	business card ad sponsor 2023 Cowdeo
9/6/2023	Lake Chinook Realty	\$250.00	2023 Cowdeo sponsorship
9/7/2023	Matzalan Mexican Restaurant	\$250.00	2023 Cowdeo sponsorship
	Mid Oregon Credit Union	\$150.00	buckle sponsor 2023 Cowdeo
9/13/2023	Norton Cattle Company	\$250.00	2023 Cowdeo sponsorship
10/3/2023	Over The Edge Taphouse	\$220.00	2023 Cowdeo Sponsorship
9/26/2023	payouts from attendees	\$325.00	2023 Cowdeo
9/18/2023	Ric & Linda Little	\$150.00	buckle sponsor 2023 Cowdeo
	Richard Little Jr. CPA PC	\$250.00	event sponsor 2023 Cowdeo
	S4L Ranch	\$150.00	buckle sponsor 2023 Cowdeo
8/31/2023	Shasta's Clean up	\$200.00	2023 cowdeo sponsorship
	Umpquan Bank	\$500.00	2023 Cowdeo sponsorship

**\$16,604.11**

**From:** JEFFRIES Kevin \* OEM <[Kevin.JEFFRIES@oem.oregon.gov](mailto:Kevin.JEFFRIES@oem.oregon.gov)>  
**Date:** October 18, 2023 at 3:59:45 PM PDT  
**To:** Jeff Rasmussen <[jeff.rasmussen@co.jefferson.or.us](mailto:jeff.rasmussen@co.jefferson.or.us)>  
**Subject:** FY23 SHSP - Not Funded Notice

Good afternoon, Jeff Rasmussen, Jefferson County

The Oregon Department of Emergency Management (OEM), serving as the State Administrative Agency (SAA) for the 2023 State Homeland Security Grant Program (SHSP), has completed our review of projects and funding requests.

I regret to inform you that your project **County Fairgrounds Inoperable Communications Project** and funding request of **\$24,015.00** was not funded this round. This year OEM received over \$8 million in funding request with a little over \$1.3 million to award competitively. Needless to say, it was extremely competitive.

I recommend you reach out to your OEM Preparedness Regional Coordinator and go over your application and project design to see what you can do to be more competitive next year.

Respectfully,



Kevin Jeffries  
Grants Coordinator  
Oregon Department of Emergency Management  
Office (503) 378-3661  
Cell (971) 719-0740  
[Kevin.jeffries@oem.oregon.gov](mailto:Kevin.jeffries@oem.oregon.gov)



Month Start Date	Month Completed by:	Event	Category	Subcategory	Task
9	10	Fair	<b>Advertising</b>	Reader Board	Ask Shawna to update the reader board with fair dates
2	4	Fair	Advertising	Radio	Reach out to Backyard Bend and Horizon Broadcasting Group
2	4	Fair	Advertising	Print	Reach out to Central Oregonian
6	7	Fair	Advertising	Signs at the Ys	Contact RipQ to change the dates on the banners for the Ys.
7	7	Fair	Advertising	Signs at the Ys	Contact the Chamber to arrange for the signs at the Y to be installed - See if they will do it 2 weeks prior to the start of fair.
10	6	Fair	Advertising	FaceBook	Schedule posts, setup events, make interactive posts
9	6	Fair	Advertising	Website	Update website with new information as available. Update sponsors
3	6	Fair	Advertising	60' Banner	Talk to business locations to see if we can place banner on their property before fair.
12	1	Fair	<b>Awards</b>	Open Class	Superintendents find sponsors for the special awards listed in the Fair Book. This needs to be done prior to February 1st for Fair Book printing.
10	12	Fair	Awards	Ribbons	Obtain ribbon order from 4-H, FFA (Madras & Culver), and Open Class
12	1	Fair	Awards	Ribbons	Order ribbons from vendor (Patterson Engraving as of 08/23)
2	4	Fair	Awards	Ribbons	After receiving order, verify quantity and distribute to each entity
3	4	Fair	Awards	Grand Marshal	Order plaque for Grand Marshal
3	5	Fair	Awards	Contests	Determine needs for contests (Tri-tip Cook-Off) and order prizes/find sponsors
4	6	Fair	Awards	Pee Wee Showmanship	Check with Kristina Gomes about buckets from Coastal
4	6	Fair	Awards	Pee Wee Showmanship	Ask local non profits for bucket donations (library, police, fire...)
7	7	Fair	Awards	Pee Wee Showmanship	Purchase toys/candy from Dollar Store/Online
7	7	Fair	Awards	Pee Wee Showmanship	Find out from 4-H how many are registered and assemble that many buckets
5	6	Fair	<b>Banners</b>	JCF	Determine banner needs, submit request to RipQ, approve proof, arrange pickup
5	6	Fair	Banners	Sponsors	Make a list with needed banners from sponsors and include hanging location/check banners on site to see if we have them, if not, request from sponsor. Last resort, if sponsor does not have a banner, order from RipQ
10	4	Fair	<b>Budget</b>		
3	3	Fair	<b>Buildings &amp; Grounds</b>		
9	10	Fair	<b>Carnival</b>	Contract	Update/renew carnival contract-if unavailable, start contacting other companies to find out availability.
10	10	Fair	Carnival	Contract	Verify dates for next year with carnival company
9	10	Fair	Carnival	RV	Verify how many RV spaces they will need during fair prior to opening RV Reservations for fair week.
1	4	Fair	Carnival	Pre Sale Tickets	Verify quantity and sign receipt acknowledgment when presale tickets are received
3	4	Fair	Carnival	Pre Sale Tickets	Contact Erickson's about being the ticket outlet, negotiate rate, arrange sale dates, and pickup/drop off expectations. Prepare Pre-Carnival Ticket Sales Agreement.

7	7	Fair	<b>Checks</b>		Submit a list of checks that will be needed during fair for entertainers, sound, rodeo, rodeo gate cash to Finance needed for the week of fair.
2	6	Fair	Cleaning		
10	4	Fair	Contests		Suggested Cornhole Tournament, Eating Contest, Tri-Tip Cookoff,
10	6	Fair	Emergency Operation Plan		
12	4	Fair	Entertainment		
10	4	Fair	<b>Equipment Requirements</b>		
10	4	Fair	Equipment Requirements	Porta Potties	Review previous year's order, make necessary changes and order from Middleton Septic - 541-475-5322
10	4	Fair	Equipment Requirements	Golf Carts	Review previous year's order, make necessary changes and order from High Desert Golf Cars 541-788-2429
10	4	Fair	Equipment Requirements	ATMs	Contact ATM Services of Eastern WA to schedule ATMs Heather Payne 509-531-4324 or atmsofeasternwa@gmail.com
10	10	Fair	Equipment Requirements	ATMs	Ask about RV/Dry Camping space requirements.
10	4	Fair	Equipment Requirements	Popup Lights	Design security plan with light towers, contact Sunbelt Rentals for price and order necessary lights needed.
5	6	Fair	Equipment Requirements	Popup Lights	Arrange for delivery/pickup of the lights and confirm number needed.
10	4	Fair	Equipment Requirements	Security Cameras	
10	4	Fair	Equipment Requirements	Dumpsters	Contact Madras Sanitary Service for delivery of 30 yd dumpster by carnival (and one for by the stalls if their isn't one there currently). Arrange for it to be emptied prior to fair and once during fair (by the stalls).
12	4	Fair	Equipment Requirements	Temporary Fencing	After security plan is developed, determine temporary fencing needs. Contact Mike's Fencing Center for fencing, as about in-kind trade.
12	4	Fair	Equipment Requirements	Ice	Review previous year's order, contact Cascade Ice and order ice, truck, and merchandiser.
12	7	Fair	Exhibitors		
2	5	Fair	<b>Fair Assistant</b>	Hiring	Review job description, pay, start date with HR.
2	6	Fair	Fair Assistant	Hiring	Contact Mid-Oregon Personnel for Fair Assistant and Clean up crew. Start date for assistant is usually around mid-June. Hire 2 "Cleaning Crew Leads" a week before fair and a week after fair.
5	5	Fair	Fair Assistant	Setup	Contact IT to enable workstation, email, phone
11	6	Fair	Fair Board Assignments		
7	7	Fair	Fair Set Up		
9	9	Fair	Fair Theme		
12	1	Fair	<b>Family Fun Night</b>		Confirm event by February 15, verify information printed in Fair Book. Sammee Green)
9	6	Fair	Gates/Booths		
10	6	Fair	Hotel		
		Fair	JCLA		
		Fair	Judges		
		Fair	<b>Madras Saddle &amp; Game Club</b>		Confirm event by February 15, verify information printed in Fair Book.
		Fair	<b>Miss NPRA</b>		Contact Jean Hravlik 503-481-3384 about needs for her pageant. Usually the arena is used on Friday morning and stalls for visiting royalty and contestants.

		Fair	Money		
		Fair	Opening Ceremonies		
		Fair	<b>Open Class</b>	Budget	Determine budget for open class and let Kim Schmith know.
		Fair	Open Class	Superintendents	Make badges for superintendents with contact numbers (FB, Manager, Maintenance)
		Fair			
		Fair			
		Fair	<b>Panels</b>	4-H/FFA	Get pen counts from 4-H and FFA
		Fair	Panels	Cooperative	Schedule picking up panels from Crook and Deschutes County as needed. Check on number of spider boxes needed as well.
		Fair	Panels	Cooperative	Arrange for panels to be picked up by Deschutes County
		Fair	Panels	Cooperative	Arrange for panels to be returned from Crook County Fair
		Fair	<b>Parking</b>	Company	Contact Traffic Control Consultants to arrange parking control for Friday and Saturday nights. 541-548-3165
		Fair	Parking	Passes	Order parking passes for the RV park, 4-H usually orders their own for dry camping. Get copies for gate personnel.
		Fair	<b>Passes</b>		Determine if passes are required (paid gate)
	Nov/Dec	Fair	<b>Poster</b>	Design	Contact Keith Manufacturing about designing fair poster, inform of fair theme
	Feb	Fair	Poster	Fair Book	Use preliminary poster as fair book cover, needs to be done by March 1.
	As Needed	Fair	Poster	Sponsors	Update Keith Manufacturing about sponsors, gather logos if needed.
	June/July	Fair	Poster	Distribution	Contact Mail, Copies, and More about printing. Update drop-off locations and print accordingly (order a few extra).
		Fair	Premium Book		See separate sheet. Also called the Fair Book.
		Fair	<b>Rodeo</b>	NPRA	Fill out NPRA Membership Application
		Fair	Rodeo	NPRA	Fill out NPRA Sanctioning Sheet/make sure we are added to the lineup
		Fair	Rodeo	Sponsors	*New* start gathering rodeo sponsors for chutes, flags, rodeo queen banners, events. Look at added money, is it something we want to add to? Update Deanne on any sponsors.
		Fair	Rodeo	Stock Contractor	Contact Deanne Bain with B Bar D Rodeo, confirm rodeo dates, times. Prepare contract with Addendum. Have them sign contract, present to BOCC for signature.
		Fair	Rodeo	Sound	Contact Heather Hershey for rodeo sound. 541-279-9580
		Fair	Rodeo		
		Fair	Rodeo		
		Fair	Schedule		
		Fair	Security		
		Fair		Personnel	
		Fair		Cameras	
		Fair	Shavings		
		Fair	Signs		
		Fair	Smoking Area		
	Sept/Oct	Fair	<b>Sound</b>	RFP	Determine sound/stage needs and send out RFP

		Fair	Sound	Contract	Based on RFP, write contract, have company sign, then submit to BOCC for approval.
		Fair	Sound	Entertainment	Get band stage plots and rider for backline to sound company, connect sound company to band via email.
		Fair	Sound	Schedule	Confirm sound/stage, arrival date/time
		Fair	Sound	Schedule	Provide a stage schedule to sound technician with sound checks, groups, strolling entertainment, 4-H/FFA awards, etc.
	Sept	Fair	<b>Sponsors</b>	Tracking	Update Sponsor spreadsheet for new year
	Sept/Oct	Fair	Sponsors	Sponsorship Deck	Review previous year's sponsorship deck, make necessary changes and prepare to distribute
	Oct/Feb	Fair	Sponsors	Contact	Contact prior year and potential sponsors by mail, email or in person
	As Needed	Fair	Sponsors	Invoices	After a sponsor agrees, send an invoice, track payments
	As Needed	Fair	Sponsors	Banner	Make a list of where each banner needs to be hung.
	June/July	Fair	Sponsors	Banner	Inventory banners on hand. Track banners (if we had them on hand, picked up, or shipped to us) so we can return all banners in a timely manner
	August	Fair	Sponsors	Thank you notes	Send thank you notes to all sponsors.
		Fair			
		Fair	Vendors	Application	Review previous year's application. Make necessary changes (Zoho forms). Post on website and announce it is available to prior year vendors and on Facebook.
	Due 7/1	Fair	Vendors	Layout	Create vendor layout for indoor and outdoor vendors. Food vendors will be the most difficult with their power needs.
		Fair	Vendors	Indoor	
		Fair	Vendors	Outdoor	
		Fair	Vendors	Food	
		Fair	Volunteers		
		Fair	Website		



Hello Macaela

10-18-23

I finally got around to sending you the check for Kent' Memorial. I will leave it up to you what to do. If possible I would like to have the "High Rim Renegades Car Club" mentioned. Kelly said the County would match what ever we gave you. Please keep me posted as to what you are going to do.

Thank you  
Roy A. Pezel

## Jefferson County

## Position Description

Position: <b>Fairgrounds Complex Manager</b>	FLSA: <b>Non-Exempt</b>
Department: <b>Jefferson County Fairgrounds Complex</b>	Salary Grade: <b>Grade 20/I (County Resident) or 19/H (non-County Resident)</b>
Classification: <b>Service Workers</b>	Status: <b>Full Time</b>

### Summary

This position serves as the manager of the Fairgrounds Complex and plans, organizes, and directs events and operations of the grounds jointly with the appointed Jefferson County Fair Board. The manager is a liaison with the community and is actively involved in program and event development in line with the Fair Board's vision for the Complex. The position supports positive public relations.

The manager is responsible for coordinating services and support functions for the Jefferson County Fair Board under ORS 565 and the Intergovernmental Agreement (IGA) between Fair Board and Jefferson County. The manager serves as advisor to the Fair Board and implements directives/decisions from the Fair Board unless in conflict with County policy or procedure. The position is supervised by the Director of Building and Grounds Department with oversight and direction from the Fair Board.

The position coordinates the daily operations of the Fairgrounds Complex, supervises and assigns work to the Maintenance Technician, other staff and volunteers. The managers is responsible for property management of the Fairgrounds buildings, and land which includes managing the repair, upkeep/maintenance of the facilities. This position is responsible for annual County Fair and various events throughout the year. Responsible for attaining maximum use of Fairgrounds Complex and carrying out other duties that may be assigned by the Fair Board. This position will also assist and support the other operational needs of the Buildings & Grounds Department as needed.

### Distinguishing Characteristics

Requires an organized forward-thinking creative manager who will work with the Fair Board in coordinating and supervising operations, maintenance, marketing and events at the Fairgrounds Complex. Provides a high level of customer service and community oriented problem solving to provide daily planning, leadership and develops short and long range plans, goals and objectives for the fair. Requires a "hands on" person who can represent the Fair Complex as an effective leader.

### Essential Duties and Responsibilities

#### Management/Event Coordination

- Plans, organizes, and directs events and operations of the grounds jointly with the Jefferson County Fair Board.
- Markets, negotiates, and contracts commercial exhibit space. Ensures all booked functions do not violate Fair Board or Jefferson County policy. Requires and confirms adequate security is available during events that require security.
- The position has direct purchasing authority up to \$3,000/per purchase.
- Prepares budget for Fair Board approval and administers annual budget; presents to budget committee; monitors monthly fiscal expenditures and revenues reports.
- Explores alternative funding sources and conducts fund raising activities. Actively seeks additional funding through donations and sponsorships. Researches, develops and recommends



grant applications.

- Develops plans and organizes annual County Fair in cooperation with the Fair Board, including bid and negotiation processes for carnival, vendors and other contract services.
- Maintains good communication and working relationships with supervisor and Fair Board members.
- Maintains process for scheduling events and meeting the needs of rental customers.
- Formulates, recommends and enforces rules and regulations for exhibitors, public, vendors, lessees and contractors who are using the fairgrounds or attending the Fair or other activities at the Fairgrounds Complex.
- Serves as host/greeter for large groups, rallies and others using the Fairgrounds.
- Maintains a high level of knowledge regarding decisions pertaining to the safety and security of the grounds and equipment for all events held at the Fairgrounds.

#### **Fair Board Meetings**

- In conjunction with the Fair Board Chair, develops agenda for and regularly attends Fair Board public meetings (usually evening meetings), develops and recommends goals, objectives and policies to the Fair Board and coordinates those Fair and fairground goals, objectives and policies set forth by the Fair Board.
- Ensures compliance with ORS Public Records and Meetings law when scheduling Fair Board meetings and archiving documents. Provides proper notice of meetings that comply with statute and availability on County websites.
- Coordinates the recording, transcription and distribution of the meeting minutes for the Fair Board.
- Keeps the Building & Grounds Director informed of current and upcoming Fair Board issues and assignments; and, debriefs Director after Fair Board meetings.

#### **Operations/Supervision**

- Trains all staff on the use of the electronic calendar system. This system will be used to respond to all scheduling questions and identify staff responsibilities related to events.
- Actively markets the Fair and Fairgrounds Complex through a variety of media (including social media) to ensure maximum use of facilities, including youth groups. Includes arranging for special attractions/events, space allocation for vendors/exhibits.
- Establishes and maintains involvement with the Oregon Fairs Association in some capacity so as to know what is going on statewide with County Fairs and to track any trends or circumstances that may affect the county fair and if necessary, attend annual Oregon Fairs Convention/Conferences.
- Maintains and updates fair complex website, including event calendar.
- Receives and records revenues and receipts for the Fair and department in compliance with County policy. Ensures internal controls are in place for receipt of cash.
- Processes accounts payable and deposits, and writes receipts within fiscal constraints.
- Attends a variety of civic and community group meetings representing the Fair Board.
- Oversees and/or assists in general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment.
- Oversees and/or performs general office duties including answering phones, collecting mail, and providing customer service for the Fairgrounds Complex and, as needed, the Buildings & Grounds Department.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objectives of the position.

#### **Qualifications**

- **Knowledge and Skills**

Knowledge of agribusiness, operation of a County Fair and fair complex, computer usage, budgeting, finance, grant writing, event promotion, facility marketing, and employee

supervision/training. Knowledge of pertinent local, state and federal laws and regulations related to Fair and Fair Complex operations, State and County legislative process, publicity and promotion, and knowledge of the entertainment industry as related to county fairs. Excellent customer service skills.

▪ **Abilities**

Ability to organize, schedule and coordinate for completion of an identified goal. Ability to speak and write in a clear and concise manner. Ability to manage resources and collaborate with stakeholders, including Fair Board and supervisor. Basic working knowledge of computers, website editing/maintenance, and word processing/spreadsheet software and/or ability to learn. Ability to establish and maintain effective and harmonious working relationships with other employees, volunteers, elected officials, Fair Board members and the general public. Ability to work independently. Ability to work outside normal working hours, including weekends.

▪ **Physical Abilities**

Ability to work at a computer screen, sit, stand, walk, talk, bend, stoop, kneel and crawl for extended periods of time. Ability to lift, push or pull more than 50 lbs. Ability to use rapid finger, hand and arm movement. Performs general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment. Position requires post offer physical capacity test based on the job description.

▪ **Education and Experience**

Bachelor's Degree in Management or Public Relations, or at least 3 years' experience working in a Fair or Fair Complex environment, event coordination, event promotion, facility marketing, or a combination of related experience. Experience in Fair operations, 4-H and an agricultural background is preferred. Or, a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities of this position. Some knowledge of supervisory concepts of hiring, assigning/delegating work, evaluating work performance and coaching.

Note: Incumbent may move to the senior level after 24 months of service. Move would be to closest step to current pay rate without going down.

▪ **Licenses and Certificates**

A valid Oregon driver's license with an acceptable driving record. Ability to operate machinery is preferred.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet awkward materials. Fair Board meetings are usually evening meetings requiring a flexible schedule on those days. Large events on weekends may require work on the weekends which may cause a shifting from a normal Monday to Friday workweek. During the Fair, position works 14-16 hours/day. Required to maintain Jefferson County residency as a condition of salary grade 20/I.

▪ **Probationary Requirement**

This position is based on the successful completion of a nine-month probationary period.

**Modified on: March 23, 2022**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date Signed**

## Jefferson County

## Position Description

Position: <b>Senior Fairgrounds Complex Manager</b>	FLSA: <b>Non-Exempt</b>
Department: <b>Jefferson County Fairgrounds Complex</b>	Salary Grade: <b>Grade 22 (County Resident) or 21 (non-County Resident)</b>
Classification: <b>Service Workers</b>	Status: <b>Full Time</b>

### Summary

This position serves as the manager of the Fairgrounds Complex and plans, organizes, and directs events and operations of the grounds jointly with the appointed Jefferson County Fair Board. The manager is a liaison with the community and is actively involved in program and event development in line with the Fair Board's vision for the Complex. The position supports positive public relations.

The manager is responsible for coordinating services and support functions for the Jefferson County Fair Board under ORS 565 and the Intergovernmental Agreement (IGA) between Fair Board and Jefferson County. The manager serves as advisor to the Fair Board and implements directives/decisions from the Fair Board unless in conflict with County policy or procedure. The position is supervised by the Director of Building and Grounds Department with oversight and direction from the Fair Board.

The position coordinates the daily operations of the Fairgrounds Complex, supervises and assigns work to the Maintenance Technician, other staff and volunteers. The managers is responsible for property management of the Fairgrounds buildings, and land which includes managing the repair, upkeep/maintenance of the facilities. This position is responsible for annual County Fair and various events throughout the year. Responsible for attaining maximum use of Fairgrounds Complex and carrying out other duties that may be assigned by the Fair Board. This position will also assist and support the other operational needs of the Buildings & Grounds Department as needed.

### Distinguishing Characteristics

Requires an organized forward-thinking creative manager who will work with the Fair Board in coordinating and supervising operations, maintenance, marketing and events at the Fairgrounds Complex. Provides a high level of customer service and community oriented problem solving to provide daily planning, leadership and develops short and long range plans, goals and objectives for the fair. Requires a "hands on" person who can represent the Fair Complex as an effective leader.

### Essential Duties and Responsibilities

#### Management/Event Coordination

- Plans, organizes, and directs events and operations of the grounds jointly with the Jefferson County Fair Board.
- Markets, negotiates, and contracts commercial exhibit space. Ensures all booked functions do not violate Fair Board or Jefferson County policy. Requires and confirms adequate security is available during events that require security.
- The position has direct purchasing authority up to \$3,000/per purchase.
- Prepares budget for Fair Board approval and administers annual budget; presents to budget committee; monitors monthly fiscal expenditures and revenues reports.
- Explores alternative funding sources and conducts fund raising activities. Actively seeks additional funding through donations and sponsorships. Researches, develops and recommends

grant applications.

- Develops plans and organizes annual County Fair in cooperation with the Fair Board, including bid and negotiation processes for carnival, vendors and other contract services.
- Maintains good communication and working relationships with supervisor and Fair Board members.
- Maintains process for scheduling events and meeting the needs of rental customers.
- Formulates, recommends and enforces rules and regulations for exhibitors, public, vendors, lessees and contractors who are using the fairgrounds or attending the Fair or other activities at the Fairgrounds Complex.
- Serves as host/greeter for large groups, rallies and others using the Fairgrounds.
- Maintains a high level of knowledge regarding decisions pertaining to the safety and security of the grounds and equipment for all events held at the Fairgrounds.

#### **Fair Board Meetings**

- In conjunction with the Fair Board Chair, develops agenda for and regularly attends Fair Board public meetings (usually evening meetings), develops and recommends goals, objectives and policies to the Fair Board and coordinates those Fair and fairground goals, objectives and policies set forth by the Fair Board.
- Ensures compliance with ORS Public Records and Meetings law when scheduling Fair Board meetings and archiving documents. Provides proper notice of meetings that comply with statute and availability on County websites.
- Coordinates the recording, transcription and distribution of the meeting minutes for the Fair Board.
- Keeps the Building & Grounds Director informed of current and upcoming Fair Board issues and assignments; and, debriefs Director after Fair Board meetings.

#### **Operations/Supervision**

- Trains all staff on the use of the electronic calendar system. This system will be used to respond to all scheduling questions and identify staff responsibilities related to events.
- Actively markets the Fair and Fairgrounds Complex through a variety of media (including social media) to ensure maximum use of facilities, including youth groups. Includes arranging for special attractions/events, space allocation for vendors/exhibits.
- Establishes and maintains involvement with the Oregon Fairs Association in some capacity so as to know what is going on statewide with County Fairs and to track any trends or circumstances that may affect the county fair and if necessary, attend annual Oregon Fairs Convention/Conferences.
- Maintains and updates fair complex website, including event calendar.
- Receives and records revenues and receipts for the Fair and department in compliance with County policy. Ensures internal controls are in place for receipt of cash.
- Processes accounts payable and deposits and writes receipts within fiscal constraints.
- Attends a variety of civic and community group meetings representing the Fair Board.
- Oversees and/or assists in general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment.
- Oversees and/or performs general office duties including answering phones, collecting mail, and providing customer service for the Fairgrounds Complex and, as needed, the Buildings & Grounds Department.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objectives of the position.

#### **Qualifications**

- **Knowledge and Skills**

Knowledge of agribusiness, operation of a County Fair and fair complex, computer usage, budgeting, finance, grant writing, event promotion, facility marketing, and employee

supervision/training. Knowledge of pertinent local, state and federal laws and regulations related to Fair and Fair Complex operations, State and County legislative process, publicity and promotion, and knowledge of the entertainment industry as related to county fairs. Excellent customer service skills.

▪ **Abilities**

Ability to organize, schedule and coordinate for completion of an identified goal. Ability to speak and write in a clear and concise manner. Ability to manage resources and collaborate with stakeholders, including Fair Board and supervisor. Basic working knowledge of computers, website editing/maintenance, and word processing/spreadsheet software and/or ability to learn. Ability to establish and maintain effective and harmonious working relationships with other employees, volunteers, elected officials, Fair Board members and the general public. Ability to work independently. Ability to work outside normal working hours, including weekends.

▪ **Physical Abilities**

Ability to work at a computer screen, sit, stand, walk, talk, bend, stoop, kneel and crawl for extended periods of time. Ability to lift, push or pull more than 50 lbs. Ability to use rapid finger, hand and arm movement. Performs general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment. Position requires post offer physical capacity test based on the job description.

▪ **Education and Experience**

Bachelor's Degree in Management or Public Relations AND at least 2 years' experience working in a Fair or Fair Complex environment, event coordination, event promotion, facility marketing OR a combination of related comparable coursework, training and experience. Experience in Fair operations, 4-H and an agricultural background is preferred. Good knowledge of supervisory concepts of hiring, assigning/delegating work, evaluating work performance and coaching.

▪ **Licenses and Certificates**

A valid Oregon driver's license with an acceptable driving record. Ability to operate machinery is preferred.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet awkward materials. Fair Board meetings are usually evening meetings requiring a flexible schedule on those days. Large events on weekends may require work on the weekends which may cause a shifting from a normal Monday to Friday workweek. During the Fair, position works 14-16 hours/day. Required to maintain Jefferson County residency as a condition of salary grade 22.

▪ **Probationary Requirement**

This position is based on the successful completion of a nine-month probationary period.

**Modified on:** April 27, 2022

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date Signed**

## Jefferson County

## Position Description

Position: <b>Senior Fairgrounds Complex Manager</b>	FLSA: <b>Non-Exempt</b>
Department: <b>Jefferson County Fairgrounds Complex</b>	Salary Grade: <b>Grade <del>20/H22</del> (County Resident) or <del>19/H21</del> (non-County Resident)</b>
Classification: <b>Service Workers</b>	Status: <b>Full Time</b>

### Summary

This position serves as the manager of the Fairgrounds Complex and plans, organizes, and directs events and operations of the grounds jointly with the appointed Jefferson County Fair Board. The manager is a liaison with the community and is actively involved in program and event development in line with the Fair Board's vision for the Complex. The position supports positive public relations.

The manager is responsible for coordinating services and support functions for the Jefferson County Fair Board under ORS 565 and the Intergovernmental Agreement (IGA) between Fair Board and Jefferson County. The manager serves as advisor to the Fair Board and implements directives/decisions from the Fair Board unless in conflict with County policy or procedure. The position is supervised by the Director of Building and Grounds Department with oversight and direction from the Fair Board.

The position coordinates the daily operations of the Fairgrounds Complex, supervises and assigns work to the Maintenance Technician, other staff and volunteers. The managers is responsible for property management of the Fairgrounds buildings, and land which includes managing the repair, upkeep/maintenance of the facilities. This position is responsible for annual County Fair and various events throughout the year. Responsible for attaining maximum use of Fairgrounds Complex and carrying out other duties that may be assigned by the Fair Board. This position will also assist and support the other operational needs of the Buildings & Grounds Department as needed.

### Distinguishing Characteristics

Requires an organized forward-thinking creative manager who will work with the Fair Board in coordinating and supervising operations, maintenance, marketing and events at the Fairgrounds Complex. Provides a high level of customer service and community oriented problem solving to provide daily planning, leadership and develops short and long range plans, goals and objectives for the fair. Requires a "hands on" person who can represent the Fair Complex as an effective leader.

### Essential Duties and Responsibilities

#### Management/Event Coordination

- Plans, organizes, and directs events and operations of the grounds jointly with the Jefferson County Fair Board.
- Markets, negotiates, and contracts commercial exhibit space. Ensures all booked functions do not violate Fair Board or Jefferson County policy. Requires and confirms adequate security is available during events that require security.
- The position has direct purchasing authority up to \$3,000/per purchase.
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- Explores alternative funding sources and conducts fund raising activities. Actively seeks additional funding through donations and sponsorships. Researches, develops and recommends grant applications.
- Develops plans and organizes annual County Fair in cooperation with the Fair Board, including bid and negotiation processes for carnival, vendors and other contract services.

- Maintains good communication and working relationships with supervisor and Fair Board members.
- Maintains process for scheduling events and meeting the needs of rental customers.
- Formulates, recommends and enforces rules and regulations for exhibitors, public, vendors, lessees and contractors who are using the fairgrounds or attending the Fair or other activities at the Fairgrounds Complex.
- Serves as host/greeter for large groups, rallies and others using the Fairgrounds.
- Maintains a high level of knowledge regarding decisions pertaining to the safety and security of the grounds and equipment for all events held at the Fairgrounds.

#### **Fair Board Meetings**

- In conjunction with the Fair Board Chair, develops agenda for and regularly attends Fair Board public meetings (usually evening meetings), develops and recommends goals, objectives and policies to the Fair Board and coordinates those Fair and fairground goals, objectives and policies set forth by the Fair Board.
- Ensures compliance with ORS Public Records and Meetings law when scheduling Fair Board meetings and archiving documents. Provides proper notice of meetings that comply with statute and availability on County websites.
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#### **Operations/Supervision**

- Trains all staff on the use of the electronic calendar system. This system will be used to respond to all scheduling questions and identify staff responsibilities related to events.
- Actively markets the Fair and Fairgrounds Complex through a variety of media (including social media) to ensure maximum use of facilities, including youth groups. Includes arranging for special attractions/events, space allocation for vendors/exhibits.
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- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objectives of the position.

#### **Qualifications**

- **Knowledge and Skills**

Knowledge of agribusiness, operation of a County Fair and fair complex, computer usage, budgeting, finance, grant writing, event promotion, facility marketing, and employee supervision/training. Knowledge of pertinent local, state and federal laws and regulations related to Fair and Fair Complex operations, State and County legislative process, publicity and promotion, and knowledge of the entertainment industry as related to county fairs. Excellent customer service skills.

▪ **Abilities**

Ability to organize, schedule and coordinate for completion of an identified goal. Ability to speak and write in a clear and concise manner. Ability to manage resources and collaborate with stakeholders, including Fair Board and supervisor. Basic working knowledge of computers, website editing/maintenance, and word processing/spreadsheet software and/or ability to learn. Ability to establish and maintain effective and harmonious working relationships with other employees, volunteers, elected officials, Fair Board members and the general public. Ability to work independently. Ability to work outside normal working hours, including weekends.

▪ **Physical Abilities**

Ability to work at a computer screen, sit, stand, walk, talk, bend, stoop, kneel and crawl for extended periods of time. Ability to lift, push or pull more than 50 lbs. Ability to use rapid finger, hand and arm movement. Performs general room set-up and breakdown for events including tables, chairs, public address systems, and multimedia equipment. Position requires post offer physical capacity test based on the job description.

▪ **Education and Experience**

Bachelor’s Degree in Management or Public Relations, ~~or AND~~ at least ~~32~~ years’ experience working in a Fair or Fair Complex environment, event coordination, event promotion, facility marketing, ~~or OR~~ a combination of related comparable coursework, training and experience. -Experience in Fair operations, 4-H and an agricultural background is preferred. ~~Or, a satisfactory combination of education and experience, as determined by the hiring authority, that demonstrates the ability to successfully perform the essential duties and responsibilities of this position. Some~~Good knowledge of supervisory concepts of hiring, assigning/delegating work, evaluating work performance and coaching.

~~Note: Incumbent may move to the senior level after 24 months of service. Move would be to closest step to current pay rate without going down.~~

▪ **Licenses and Certificates**

A valid Oregon driver’s license with an acceptable driving record. Ability to operate machinery is preferred.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet awkward materials. Fair Board meetings are usually evening meetings requiring a flexible schedule on those days. Large events on weekends may require work on the weekends which may cause a shifting from a normal Monday to Friday workweek. During the Fair, position works 14-16 hours/day. Required to maintain Jefferson County residency as a condition of salary grade ~~20/122~~.

▪ **Probationary Requirement**

This position is based on the successful completion of a nine-month probationary period.

Modified on: ~~March 23~~ April 27, 2022

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Signed



				Annual		Monthly		Hourly		Fully Loaded Cost	
				Low	High	Low Monthly	High Monthly	Low Hourly	High Hourly		High Top Step
Current	Fair Complex Manager - Non Resident	BA <u>or</u> 3 years' exp in fair, event, facility marketing. Incumbant may move to Sr. after 24 months	19	\$ 50,435	\$ 64,464	\$ 4,203	\$ 5,372	\$ 24.15	\$ 30.87		\$ 92,507
Current	Fair Complex Manager - Resident	BA <u>or</u> 3 years' exp in fair, event, facility marketing. Incumbant may move to Sr. after 24 months	20	\$ 52,579	\$ 67,203	\$ 4,382	\$ 5,600	\$ 25.18	\$ 32.19		\$ 95,834
Current	Senior Fairgrounds Complex Manager	BA <u>AND</u> 2 years' exp in fair, event, facility marketing.	21	\$ 54,839	\$ 70,093	\$ 4,570	\$ 5,841	\$ 26.26	\$ 33.57		\$ 99,340
Current	Senior Fairgrounds Complex Manager	BA <u>AND</u> 2 years' exp in fair, event, facility marketing.	22	\$ 57,225	\$ 73,142	\$ 4,769	\$ 6,095	\$ 27.41	\$ 35.03		\$ 103,048
			23	\$ 59,743	\$ 76,360	\$ 4,979	\$ 6,363	\$ 28.61	\$ 36.57		\$ 106,985
			24	\$ 62,401	\$ 79,759	\$ 5,200	\$ 6,647	\$ 29.89	\$ 38.20		\$ 111,100
			25	\$ 65,210	\$ 83,348	\$ 5,434	\$ 6,946	\$ 31.23	\$ 39.92		\$ 115,469
			26	\$ 68,177	\$ 87,140	\$ 5,681	\$ 7,262	\$ 32.65	\$ 41.73		\$ 120,092
			27	\$ 71,313	\$ 91,148	\$ 5,943	\$ 7,596	\$ 34.15	\$ 43.65		\$ 124,969

<b>Other SW Employees (SW Matrix):</b>	
Finance Sr. Acct	26
Juv. Justice Off. III	24
Sr. Fairgrounds <u>Mgr</u> (resident)	22
Juv. Justice Off. II	22
Appraiser II	21
Finance Staff Acct	21
Fairground. <u>Mgr</u> (resident)	20
Juv. Justice Off. I	20
Vet. Svc. Off. Accredited (resident)	20
PH WIC Coord.	19
DA VA Grant Coordinator	19
CDD Assistant Planner	19
CDD Code Enforcement	18/19
PH Finance Billing Spec.	18

Montrose County, CO	Fairgrounds & Event Center Director (43,000 Pop.)	\$ 86,304	\$ 101,520
Linn County, Oregon	Fair & Expo Ctr Ops and Events Manager (131,000 Pop.)	\$ 73,416	\$ 92,700
Malheur County, Oregon	Fairgrounds Manager		\$ 45,000