

OKANOGAN COUNTY COMMISSIONER'S

RESOLUTION 33 – 2023

A resolution adopting the Okanogan County Fair Advisory Committee Policy & Procedures

WHEREAS, Okanogan County has the responsibility to its employees and citizens to ensure the Fair Advisory Committee (FAC) operates with rules and functions in a consistent manner; and

WHEREAS, the policy includes regular meeting dates of the committee and lays out the committee's responsibilities, ground rules, rules of conduct, code of ethics, what the structure of the executive team is, and generally describes what the Facilities staff responsibilities are to the FAC; and

WHEREAS, there exists a further need to ensure the safety of county employees and security of county buildings by providing a clear, consistent means and expectation for handling the various situations that arise before, during and after Fair; and

NOW, THEREFORE, BE IT RESOLVED that resolution 21-2020 is replaced with this resolution and the Board of Okanogan County Commissioners hereby adopts the Fair Advisory Committee 2023 Policy and Procedures attached hereto as Attachment "A".

DATED at Okanogan, Washington this 20th day of February, 2023.



**BOARD OF COUNTY COMMISSIONERS
OKANOGAN, WASHINGTON**

Approved Remotely
Chris Branch, Chairman

[Signature]
Andy Hoyer, Member

[Signature]
Jon Neal, Member

ATTEST:

[Signature]
Laleña Johns, Clerk of the Board

OKANOGAN COUNTY FAIR ADVISORY COMMITTEE

Email: fair@co.okanogan.wa.us

https://www.okanogancounty.org/government/county_fair/index.php



Okanogan County Fair Advisory Committee

Policies & Procedures

2023

FAC MISSION STATEMENT

The Okanogan County Fair Advisory Committee exists to provide a county wide, family-oriented event reflecting the values of Okanogan County, the accomplishments of Okanogan County youth, Agriculture and Communities.

The Fair Advisory Committee consists of 11 members from Okanogan County. Each of these members are appointed by the Okanogan County Commissioners. When selected for the Committee, each member will be required to attend monthly meetings, communicate honest and openly, adhere to established ethics (pg7), and be available during the entire duration of Fair to help this County event be safe and successful for all who participate and attend.

MONTHLY MEETINGS

The Fair Advisory Committee will conduct their monthly meetings beginning at 6:00pm at the Okanogan County Commissioners Hearing Room on the first Thursday of every month, unless otherwise changed by vote of the FAC. If an Advisory member misses 3 meetings in a row without notification to the Committee Chair, they will be dismissed.

The public is encouraged to attend. The FAC will follow the Open Public Meetings Act in accordance with RCW 42.30, (Appendix I). The Agenda for the regularly schedule meetings will be distributed to all Committee Members and posted on the Okanogan County Fair website in accordance with RCW 42.30.077. In the event that a Special meeting is necessary, the Agenda will be sent to all Committee Members and a News Release to the local media in accordance with RCW 42.30.080.

Correspondence wanting to be entered into the record needs to be in writing. Anonymous complaints and correspondence will be accepted but not responded to. In accordance with RCW 42.56 (Appendix 2), all correspondence is considered public record and will be kept with meeting minutes.

There will be an opportunity for Public Comment at the beginning of regular FAC meetings. There will be a. Three-minute time limit per person. It should be stated and understood, this is not a time for discussion between FAC members and the Public, just a time to listen.

OKANOGAN COUNTY FAIR ADVISORY COMMITTEE RESPONSIBILITIES

1. FAC MEMBERS MUST PARTICIPATE IN THE FAIR PROCESS.
2. ALL FAC MEMBERS MUST ACT WITH THE BEST INTEREST OF THE FAIR AND THE COMMUNITIES THEY REPRESENT AS FIRST PRIORITY.
3. The FAC will build a budget based on the total dollar amount provided by the County Commissioners.
4. The FAC will vote on officers during their October meeting. Newly elected officers will start their officer roles on November 1.
5. Duties of each position are as follows:
 1. CHAIR
 - a. Seeks Interest for and Appoint Leaders
 - b. Provides Agenda one week prior to meeting
 - c. Calls Meetings to order and presides
 - d. Represent the FAC at BOCC Meetings and other Functions
 - e. Oversee Operations of the FAC
 - f. Maintains order, respect & open communication during meeting
 - g. Has the Right to call Special Meetings
 2. VICE-CHAIR:
 - a. Oversees all Leaders
 - b. Presides when the Chair cannot be Present at Meetings
 - c. Communicate in an Open Manner
 - d. Assist in Developing Agendas
 3. SECRETARY:
 - a. Takes Meeting Minutes,
 - b. Provides previous months minutes to FAC and Fairgrounds Manager before each meeting
 - c. Communicate with Local Media Outlets
 - d. Assist in Developing Agendas
 - e. Reserves Room/Facilities for each Meeting
6. The FAC Chair will appoint leaders from the FAC during the November meeting each year.
7. Each FAC Leader will recruit community members to their "team" with the understanding that these "team" members are NOT part of the FAC.
8. FAC Members will review/modify policies and timelines within their area and present recommendations to the FAC at regular meetings, (appendix a).
9. FAC Members will maintain Leader role for 1 year.
10. Each leader and their team will request funding from the FAC prior to making purchases. If an immediate expenditure is necessary, the FAC Chair may authorize up to \$200.00. All purchases need to be coordinated with the Fairgrounds Manager for payment and vouchering purposes.

THE FOLLOWING LEADERSHIP ROLES WILL BE ASSIGNED BY THE CHAIR AT NOVEMBER MEETING.

PLEASE NOTE: THESE RESPONSIBILITIES ARE THE MINIMUM AND ARE SUBJECT TO CHANGE.

A. RULES

- i. Fair book changes (working with Superintendents and Committee to make changes).
The Fair Books is the Office RULE BOOK for Fair.
- ii. Communicate rules and role changes
 - a. Any additions or corrections will be brought forth at FAC meeting and voted on by FAC.
 - b. All changes must have justifications
 - c. All rule changes must be posted in Premium Book and on website
 - d. All rule changes are final until reviewed the next year—except for extenuating circumstances.
 - e. All rule changes must be presented to the BOCC for approval.

B. SUPERINTENDENT COORDINATOR

- i. Develop a plan to attract more exhibitors and exhibits
- ii. Create Signage for exhibits
- iii. Work with ShoWorks Coordinator
- iv. Designate Premium points

C. LIVESTOCK COORDINATOR (Includes Beef, Sheep and Swine)

- i. Oversee Livestock area (beef, sheep, swine)
- ii. Develop rules for livestock
- iii. Set dates for weigh-ins and tagging, as well as pre-registration
- iv. Oversee Livestock Sale and transportation
- v. Work closely with Superintendents

D. SMALL ANIMAL COORDINATOR (Rabbit, Poultry, and Goats)

- i. Develop rules and oversee Small Animal Barns
- ii. Oversee Fur and Feather Auction
- iii. Work closely with Superintendents

E. FOOD VENDING

- i. Attract food vendors
- ii. Set pricing
- iii. Set spacing and place vendors
- iv. Refine and Enforce Vending Contracts/Applications

F. COMMERCIAL/INFORMATIONAL VENDING

- i. Attract vendors
- ii. Set pricing
- iii. Set spacing and place vendors

iv. Refine and Enforce Vending Contracts/Applications

G. ENTERTAINMENT

- i. Attract entertainment
- ii. Schedule entertainment
- iii. Oversee all events associated with entertainment
- iv. Work with Advertising to promote entertainment
- v. Develop Contracts/Bids: All contracts will be given to Risk Management and reviewed by County Civil Prosecuting Attorney and signed by Okanogan County Commissioners. These contracts will be sent out from the Fairgrounds Office and Fairgrounds Manager.

H. RODEO and ARENA EVENTS (Includes Horse Barn)

- i. Organize Rodeo
- ii. Hire announcers and staff, including stock contractors
- iii. Attract and schedule all entertainers for Arena
- iv. Recruit tractor and water truck companies and create schedule to prepare arenas for all activities, including 4H shows, gaming, roping and barrels
- v. Create Rodeo Program and arena schedule

I. HORSE RACES

- i. Organize Races
- ii. Obtain sponsors for added money
- iii. Recruit owners and assign stalls
- iv. Complete all payouts for races and submit records to FAC and BOCC
- v. Recruit help for gates, tractor, water truck, outriders, judges, announcer
- vi. Create Race Program and Schedule

J. CAMPING

- i. Determine Camping spaces and mark prior to fair
- ii. Arrange parking schedule
- iii. Recruit team to help with Camper Parking
- iv. Review and Edit application/contract info
- v. Enforce Camping Contract/Application Standards

K. ADVERTISING

- i. Develop a plan to promote the fair (before and after)
- ii. Work with local media to promote the fair
- iii. Secure advertising for the fair within budget given
- iv. Promote and advertise FAC Leaders information when needed
- v. Use Online Media Outlets: any information that needs posted to website, Instagram or Facebook should be turned in to the Fairgrounds Manager. Actual posting of information will be performed by Okanogan County Staff.

FAIRGROUNDS USAGE POLICY

1. THE FAIR ADVISORY COMMITTEE WILL UTILIZE THE OKANOGAN COUNTY FAIRGROUNDS THE FRIDAY BEFORE THE FAIR UNTIL 5 DAYS AFTER THE CLOSE OF THE FAIR.
2. THE FAIR ADVISORY COMMITTEE ALONG WITH THE SUPERINTENDENTS OF EACH BUILDING WILL BE RESPONSIBLE TO RETURN THE BUILDINGS AND GROUNDS TO PRIOR CONDITION.
3. ALL FAIR RELATED ITEMS INCLUDING CAMPERS AND VENDORS WILL BE REMOVED ON OR BEFORE THE FIRST SATURDAY FOLLOWING THE FAIR.

COUNTY FACILITIES STAFF

- FAC members will provide to the Okanogan County Commissioners through Fairgrounds Manager a completed work order/repair form for any and all needed repairs to facilities including but not limited to buildings, fences, grounds, rails, bathrooms, etc., for review and priority setting by Commissioners in October so that it can be scheduled into the following years budget.
- Maintenance will provide dumpsters and garbage cans for Fair Weekend.
- Facilities staff will provide maintenance and repair of any water, electrical and building repairs for safety and liability concerns.
- Fairgrounds Manager will oversee the following during Fair time:
 - contractor managing regarding the gates and the hours of operation during the fair.
 - Count and manage gate money and receipts for Fair weekend. Including scheduling.
 - Contract needs with Entertainers, judges, and any other vendors, as well as payment to these Fair contracts.
 - Renew ShoWorks and WSFA Dues.
 - Collect and manage camping and vending contracts.
 - Hire janitorial, garbage pick-up, portable toilets, parking and security personnel for Fair week.
 - Arrange for highway safety sign with State Patrol and State Highway Crews.
 - Submit all grants and state funding requests from Department of Agriculture.
 - Update Social Media and Fair Webpage when requested by FAC.

SPECIAL CONFLICT PROCEDURES

Conflict procedures will be followed as outlined in this policy.

Should a Fair Advisory Committee Member have a conflict, the following process will be followed:

- a. The complaint, in writing, should be taken to the BOCC.
- b. The complaint will be addressed at a meeting called by the BOCC.

FAC Members wishing to resign their position prior to the end of a term will submit a letter to the Board of County Commissioners and the FAC Chair. The FAC Chair will update the FAC members via email of the letter submitted. The Board of County Commissioners will fill the vacant FAC position.

OKANOGAN COUNTY FAIR ADVISORY COMMITTEE CODE OF ETHICS

As a voting member of the Okanogan County Fair Advisory Committee, I will:

- 1) Represent the interests of all citizens in my capacity as an appointee on the FAC.
- 2) Not use the FAC or my service on the FAC for my own personal gain or advantage or for the gain or advantage of my friends or supporters.
- 3) Respect the individual rights of others and keep all sensitive information confidential.
- 4) Approach all FAC issues with an open mind, prepared to make an unbiased and impartial decision in the furtherance of the goals and objectives of the FAC.
- 5) Not violate the trust of those whom I represent, of those whom I serve, or of those whom I advise.
- 6) Focus my efforts on the mission of the Okanogan County Fair and member of FAC and not on my personal goals or interests.
- 7) Never exercise authority as a FAC member, except when acting with the consensus and knowledge of the FAC or as a duly authorized representative of the FAC.
- 8) Respect other FAC members by endeavoring to attend all regular and special meetings of the FAC or, when absent, contact other members in an effort to become informed of FAC related activities.

By signing this, I agree to follow the Policies and Procedures set forth by Okanogan County Commissioners as mentioned above.

Brock Hires

VACANT

Wanda McFarland-

JR Leslie

VACANT

Michael Egerton-

Carol Sivak

VACANT

Chantry Leslie

Rick Hamilton

Charlayne Knapp

POLICY AND PROCEDURE FOR THE 2023 FAIR ADVISORY COMMITTEE APPROVED FOR ENTRY.

BOCC Chairman

Date: _____

APPENDIX A

FAIR 2023 TIMELINE

Supers	FAC	County
January		
Ribbon Orders to Coordinator	Decide Gate Fees	
Explore Judge Options	Decide Gate Hours	
Supply List to Coordinator	Set Premium Point Amount	
	Set Admission Amount	
	Finish Premium Book Edits and Give to Office	
	Entertainment Contract Details to Office	
	Update Social Media. Office will no longer post unless authorized.	
	Website update to Office. Office will not post unless authorized.	
	Update Vendor App and send edits to Office	
	Update Camping App and send edits to Office	
	Decide Theme for Fair	
February		
	Letter to Schools. Give to Office to send.	Put approved vendor app on webpage
	Order Ribbons for year	Renew ShoWorks
	Premium Book Cover Art Due to Office	Give Premium Book edits to Publisher
	Advertise Market Animal Tag and Pre-Registration Dates	Check if we need to order more checks
	Start Advertising Plans	
March		
	Purchase Livestock Ear Tags	Approved Camp App on webpage
	Order Posters	Send vendor apps via email to last year's vendors
	Advertise Livestock Registration Due Dates	Update ShoWorks with New Premium Book Edits
		Portables/Garbage/Gate/Parking/Janitor Bid
		WSFA Membership Due
April		
	Approve Premium Book Proof from Chronicle	Order Wristbands
	Schedule Judges/Superintendent Training	Meet with Auditor and Treasurer
May		
Send Judge info to FAC for approval	Start Hanging Posters throughout County	Finalize Gate Personnel
	Beef Pre-Registrations Due	Set up ShoWorks with Eric
	FFA Banners Ordered	Advertise Office Help Position
	Order Superintendent tub supplies	Send contracts to Service Bids Winners

June		
	Swine and Lamb Registration Due	Prepare keys for fair
	Camping and Vendor Apps Due	Create Wristband log, season pass and volunteer
	Letters to school with Reminders. Give to Office	Send out Camp Contract
	Assign Vendor and Camp Spots and send to Office	Send out Vendor Contracts
	Pre-Tag and Weighing Event	Create Eric contract
	Turn in art for rodeo/race posters	
	Approve judges & give to office	
	Advertise for Fair Queen Applicants	
	Find Security Personnel	
July		
Barn Schedules to FAC for advertising		Camping Contracts and Payments Due
Turn in list of barn help to FAC	Start next years Fair budget	Schedule Gate Personnel Training
	Make Fair Signage	Begin selling tickets/wristbands
	Submit WSDA Special Sale Application	Start Fair Taxes
	Make Banners	Janitorial and Garbage Crew Hire
	Get Barn Schedules from Supers	Porta Potty Company Selection
	Arrange for Ambulance and First Aid at Fair	Arrange for Parking Personnel
		Pump Septic tanks
August		
Check-in with Judges	Create Rodeo Program. Get to Office	Open Entries on ShoWorks
Arrange supply tubs	Queen applicant materials due	Powerwash grandstands
Superintendent Training	Order sawdust	Contact Treasurer about gate startup money
ShoWorks Training	letters to schools/nursing homes/home school liason	Make Badges for Volunteers
	Get Rodeo and Horse Race Info to Office	Gate Personnel Training
	Set up Water Trucks and Tractors needed for Fair	gate reconcillation sheets, cash boxes
	Finalize ALL Contracts. Get to Office Before Aug 19	Setup Schedule to count money and do deposits
	Set up Jones hall	Ask Treasurer for waiver for daily deposits
	Turn in Volunteer List to Office	Set Up Speaker System at North End
	Budgets Request for next year due	ShoWorks disabled last day of August
	Review Incident Reporting to All Fair Staff	Fair tax Sheet
	Hire Tent Company and give info to office for payments	Call State Patrol and arrange Hwy Signage
	Arrange for Panels for show rings	Parking Personnel Training
	Reserve bleachers with City of Omak	Mow Parking Lot
	Schedule Portable Lights from PUD	Set date for stage set up

ATTACHMENT "A"

		Electrical Equipment Out for FAC
		Put y's on RV Park water faucets
September		
	Line/Paint Camp Sites	Fair taxes
	Camper Parking Day	Get Start-Up Money and Cash Boxes
	Issue Premium Checks	Put extra Garbage cans throughout grounds
	Get total of Exhibits	Voucher for Premium Checks
	Post Fair results	Gate Reconciliation for attendance and balance
	After Fair Meeting	After Fair Feedback
October		
Maintenance Request Forms Due	Budget	Start WA St Dept Ag Grant
Turn in Premium Book Changes	Mail Premium Checks	Voucher final fair payments
	Elect Officers	
	WA State Fair Association Convention	
November		
	Convention Update	Renew FAC Policy Procedures
	Review Policy and Procedures and Premium Book edits	
	Review Premium Book Edits	
December		
	Write Renewal letters for FAC positions	
	Adopt Final Budget	
	Approve Premium Book Edits	

Appendix 1

RCW [42.30.010](#)**Legislative declaration.**

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created. For these reasons, even when not required by law, public agencies are encouraged to incorporate and accept public comment during their decision-making process.

[[2022 c 115 § 2](#); [1971 ex.s. c 250 § 1](#).]

RCW [42.30.030](#)**Meetings declared open and public.**

(1) All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, except as otherwise provided in this chapter.

(2) Public agencies are encouraged to provide for the increased ability of the public to observe and participate in the meetings of governing bodies through real-time telephonic, electronic, internet, or other readily available means of remote access that do not require an additional cost to access the meeting.

[[2022 c 115 § 3](#); [1971 ex.s. c 250 § 3](#).]

RCW [42.30.077](#)**Agendas of regular meetings—Online availability.**

(1) Public agencies with governing bodies must make the agenda of each regular meeting of the governing body available online no later than 24 hours in advance of the published start time of the meeting. An agency subject to provisions of this section may share a website with, or have its website hosted by, another public agency to post meeting agendas, minutes, budgets, contact information, and other records, including any resolution or ordinance adopted by the agency establishing where and how the public agency will meet in the event of an emergency. Nothing in this section prohibits subsequent modifications to agendas nor invalidates any otherwise legal action taken at a meeting where the agenda was not posted in accordance with this section. Nothing in this section modifies notice requirements or shall be construed as establishing that a public body or agency's online posting of an agenda as required by this section is sufficient notice to satisfy public notice requirements established under other laws. Failure to post an agenda in accordance with this section shall not provide a basis for awarding attorney fees under RCW [42.30.120](#) or commencing an action for mandamus or injunction under RCW [42.30.130](#).

(2) A special purpose district, city, or town subject to the provisions of this section is not required to post an agenda online if the district, city, or town:

(a) Has an aggregate valuation of the property subject to taxation by the district, city, or town of less than \$400,000,000, as placed on the last completed and balanced tax rolls of the county preceding the date of the most recent tax levy;

(b) Has a population within its jurisdiction of under 3,000 persons; and

(c) Provides confirmation to the state auditor at the time it files its annual reports under RCW [43.09.230](#) that the cost of posting notices on a website of its own, a shared website, or on the website of the county in which the largest portion of the district's, city's, or town's population resides, would exceed one-tenth of one percent of the district's, city's, or town's budget.

[[2022 c 115 § 9](#); [2014 c 61 § 2](#).]

RCW [42.30.080](#)**Special meetings.**

(1) A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body by delivering written notice personally, by mail, by fax, or by email to each member of the governing body. Written notice shall be deemed waived in the following circumstances:

(a) A member submits a written waiver of notice with the clerk or secretary of the governing body at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or email; or

(b) A member is actually present at the time the meeting convenes.

(2) Notice of a special meeting called under subsection (1) of this section shall be:

(a) Delivered to each local newspaper of general circulation and local radio or television station that has on file with the governing body a written request to be notified of such special meeting or of all special meetings;

ATTACHMENT "A"

(b) Posted on the agency's website. An agency is not required to post a special meeting notice on its website if it does not have a website or share a website with another agency. Except in the case of a remote meeting or a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency as provided for in this chapter, an agency is not required to post a special meeting notice on its website if it employs no full-time equivalent employees, or does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the website; and

(c) Prominently displayed at the main entrance of the agency's principal location and the meeting site if it is not held at the agency's principal location and is not held as a remote meeting; except that during a declared emergency which prevents a meeting from being held in-person with reasonable safety an agency that hosts a website or shares a website with another agency may instead post notice of a remote meeting without a physical location on the website hosted or shared by the agency.

Such notice must be delivered or posted, as applicable, at least 24 hours before the time of such meeting as specified in the notice.

(3) The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the governing body.

(4) The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage, or when the required notice cannot be posted or displayed with reasonable safety, including but not limited to declared emergencies in which travel to physically post notice is barred or advised against.

[[2022 c 115 § 10](#); [2012 c 188 § 1](#); [2005 c 273 § 1](#); [1971 ex.s. c 250 § 8](#).]

Additional Rules for Chapter 42.30 RCW Open Public Meetings Act can be found at

<https://app.leg.wa.gov/rcw/default.aspx?cite=42.30>

Appendix 2

RCW [42.56.030](#)**Construction.**

The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created. This chapter shall be liberally construed and its exemptions narrowly construed to promote this public policy and to assure that the public interest will be fully protected. In the event of conflict between the provisions of this chapter and any other act, the provisions of this chapter shall govern.

RCW [42.56.040](#)**Duty to publish procedures.**

(1) Each state agency shall separately state and currently publish in the Washington Administrative Code and each local agency shall prominently display and make available for inspection and copying at the central office of such local agency, for guidance of the public:

(a) Descriptions of its central and field organization and the established places at which, the employees from whom, and the methods whereby, the public may obtain information, make submittals or requests, or obtain copies of agency decisions;

(b) Statements of the general course and method by which its operations are channeled and determined, including the nature and requirements of all formal and informal procedures available;

(c) Rules of procedure;

(d) Substantive rules of general applicability adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by the agency; and

(e) Each amendment or revision to, or repeal of any of the foregoing.

(2) Except to the extent that he or she has actual and timely notice of the terms thereof, a person may not in any manner be required to resort to, or be adversely affected by, a matter required to be published or displayed and not so published or displayed.

For more information regarding the Public Records Act, please visit the following webpage

<https://app.leg.wa.gov/RCW/default.aspx?cite=42.56>