

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, NOVEMBER 4, 2019

9:30

COUNTY COMMISSIONERS

Chairman Kimball

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)
- e) Introduction of new county employees (this is scheduled for the first meeting of each month)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- f) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- g) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for October 28 and 29, 2019 and Special Meetings of October 29 and 30, 2019
 - 2) Resolution _____ - Setting a date of public hearing to consider adoption of the 2020 Walla Walla County property tax levies
 - 3) Resolution _____ - Proposition for a levy to be assessed for Emergency Medical Care and Services
 - 4) Approving use of county vehicle for Emergency Management Department employees and other public agency employees to attend the Regional Healthcare Coalition meeting in Pasco, WA on November 19, 2019

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
HEARING DATE TO CONSIDER
ADOPTION OF THE 2020 WALLA
WALLA COUNTY PROPERTY
TAX LEVIES

}

RESOLUTION NO. **19**

BE IT RESOLVED by this Board of Walla Walla County Commissioners that, pursuant to RCW 84.52.070 a public hearing to consider adoption of the 2020 Walla Walla County property tax levies shall be set for Monday, November 18, 2019, at the hour of 9:30 a.m., or as close thereto as possible, in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla.

BE IT FURTHER RESOLVED that copies of said levies shall be available from the office of the Walla Walla County Auditor or the county website.

*Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A
PROPOSITION FOR A LEVY TO BE
ASSESSED FOR EMERGENCY
MEDICAL CARE AND SERVICES



RESOLUTION NO.

WHEREAS, pursuant to Walla Walla County resolution 13 280, the Walla Walla County Board of Commissioners approved referring to the qualified electors of Walla Walla County for consideration a levy proposition in the amount of fifty cents (50¢) per thousand dollars of the assessed value of property in the county to be on the ballot February 11, 2014, said levy requested to be for a term of six years (2015 through 2020), and to provide for emergency medical care and services; and

WHEREAS, said election was held and the levy approved for a six year term pursuant to RCW 84.52.069; and

WHEREAS, the Walla Walla County fire chiefs and the Emergency Medical Services Advisory Committee, a committee formed to serve in an advisory capacity to the Walla Walla County Board of Commissioners to enhance and improve the operations of the Walla Walla County Emergency Medical Services, have requested that the Board of County Commissioners place a levy proposition in the amount of fifty cents (50¢) per thousand dollars of the assessed value of property in the county on the ballot for the election to be held February 11, 2020, for consideration by the qualified voters of the county to continue to provide for emergency medical care and services, with said levy requested to be for a term of six years; and

WHEREAS, pursuant to RCW 36.01.095 the county may establish a system of emergency medical services, and pursuant to RCW 84.52.069 the county may impose additional regular property tax levies in an amount equal to fifty cents (50¢) or less per thousand dollars of the assessed value of property in the county, said tax to be imposed for either a) each year for six consecutive years; b) each year for ten consecutive years; or permanently, for the provision of emergency medical services, when specifically authorized to do so by a majority of at least three-fifths of the registered voters thereof approving a proposition authorizing the levy submitted at a general or special election; and

WHEREAS, the Board of Commissioners of Walla Walla County has agreed to submit the levy proposition as requested and determined that it would be in the best interests of the county to seek approval of the county's voters at the special election to be conducted February 11, 2020 to continue to impose a levy for emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or emergency medical services; and

WHEREAS, after discussion and deliberation the Board of Walla Walla County Commissioners deemed it in the best interest of the county to submit a levy proposition as requested to the qualified electors; now therefore

- continued -

BE IT HEREBY RESOLVED by the Board of Walla Walla County Commissioners that it is hereby found and determined to be necessary to submit to the qualified electors of Walla Walla County, for their approval or rejection at the election to be held therein on February 11, 2020, the proposition of whether or not the County of Walla Walla should be allowed to continue to impose a regular property tax levy in an amount equal to fifty cents (50¢) per thousand dollars of the assessed value of property in the county in each year for six consecutive years beginning in 2021, the proceeds thereof to be used only for the provision of emergency medical services, as outlined above.

BE IT FURTHER RESOLVED that the Walla Walla County Auditor is hereby requested to publish the notice of the closing of the registration books for such special election as required by law, and to assume jurisdiction for calling and conducting such a mail ballot election, including the giving of notice thereof, pursuant to RCW 29A.48.010.

BE IT FURTHER RESOLVED that the proposition to be submitted to the qualified electors of the county at such election shall be as follows:

**Proposition No. 1
Walla Walla County
Six Year Regular Levy for Emergency Medical Services**

Shall Walla Walla County be authorized to continue to impose a regular property tax levy of fifty cents (\$0.50) per thousand dollars of assessed valuation for each of six consecutive years, 2021, 2022, 2023, 2024, 2025, and 2026, for emergency medical services?

Levy Yes () Levy No ()

*Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

COUNTY COMMISSIONERS (continued)

g) Consent Agenda Items (continued):

- 5) County vouchers/warrants/electronic payments as follows: 4048857 through 4048870 totaling \$82,101.00 (payroll draws dated October 15, 2019); 4048986 through 4049017, totaling \$878,445.35 (October payroll); 4213763 through 4213790 totaling \$1,019,739.20 (benefits and deductions) and 4213761 in the amount of \$6,000.00 (special run)
- 6) Payroll action and other forms requiring Board approval

h) Action Agenda Items:

- 1) Proposal 2019 11-4 TSD
Approval of SQL Database
Licensing distribution of cost
- i) Miscellaneous business to come before the Board
- j) Review reports and correspondence; hear committee and meeting reports
- k) Review of constituent concerns/possible updates re: past concerns



MEMO

Date: November 4, 2019

Proposal ID: 2019 11-04 TSD

To: BOCC

From: Kevin Gutierrez, Director of Technology Services

Intent – Decision

Topic – SQL Database Licensing

Summary

SQL upgrades are now mandatory for some of our applications. Buying the licenses separately could cost as much as \$80,000. Sharing licenses would cost \$20,750.81 including tax which is significantly lower than separate licensing. Vendors have all agreed that we can share the licenses.

This proposal outlines the funding since some applications are used by specific departments, but EDEN is used by all.

If approved, \$3,952.54 would be billed as stated below.

Cost

\$20,750 includes tax

Funding

\$16,798.27 will be spread out between Auditor, Clerk, Treasurer and Assessor. Additionally, \$1,976.27 would come from the \$13,000 reduced maintenance rate that was negotiated because of the credit card swipe errors. So, there should still be some funds available in Community Development for that. These costs were discussed with each department head several months ago. I was able to reconfirm with all in the last two weeks, with the exception of community development.

The balance of \$3,952.54 is the amount owed for EDEN. Each department (including public works) will be billed per the number of licenses their department owns. The list is attached.

Alternatives Considered

None. The upgrades are mandatory, and the billing methodology is consistent with our budgeting process. These costs were not known at the time of creating the 2019 budget so these will be new to all.

Acquisition Method

Purchase order.

Security

N/A

Access

As needed by application

Benefits

Updates our SQL licenses so that we can upgrade other applications.

*****Authority to Execute Related Agreements Sought**

Yes – there will only be a purchase order.

Conclusion/Recommendation

Approval to upgrade SQL Database Licensing as outlined in proposal.

Submitted by:



Kevin G. Gutierrez 11/04/19

Disposition

☐ Approved

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

*****Authority to Execute Related Agreements**

☐ Approved

☐ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

Mandatory EDEN SQL License Update Costs

Department	Attn:	Licenses	Cost Per Lic	Total Billed
Assessor	Laura Lindstrom	4	56.46	\$225.86
Auditor	Pam Hamilton	5	56.46	\$282.32
Commissioners	Diane Harris	2	56.46	\$112.93
Coroner	Richard Greenwood	2	56.46	\$112.93
Court Services	Jan McCaw	3	56.46	\$169.39
Corrections	Keri Weber	1	56.46	\$56.46
Clerk	Kathy Martin	3	56.46	\$169.39
District Court	Clara Grant	2	56.46	\$112.93
EMD	Liz Jesse	2	56.46	\$112.93
EMS	Heather Lee	2	56.46	\$112.93
Extension	Debbie Williams	2	56.46	\$112.93
Facilities	Ron Branine	1	56.46	\$56.46
Fair	Paul Cox	2	56.46	\$112.93
Human Services	Meghan DeBolt	6	56.46	\$338.79
Personnel	Shelly Peters	3	56.46	\$169.39
Community Dev	Tom Glover	3	56.46	\$169.39
Prosecuting Atty	Adele Pontorolo	2	56.46	\$112.93
Child Support	Adele Pontorolo	1	56.46	\$56.46
Public Health	Meghan DeBolt	5	56.46	\$282.32
Public Works	Janet Tate	6	56.46	\$338.79
Sheriff	Lora Edelman	3	56.46	\$169.39
Superior Crt	Tina Driver	3	56.46	\$169.39
Tech Serv (5)		0	56.46	\$0.00
Treasurer	Gordon Heimbigner	6	56.46	\$338.79
Watershed Plan		0	56.46	\$0.00
Waste Mgt	Jan McCaw	1	56.46	\$56.46
Total Licenses		70		
			Cost per Lic	
SQL License Cost		3,952.54	56.46	\$3,952.54

a) Action Agenda Items:

- 1) Resolution _____ - Enacting a resolution of intent to adopt a sales tax for affordable and supportive housing authorized by RCW 82.14.540 and setting a public hearing to consider an ordinance authorizing the sales and use tax at the maximum capacity
- b) Program Update: Ebola Virus Disease (EVD) & Other Special Pathogens Disease (OSPD)**
- c) Department update and miscellaneous**

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF ENACTING A
RESOLUTION OF INTENT TO
ADOPT A SALES TAX FOR
AFFORDABLE AND SUPPORTIVE
HOUSING AUTHORIZED BY RCW
82.14.540 AND SETTING A
PUBLIC HEARING TO CONSIDER
AN ORDINANCE AUTHORIZING
THE SALES AND USE TAX AT
THE MAXIMUM CAPACITY



RESOLUTION NO. **19**

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019), which was codified at RCW 82.14.540; and

WHEREAS, RCW 82.14.540 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, for the operations and maintenance costs of affordable or supportive housing, and providing rental assistance to eligible tenants; and

WHEREAS, the tax will be credited against state sales taxes collected within the County and, therefore, will not result in higher sales and use taxes within the County and will represent an additional source of funding to address housing needs in the County; and

WHEREAS, the maximum rate imposed may not exceed 0.0146 percent. The maximum rate is available until July 28, 2020 to a county within its unincorporated areas and within the limits of a city that declares it will not levy the tax or that does not adopt a resolution of intent to impose the tax; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent of the County median income; and

WHEREAS, A lack in affordable housing is burdening residents and causing unwarranted health and social services issues; and

WHEREAS, imposing the sales and use tax to address this need will benefit residents; and

WHEREAS, in order for a county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the Board of County Commissioners must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt an ordinance to authorize the maximum capacity of the tax; and

WHEREAS, the Board of County Commissioners held a workshop on October 28, 2019; and

WHEREAS, the Board of County Commissioners considered this resolution in open session on November 4, 2019; and

WHEREAS, this resolution constitutes the resolution of intent required by RCW 82.14.540; and

WHEREAS, the Board of County Commissioners now desires to declare its intent to impose a local sales and use tax as authorized by RCW 82.14.540 as set forth herein; now therefore,

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the Walla Walla COUNTY AS FOLLOWS:

Section 1. Resolution of Intent. The County Board of Commissioners declares its intent to adopt an Ordinance to authorize the maximum capacity of the sales and use tax authorized by RCW 82.14.540 by July 28, 2020.

Section 2. Public Hearing. A public hearing shall be set for November 18, 2019 at 11:00 a.m. in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, to receive testimony on whether to enact an Ordinance authorizing a sales tax for the maximum capacity authorized by RCW 82.14.540.

Section 3. The required notice of said hearing shall be done by the Clerk of the Board of County Commissioners.

Section 4. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington

10:00

COMMUNITY DEVELOPMENT DEPARTMENT

Lauren Prentice
Acting Director

a) **Public Hearing:**

- 1) To consider proposed amendments to Title 15, Chapter 15.04, Walla Walla County Code, amending the permit fees for the purpose of recovering costs incurred by the County when using outside reviewers for building/fire permit applications

b) **Action Agenda Items:**

- 1) Approval of final map for the Ponderosa Subdivision Plat Alterations (SUB19-014)

c) Department update and miscellaneous



Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

To: Board of County Commissioners
From: Lauren Prentice, Principal Planner/Acting Director
Date Prepared: October 22, 2019
Agenda Date: November 4, 2019
RE: **Public Hearing** – Building Permit Plan Review Fees (ZCA19-003)

Background

In July, after the departure of Building Official/Fire Marshal Todd Blevins, the County entered into an agreement with Northwest Code Professionals (NWCP), for building plan review and construction inspection services (Proposal ID#: 2019 07-18 CDD). NWCP is a full service building official, plan review, and inspection company that has worked with over 50 jurisdictions throughout the states of Washington, Oregon and Idaho.

Building, grading, fire permit plan review and inspection fees are established in Title 15 of the Walla Walla County Code (WWCC) in Tables 9-A through 9-G. For most new construction, applicants pay an **application fee and deposit** up front (\$200), and then prior to issuance they pay a **building permit fee** (Table 9-A) based on the valuation of the project and a **plan review fee** which is 65% of the building permit fee. They also pay a **technology fee** which is 3% of the permit and plan review fees.

For most reviews, of that last fee, the plan review fee, **the County pays NWCP 80% of the County's total plan review fee (Attachment B)**. Since the County pays NWCP only 80% of the established plan review fee, there is generally no additional direct cost for having NWCP conduct plan reviews under this contract.

At this time, Ron Bull, our Acting Building Official/Fire Marshal, is determining which plan reviews to send to NWCP for review. So far this has been only non-residential projects which require qualifications, expertise, or review time that is beyond our ability to handle internally. In total, we have sent about ten applications to NWCP to review. The turn-around time for reviews is 5 to 7 business days for residential applications and 10 to 14 business days for commercial plans and fire and life safety reviews.

Structural Engineering Review

The agreement with NWCP includes a provision that states that **"The NWCP Building Official for the Municipality will determine if a project requires Structural engineered review services.** If deemed appropriate by the Municipality, these fees will be billed at cost +5% and may be billed directly to the applicant, NWCP has our own in-house engineers."

Of the approximately ten plan reviews delegated to NWCP, they have identified two which require structural engineered review services: two bridge applications. The County's building permit fee schedule has a fee established for 'special projects/plan review/inspection/overtime,' which is established at a rate of \$100 per hour (Table 9-B). As discussed at the September 23 workshop, the cost for NWCP to conduct this type of review may be greater than \$100 per hour as shown in cost estimates provided by NWCP. In order for the County to recoup all the costs associated with plan review, staff recommends that the fee structure should be amended to require applicants to pay the actual cost for these reviews.

Proposed Amendments

One small change was made to the proposed amendments after the workshop on September 23 at the recommendation of Ron Bull: we removed the phrase “or special inspectors” because that is not necessary and may conflict with other sections of Title 15. See Attachment A.

Staff Recommendation

Staff recommends that the proposed amendments, docket number ZCA19-003, be considered for approval by the Board of County Commissioners.

Recommended Motion

“I move that the Walla Walla County Board of Commissioners concur with the findings of fact and conclusions of law in docket number ZCA19-003 and approve the recommended amendments to Title 15 and request that the Community Development Department and Prosecuting Attorney prepare an ordinance for approval.”

Attachments

- A. Draft Code Amendments to Title 15
- B. Notice of Public Hearing and Certificate of Notification

Recommended Findings of Fact

1. RCW 36.32.120 authorizes the Board of County Commissioners to establish a fee schedule to recover some portion of the cost of processing permit applications.
2. The Community Development Department Director is responsible for the administration of Walla Walla County Code (WWCC) Title 15, Buildings and Construction, pursuant to WWCC 14.03.010.
3. Walla Walla County Code 2.08.010 establishes a building inspection division, which is under the control of the building official as designated by the Board of County Commissioners.
4. The fees for permits required by the Walla Walla County Building Code (Title 15) are prescribed in Tables 9-A through 9-G pursuant to WWCC 15.04.050.
5. Modifying the fee schedule will allow the County to recoup its costs when outside expertise, such as engineering review, is needed.
6. The County entered into an agreement with Northwest Code Professionals for building and fire plan review and construction inspection services in July 2019 and certain permit applications require structural engineering review which costs the County more than the current plan review fees.
7. On September 23, 2019, the Board of County Commissioners held a workshop to discuss possible amendments to the plan review fees.
8. On October 7, 2019, the Board of County Commissioners signed Resolution No. 19-232, setting the date and time of the public hearing.
9. On October 21, 2019 a Notice of Public Hearing was issued by the Community Development Department. This notice was posted online and distributed to interested parties on October 22 and it was published in the Walla Walla Union Bulletin, Tri-City Herald, and The Times (Waitsburg) on October 24.

Recommended Conclusions of Law

1. The proposed fees would enable the County to recoup the actual costs incurred by having an outside contract reviewer conduct plan review under *Walla Walla County Code Title 15, Buildings and Construction*, and the Washington State Building Code.

Walla Walla County Code
Table 9-B
Misc. Permits/Service Fees

Permit Activity	Valuation/Description	Fee
Special projects/plan review/inspection/overtime, <u>including outside professional services by contract reviewers</u>	Per hour	<u>Actual cost</u> (\$100.00/hr. <u>minimum rate</u>)

Walla Walla County Community Development Department310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

Certificate of Notification

File Number: ZCA19-003

Site Address: Unincorporated County

Type of Notice: Notice of Public Hearing BOCC – 11/04/2019


Proof of Mailing

I certify under penalty of perjury under the laws of the State of Washington that the content of the above form of notice was

☒ Emailed to the following interested parties (see attached list) on: 10/22/2019Lauren Prentice
Printed Name
Signature10/22/2019
Date**Proof of Publishing**

I certify under penalty of perjury under the laws of the State of Washington that the content of the above form of notice was

- ☒ Published in the official gazette (Union Bulletin) on: 10/24/2019
- ☒ Published in a paper(s) of general circulation (Tri-City Herald) on: 10/24/2019
- ☒ Published in a paper(s) of general circulation (Waitsburg Times) on: 10/24/2019
- ☒ Published on the CDD website on the following date: 10/22/2019

Lauren Prentice
Printed Name
Signature10/22/2019
Date



Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

NOTICE OF PUBLIC HEARING BOARD OF COUNTY COMMISSIONERS WALLA WALLA COUNTY, WA

Public Hearing Information

Notice is hereby given that the Board of County Commissioners will hold a public hearing at 10:00 AM (or as close thereto as possible) on Monday, November 4, 2019, in Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to receive public testimony and consider the following amendment proposal.

1. ZCA19-003 – Building Permit Fee Amendment

Walla Walla County is considering amendments to Title 15, Chapter 15.04, Walla Walla County Code, amending the permit fees for the purpose of recovering the processing cost to the County of building and fire permit application reviews. The proposed amendments would modify the code to require project applicants to pay the actual costs for plan review under Title 15 if it is conducted by a contracted plan reviewer.

Written comments regarding these amendments may be submitted prior to and at the hearing on November 4. This is the final opportunity to comment; written comments cannot be accepted after the public hearing is closed on November 4.

Send written comments to the following address:

**Board of County Commissioners
c/o Walla Walla County Community Development Department
310 W. Poplar Street, Suite 200
Walla Walla, WA 99362
commdev@co.walla-walla.wa.us**

PUBLIC HEARING INFORMATION

County Public Health and Legislative Building
2nd floor – Commissioners' Chambers
314 West Main Street; Walla Walla, WA

November 4, 2019 at 10:00 AM, or as close thereto as possible

FOR MORE INFORMATION: For more information regarding this meeting, please contact Lauren Prentice, Acting Director, at 509-524-2610 or commdev@co.walla-walla.wa.us.

Walla Walla County complies with ADA; reasonable accommodation provided with 3 days notice.

Email list 10/22/2019

A & B Asphalt, Inc <mdstalder@hotmail.com>; A & R FESER INC <ARFESER@YAHOO.COM>; A Plus Construction <rene.montemayor@hotmail.com>; A&R SOLAR <PROJECTS@A-RSOLAR.COM>; AAA General Construction LLC <aaaconstruction@netzero.net>; AARON JONES CONSTRUCTION, LLC <aaron.jones81@hotmail.com>; ABC FIRE CONTROL INC <caleb@abcfirecontrol.com>; ABENROTH BUILDERS <BUILDER@BMI.NET>; Absolute Masonry <paulandletty@msn.com>; ABSOLUTE QUALITY CONSTRUCTION <AQC1@charter.net>; ACCENT BUILDERS, LLC <accentbuildersllc@yahoo.com>; ACE LANDSCAPING <ecodeck1@gmail.com>; Adair Homes <tweyer@adairhomes.com>; Adkins & Youd <ADKINS.YOUD@GMAIL.COM>; ADT CONSTRUCTION <adtcon@yahoo.com>; Advanced Fire Protection <afp1@clearwire.net>; ADVANCED MOVING & RIGGING LLC <don@advancedmovingandrigging.com>; ADVANCED PROTECTION SERVICES <RLYNCH@APSWA.COM>; Alan Ashmore (alanashmore@charter.net); ALAN ASHMORE CONSTRUCTION, INC <a.ashmorehomes@gmail.com>; ALL AMERICAN BARNES <STEVE@ALLAMERICANBARNES.NET>; ALL CITY ROOFING LLC <allcityroofingwa@gmail.com>; Allen Builders <ALLENBUILDERSINC@GMAIL.COM>; Ambience Anew <ambienceanew@gmail.com>; American Air Heating & Cooling <americanairnow@yahoo.com>; B & B Pools <office@bandbpools.net>; Benjamin Wolfram <wolfram.Benjamin@gmail.com>; Berentsen Roofing & Construction (tyeberentsen@gmail.com); bookkeeper@kralmansteel.com; Botimer & Associates LLC <kenny@botimerassociates.com>; Brennan Construction <brennanconstructionww@gmail.com>; Browning Construction, LLC <sethjrbrowning@gmail.com>; Buttice Construction <buttcon1@gmail.com>; C Hale <chale@chervenell.com>; Camtek <jeremy@camtekinc.com>; Caris-Sell Homes <stacy@caris-sellhomes.com>; Cascade Fire Protection Co, Inc <bob@cascadefireprotection.com>; Clean Home LLC <CLEANHOME74@LIVE.COM>; Cleary Building Corporation <hermiston@clearybuilding.com>; Colfield Contracting, Inc <BUD.BROOKINS@YAHOO.COM>; College Place Heating <info@cpheat.com>; csjoboen@hilinohomes.com; DESERT SANDS MFD HOME CENTERS, INC <heath.dsc@gmail.com>; EAGLE FENCE OF WALLA WALLA LLC <EAGLEFENCEOFWALLAWALLA@GMAIL.COM>; EAGLE SIGNS, LLC <kris@eaglesignsllc.com>; Elk Horn <elkhorncustombuilders@hotmail.com>; Elsom Roofing, Inc <contact@elsomroofing.com>; FAZZARI CONSTRUCTION, INC <edfaz@charter.net>; Ferraro <ferraroex@gmail.com>; FIRE & WATER <info@fireandwater.us>; fishnpc51@gmail.com; Grassi Refrigeration Services <ashley@grassi.us>; Gretl Crawford Homes <sharon@gretlhomes.com>; HERRON CONSTRUCTION <AJHERRON55@HOTMAIL.COM>; Hot Solar Solutions <hotsolarsolutions@gmail.com>; JACKSON'S SIDING & WINDOWS <jacksonsiding@charter.net>; Jacob Colburn <jacob@abeja.net>; Jacobson Construction <jackjacobson@charter.net>; James Ferraro <jferraro282@gmail.com>; Jeff Kralman (jeff@kralmansteel.com); Jeff Winter's Construction (jeffwintersconstruction@gmail.com); jim@qualitysigns.cc; John Nelson <john@nelson-corp.com>; JOHN S HANSON CONSTRUCTION LLC <johnshansonconst@aol.com>; Judith Shulman <judith@klhfamilay.com>; KC Industries <kcindustriesincww@gmail.com>; Ketelsen <ketelsen@bmi.net>; M Stacey Construction <stacon85@gmail.com>; M. Campbell & Co. <beckyt@callcampbell.com>; MARK CONWELL CONSTRUCTION <conwelldeb@gmail.com>; MID VALLEY ENTERPRISES, INC <JEFF@MIDVALLEYRESTAURANT.COM>; MILLENIUM CONSTRUCTION <curtispack@aol.com>; MOUNTAIN STATES CONST CO <delton@mtstates.com>; NEW TRADITION CONTRACTING INC <Steve.tapio@newtraditioncontracting.com>; NORTH WEST RESTORATION FSWW

<nwr@northwestrestoration.net>; OPP & SEIBOLD <larnie@oppseibold.com>; OPP & SEIBOLD <christy@oppseibold.com>; Palmer Roofing OR (or@palmerroofing.net); Palmer Roofing OR (or@palmerroofing.net); PALMERROOFING WA (wa@palmerroofing.net); PANCHOS HEATING & COOLING <panchoswork@hotmail.com>; Patrick Reay <pr@portwallawalla.com>; Paul Gerola <pg@portwallawalla.com>; Pioneer Plumbing <Pioneer Plumbing@yahoo.com>; Porter and Sons Construction <mark@porterandsonsconstruction.com>; Quality Structures One <office@qualitystructuresone.com>; RBI Construction, LLC <RYANJBLOCK@HOTMAIL.COM>; REALITY HOMES INC <jason.riipinen@realityhomesinc.com>; RHOADES CONSTRUCTION <pat@rhoadesconst.net>; RLS Construction <rlsconstructionwa@gmail.com>; Robert Rickman <pascobackhoe@gmail.com>; Ryan Konen <ryan@koncreteindustries.com>; S & K MOUNTAIN CONSTRUCTION, INC <sean@skmountain.com>; Saddle Mountain Homes <alex@saddlemountainhomes.com>; Schaefer Refrigeration <schaefer2929@gmail.com>; SCOUT LAKE CONSTRUCTION INC <justind@scout-lake.com>; Shasta Fasolo <sf77solidstructures@gmail.com>; Shivell Construction <PHILIPSHIVELL@HOTMAIL.COM>; Solid Structures Office <solidstructuresoffice@gmail.com>; Steel Structures America <makayla@findssa.net>; Stonecreek Custom Homes, LLC <stonecreek.builders81@gmail.com>; Susan Clarke (Susan@youngsheating.com); SUTHERLAND ENTERPRISES, LLC <sutherent@gmail.com>; TITAN HOMES LLC <aaron@titanhomesllc.com>; TOTAL COMFORT SOLUTIONS LLC <install@totalcs.biz>; TOTAL ENERGY MANAGEMENT (dagens@teminc.com); VALLEY MECHANICAL, INC <ruth@vmiww.com>; Van Voorhies <van@appellationeng.com>; W MCKAY CONSTRUCTION LLC <connerconstwill@gmail.com>; WA@palmerroofing.net; WALLA WALLA ELECTRIC <SUZI@WWELECTRIC.COM>; WALLA WALLA ELECTRIC CO INC <Veronica@WWELECTRIC.COM>



Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

To: Board of County Commissioners
From: Lauren Prentice, Acting Director
Date Prepared: October 21, 2019
Agenda Date: November 4, 2019
RE: **Consent Agenda Item** – SUB19-014 Ponderosa Subdivision Plat Alterations
– Final Plat Approval, applicant Brent and Victoria Knowles

Recommended Motion

I move approval of the consent agenda.

Request

Approval of the final map for the proposed Ponderosa Plat Alterations (application SUB19-005).

Background

The Ponderosa Subdivision Plat Alteration will combine two residential lots in the Ponderosa Subdivision (Lots 5 and 6) into a single lot (to be known as Lot 6-R), and re-assign the single-unit of development rights eliminated through such lot consolidation to the 82+ acre “resource parcel” (Lot 11). The proposed boundary changes could have been reviewed via an administrative process (a boundary line adjustment), but since the applicant chose to propose to re-assign the development right from the eliminated lot, a plat alteration application was required.

The County’s Hearing Examiner, Gray McLean, granted approval on July 29, 2019, with conditions requiring map changes (Attachment B).

The proposed alterations did not trigger any new requirements for improvements. The final plat alteration map has been reviewed by all appropriate agencies for conformance with the conditions of approval (Building/Fire, Environmental Health, Public Works, Planning); staff is recommending that the final plat alteration map be approved.

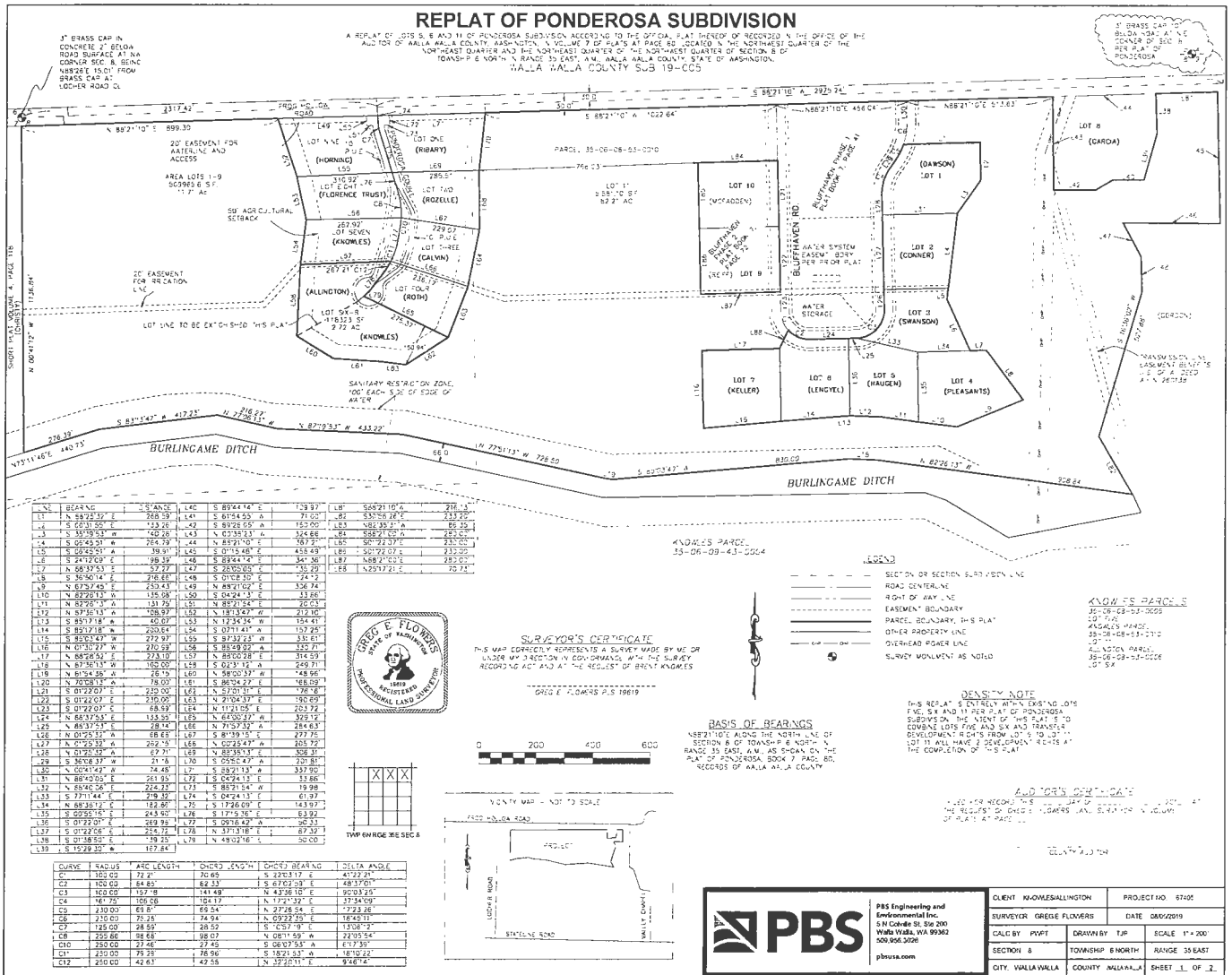
Final map approval by the Board is the last step in the process, prior to recording. Approval by the Board can be via the motion recommended above, as the subdivision ordinance does not require approval of a resolution.

Attachments

- A. Proposed Final Plat Alteration Map
- B. Notice of Decision and Hearing Examiner’s Findings of Fact, Conclusion of Law, and Decision

REPLAT OF PONDEROSA SUBDIVISION

A REPEAT OF SITS 5, 6 AND 11 OF PUNDEOSA SUBDIVISION ACCORDING TO THE OFFICIAL PLAT THEREOF OF RECORDED IN THE OFFICE OF THE
 AUDITOR OF HALLA HALLA COUNTY, WASHINGTON, VOLUME 7 PLAT 5, PAGE 89, LOCATED IN THE NORTHEAST QUARTER OF THE
 NORTH-EAST QUARTER AND THE NORTH-EAST QUARTER OF THE NORTH-EAST QUARTER OF SECTION 8 OF
 TOWNSHIP 6 NORTH, RANGE 35 EAST, 35 NORTH, HALLA HALLA COUNTY, STATE OF WASHINGTON.
 HALLA HALLA COUNTY SUB 19-CC5



REPLAT OF PONDEROSA SUBDIVISION

A REPLAT OF LOTS 5, 6 AND 11 OF PONDEROSA SUBDIVISION ACCORDING TO THE OFFICIAL PLAT THEREOF OF RECORD IN THE OFFICE OF THE
AUDITOR OF KALIA KALIA COUNTY, WASHINGTON, IN VOLUME 7 OF PLATS AT PAGE 80, LOCATED IN THE NORTHEAST QUARTER OF THE
NORTHEAST QUARTER AND THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 6 NORTH, RANGE 35 EAST, 4TH N.W. KALIA KALIA COUNTY, STATE OF WASHINGTON.
KALIA KALIA COUNTY SUB 19-005

APPROVALS

THE SUBDIVISION SHOWN ON THE ACCOMPANYING PLAT CONFORMS TO THE KALIA KALIA COUNTY
COMPREHENSIVE PLAN AND TO COUNTY ORDINANCES 16.36 AND 17.31.

DATE

KALIA KALIA COUNTY COMMUNITY DEVELOPMENT DIRECTOR

THE FOREGOING PLAT IS HEREBY APPROVED

TONY GARCIA MORALES, KALIA KALIA COUNTY ENGINEER DATE

HEREBY CERTIFY THAT _____ TAKES FOR THE YEAR _____ AGAINST THE PROPERTY SHOWN HEREIN HAVE
BEEN PAID.

KALIA KALIA COUNTY TREASURER DATE

PRELIMINARY INVESTIGATION NOTE THAT THAT SUCH TYPES AS "THE LAND SUBJECT TO THIS SUBDIVISION MAY ALSO
FOR THE USE OF SEPTIC TANKS AND OTHER FEES. HOWEVER, THIS DEPARTMENT'S APPROVAL, FOR ANY LOT, OF THIS
SUBDIVISION FOR THE USE OF ON-SITE SEWAGE DISPOSAL SYSTEMS MAY BE CONTINGENT UPON THAT LOT HAVING
ADDITIONAL INSPECTIONS AND/OR OTHER REQUIREMENTS AT A LATER DATE.

KALIA KALIA COUNTY HEALTH OFFICIAL DATE

APPROVED BY THE KALIA KALIA COUNTY COMMISSIONERS

JAMES K. JOHNSON, DIST. 1 COMMISSIONER DATE

LOUIS L. KIMBALL, DIST. 2 CHAIRMAN DATE

OREGORY A. TOMPKINS, DIST. 3 COMMISSIONER DATE

EXEMPT AS A NOTE

ACCORDING TO THE AGRICULTURAL GENERAL OF NOV. 1897, NO. 6, A GROUP OF LOTS
OR LOTS BY THE SAME PERSON OR GROUP OF PERSONS AT OR ABOUT THE SAME TIME, IN
THE SAME AREA FOR THE SAME PURPOSE OR PROJECT, SHOULD BE CONSIDERED A SINGLE
AUTHORITY, AND SHOULD NOT BE EXEMPT FROM THE PERMITTING REQUIREMENTS CONTAINED
IN RCW 90.44.005.

AGRICULTURAL AND STATEMENT

THE SUBJECT PROPERTY IS LOCATED WITHIN OR NEAR DESIGNATED AGRICULTURAL LANDS
ON WHICH A VARIETY OF COMMERCIAL ACTIVITIES OCCUR THAT ARE NOT COMPATIBLE WITH
RESIDENTIAL DEVELOPMENT FOR CERTAIN PERIODS OF LIMITED DURATION.

CRITICAL AREAS NOTE

THE LANDS SHOWN HEREON ARE SUBJECT TO KALIA KALIA COUNTY CRITICAL AREAS PERM
07-39, A COPY OF WHICH IS ON FILE WITH THE KALIA KALIA COUNTY.

FIRE FLOW DELIVERY SYSTEM

THE OWNERS OF THE LOTS WITHIN THIS SUBDIVISION SHALL BE RESPONSIBLE FOR THE
MAINTENANCE AND LIFESPAN OF THE FIRE FLOW DELIVERY SYSTEM FOR THIS SUBDIVISION.

WATER RIGHTS INFORMATION

WATER RIGHTS APPURTENANT TO THIS PROPERTY

1) 0.1-24416 (400 GPM, 120 ACRES COVERAGE, 62729 AC FT)

2) 4716-A (150 GPM, 10 ACRES COVERAGE, 7071 AC FT)

NOXIOUS WEED NOTE

AS REQUIRED BY RCW 17.30.060, OWNERS SHALL PREVENT THE SPREAD OF NOXIOUS
WEEDS.

LEGAL DESCRIPTION

LOT FIVE, LOT SIX AND LOT 11 OF PONDEROSA SUBDIVISION ACCORDING TO THE OFFICIAL
PLAT THEREOF OF RECORD IN THE OFFICE OF THE AUDITOR OF KALIA KALIA COUNTY,
WASHINGTON, IN VOLUME 7 OF PLATS AT PAGE 80, RECORDED UNDER AUDITOR FILE NO
2215-06837, SITUATED IN THE COUNTY OF KALIA KALIA, STATE OF WASHINGTON.

DECLARATION

KNOW ALL MEN BY THESE PRESENTS THAT WE, BRENT AND VICTORIA
AND VICTORIA AND VICTORIA, MEMBERS OF BRENT AND VICTORIA
AND VICTORIA, HAVE CAUSED THESE LANDS TO BE SURVEYED AND SUBDIVIDED AS
SHOWN AND SO HEREBY CERTIFY TO THE PUBLIC, EASEMENTS
AND RIGHTS OF WAY NOT DESIGNATED AS PRIVATE, WE HEREBY
WAIVE FOR OURSELVES AND FOR OUR SUCCESSORS ANY CLAIMS
FOR DAMAGES AGAINST ANY PUBLIC AUTHORITIES RESULTING FROM
THE CONSTRUCTION OR MAINTENANCE OF ANY PUBLIC FACILITIES
OR PUBLIC PROPERTY ON THE LANDS DESCRIBED HEREIN.

BRENT AND VICTORIA DATE

VICTORIA AND VICTORIA DATE

JOSHUA L. ALLINGTON DATE

JALAN A. ALLINGTON DATE

STATE OF WASHINGTON
COUNTY OF KALIA KALIA

BEFORE ME THIS _____ DAY OF _____, 2019,
APPEARED BEFORE ME BRENT AND VICTORIA, TO ME PERSONALLY
KNOWN, AND ACKNOWLEDGED THE FOREGOING SUBDIVISION AND
DECLARATION TO BE A FREE AND VOLUNTARY ACT AND DEED.

NOTARY PUBLIC FOR THE STATE OF WASHINGTON RESIDING IN _____

STATE OF WASHINGTON
COUNTY OF KALIA KALIA

BEFORE ME THIS _____ DAY OF _____, 2019,
APPEARED BEFORE ME JALAN A. ALLINGTON, TO ME
PERSONALLY KNOWN, AND ACKNOWLEDGED THE FOREGOING
SUBDIVISION AND DECLARATION TO BE A FREE AND VOLUNTARY
ACT AND DEED.

NOTARY PUBLIC FOR THE STATE OF WASHINGTON RESIDING IN _____

STATE OF WASHINGTON
COUNTY OF KALIA KALIA

BEFORE ME THIS _____ DAY OF _____, 2019,
APPEARED BEFORE ME JOSHUA L. ALLINGTON, TO ME
PERSONALLY KNOWN, AND ACKNOWLEDGED THE FOREGOING
SUBDIVISION AND DECLARATION TO BE A FREE AND VOLUNTARY
ACT AND DEED.

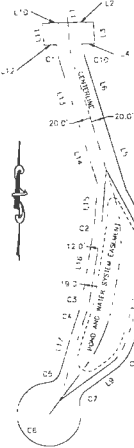
NOTARY PUBLIC FOR THE STATE OF WASHINGTON RESIDING IN _____

STATE OF WASHINGTON
COUNTY OF KALIA KALIA

BEFORE ME THIS _____ DAY OF _____, 2019,
APPEARED BEFORE ME JALAN A. ALLINGTON, TO ME
PERSONALLY KNOWN, AND ACKNOWLEDGED THE FOREGOING
SUBDIVISION AND DECLARATION TO BE A FREE AND VOLUNTARY
ACT AND DEED.

NOTARY PUBLIC FOR THE STATE OF WASHINGTON RESIDING IN _____

POINT ON NORTH LINE SEC
R 588271014 2875.24 FROM
N.E. CORNER HEREOF



LINE	BEARING	DISTANCE
L1	S 24°24'12" E	11.74
L2	N 88°27'58" E	43.00
L3	S 04°24'37" E	11.88
L4	S 82°21'56" E	12.88
L5	N 79°15'35" E	114.38
L6	N 77°32'25" E	12.54
L7	S 89°39'00" E	45.00
L8	S 09°16'45" E	52.33
L9	S 03°46'15" E	35.85
L10	S 88°17'54" E	40.25
L11	S 04°24'13" E	11.88
L12	N 88°15'54" E	35.00
L13	N 79°15'27" E	122.48
L14	N 79°15'35" E	91.29
L15	S 04°24'13" E	35.85
L16	S 09°16'42" E	66.26
L17	N 89°23'00" E	7.09

ACCESS EASEMENT 10' x 10'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	BEARING ANGLE
C1	45.00	32.19	32.18	S 11°02'43" E	240°15'
C2	201.80	11.72	11.72	S 02°48'27" E	0°15'
C3	201.80	18.56	18.56	S 14°45'59" E	10°38'
C4	288.00	17.46	17.45	S 16°41'48" E	145°16'
C5	13.00	27.68	26.77	N 57°16'28" E	09°50'57"
C6	55.00	244.72	63.99	S 54°04'43" E	287°20'51"
C7	23.00	77.12	25.75	S 19°44'59" E	08°44'43"
C8	76.00	59.77	39.28	N 18°43'59" E	297°32'00"
C9	76.00	42.19	41.65	N 17°28'43" E	31°48'22"
C10	705.00	311.11	31.29	N 11°44'57" E	10°10'06"
C11	288.00	75.76	75.57	S 03°43'31" E	14°32'42"
C12	288.00	31.37	31.35	N 30°16'52" E	0°17'14"

SARVAVE

THIS REPLAT WAS PERFORMED AT THE REQUEST OF BRENT AND
VICTORIA AND VICTORIA AND VICTORIA, MEMBERS OF BRENT AND VICTORIA
SUBDIVISION, AND WAS CALCULATED FROM THE PONDEROSA
SUBDIVISION PLAT, PLAT FILED IN BOOK 7, PAGE 25, RECORDS OF
KALIA KALIA COUNTY AUDITOR'S OFFICE. THE PLAT SURVEY WAS
PERFORMED AS A REAL ESTATE SURVEYING FEE
ONLY. FREQUENCY OF RECORDS HAVING AN ACCURACY OF ONE
CENTIMETER (1/100) MONUMENTS SHOWN HEREIN WERE
ON NOVEMBER, 2019.



PBS Engineering and
Environmental Inc.
5 N. Columbia St. Ste. 200
Walla Walla, WA 99362
509.836.3006
pbs.com

CLIENT: KNOXES/BALLOUNGH		PROJECT NO: 67405	
SURVEYOR: GREG E. FLOWERS		DATE: 06/05/2019	
CALC BY: PMPT	DRAWN BY: TJP	SCALE: 1" = 200'	
SECTION: 8	TOWNSHIP: 6 NORTH	RANGE: 35 EAST	
CITY: WALLA WALLA	COUNTY: KALIA KALIA	SHEET: 2 OF 2	

Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

File No. SUB19-005

NOTICE OF DECISION

Date of Notice: 7/30/2019
Date of Decision: 7/29/2019
Applicant: KNOWLES, BRENT & VICTORIA
Type of Application: SUBDIVISION
File Number: SUB19-005

Enclosed is the Hearing Examiner's decision from the 5/24/2019 agenda.

Walla Walla County Code Section 14.11.060 allows for the reconsideration of the final decision. The request must be submitted to the administrator within ten (10) days of the final decision or action; the submittal period ends **August 9, 2019**. Reconsideration of the final decision must be granted or denied by the Hearing Examiner prior to an appeal being submitted to Walla Walla County Superior Court. Pursuant to Walla Walla County Code Sections 14.11.020 and 14.11.040 the Hearing Examiner's decision may be appealed to the Walla Walla County Superior Court. The appeal must be submitted to the Walla Walla County Superior Court within twenty-one (21) days of the final decision or action date. The Hearing Examiner's decision will be considered final if no appeals are filed within the allowed time frame described in Walla Walla County Code Chapter 14.11.

Please review Chapter 14.11 for the County's appeal requirements.

The complete project file is available for inspection at the Walla Walla County Community Development Department (CDD) office during normal office hours. Please contact the CDD at the phone number above to arrange for inspection.

Feel free to contact me at 509-524-2620 if you have any further questions.



Lauren Prentice, Principal Planner/Acting Community Development Director
Walla Walla County Community Development Department

Enc. SUB19-005 Findings, Conclusions and Decision



Walla Walla County Hearing Examiner

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362

BEFORE THE HEARING EXAMINER FOR WALLA WALLA COUNTY

FINDINGS, CONCLUSIONS AND DECISION APPROVING

PONDEROSA SUBDIVISION PLAT ALTERATION

FILE NUMBER: SUB19-005

OWNER(s)/APPLICANT(s): Brent and Victoria Knowles (as owners of Lots 6 and 11)
1010 Valley Chapel Road
Walla Walla, WA 99362

OTHER PROPERTY OWNERS: Joshua and Dalari Allington (as owners of Lot 5)
PO Box 602
College Place, WA 99324

SURVEYOR OF RECORD: Greg Flowers
PBS Engineering and Environmental, Inc.
5 N. Colville Street
Walla Walla, WA 99362

TYPE OF APPLICATION: Plat Alteration to combine two residential lots in the Ponderosa Subdivision (Lots 5 and 6) into a single lot (to be known as Lot 6-R), and re-assign the single-unit of development rights eliminated through such lot consolidation to another lot (Lot 11).

AFFECTED TAX PARCELS: 350608530005, 350608530006, and 350608530010

LOCATION: Ponderosa Subdivision, south of Frog Hollow Road. This application affects existing Lots 5 and 6 at the end of Ponderosa Court the private road in the Ponderosa Subdivision off of Frog Hollow Road, and Lot 11, the 82+ acre "resource parcel".

STAFF RECOMMENDATION: Approval.

SUMMARY OF DECISION: APPROVED, subject to conditions

DATE OF DECISION: July 29, 2019

I. CONTENTS OF RECORD.

Exhibits:

1. Community Development Department Staff Report and Recommendation (of APPROVAL) to the Hearing Examiner regarding the Alterations to Final Plat for Ponderosa Subdivision, File No. SUB19-005, prepared by Lauren Prentice, Principal Planner, dated May 22, 2019 [hereinafter referenced as the "*Staff Report*"];
2. Final Plat Alteration application form, signed 3/8/19;
3. Preliminary replat map, dated 1/28/2019;
4. Title Report;
5. Hearing Examiner's Findings Conclusions and Decision for the Ponderosa Subdivision preliminary plat approval (P14-026) dated 7/28/2014;
6. Final Plat map of Ponderosa Subdivision (AFN 2015-06607) recorded 7/31/2015;
7. Notice of Application and Notice of Public Hearing and affidavit of posting, mailing, and publishing;
8. Letter and map with revisions from Darrell Sowards, County Surveyor, dated 5/21/2019; and
9. Materials submitted at the public hearing from Mr. Reser, including a copy of RCW 90.44.030 re: surface water rights; some seepage data re: the West Walla Walla River; and a water well report from 1974.

Testimony/Comments: The following persons participated in the open-record hearing held on May 24, 2019, and provided testimony under oath as part of the record:

1. Lauren Prentice, Principal Planner, for the Walla Walla County Community Development Department, summarized her analysis, recommendation of approval, noted that no one submitted any written comments following public notice regarding the application;
2. Mark Wendover, with the PBS Surveying and Engineering firm, appeared for the applicants, and accepted the Staff Report and all recommended conditions without objection or requests for modification. He provided additional information and explanations responding to comments made by Mr. Reser; and
3. Yancy Reser, local resident, expressed concerns that project could adversely impact his water rights, by pumping too much water, noted state regulations that protect water rights and limit impairment of such rights.

II. APPLICABLE LAW.

Jurisdiction.

Applications for final plat alterations shall be processed using the Type 3 review process, for which the Hearing Examiner is the decision-maker. *See WWCC 14.09.025 – Table of types of review for project permits, and WWCC 14.09.045.*

Approval Criteria for Alteration of a Final Plat (also known as a Final Subdivision).

As explained in WWCC 16.36.060, alteration of a final plat or any portion thereof shall meet all requirements of WWCC Chapter 16.36 (*requirements for obtaining Final Plat or Final Short*

Plat approval), as applicable, as well as RCW 58.17.060 (*requirements for Short Plat approval*), RCW 58.17.215 (*procedures for Alteration of a Subdivision*), RCW 58.17.217 (*authorizing hearing examiner to conduct hearings on plat alteration applications*), RCW 58.17.218 (provides that the alteration of a subdivision is subject to RCW 64.04.175, which reads: *Easements established by a dedication are property rights that cannot be extinguished or altered without the approval of the easement owner or owners, unless the plat or other document creating the dedicated easement provides for an alternative method or methods to extinguish or alter the easement*), and WAC 332-130-050(3) (*survey map requirements for items that must be recorded with the County*), as applicable.

County Staff properly reads WWCC 16.36.060 to require plat alteration applications to satisfy relevant approval criteria for final plat approval, found in WWCC 16.36.050, except for this application, the term ‘plat alteration’ should be substituted for ‘final plat’:

WWCC 16.36.050 – A final plat or final short plat shall be approved, approved with conditions, or denied based on a determination that:

- A. The plat or short plat complies with the applicable provisions in Section 16.04.050; and
- B. The plat or short plat conforms to all conditions of preliminary approval; and
- C. Adequate provision is made for roads, alleys, drainage facilities, potable water supplies, sanitary wastes, transit stops, parks and recreation, playgrounds, schools and school grounds, sidewalks and safe walking conditions for students who only walk to and from school as applicable, and other general purposes as may be required to protect the public health, safety and general welfare; and
- D. The plat meets all standards established by state law and this title relating to final plats or final short plats; and
- E. The plat bears the certificates and statements of approval required by state law and this title; and
- F. A title insurance report current within thirty days has been furnished by the subdivider confirming that the title of land to be subdivided is vested in the name of the owners whose signatures appear on the plat's certificate; and
- G. Required improvements have been approved by the director, county engineer, and county public health department, as applicable, or financial guarantees in accordance with the provisions of Chapter 16.97 have been posted with the county; and
- H. A maintenance, operation, and defects guarantee in accordance with the provisions of Chapter 16.97 Financial Guarantees has been posted with the county for all applicable improvements constructed and approved by the director, county engineer, and county public health department, as applicable; and
- I. The public use and interest will be served.

Burden of Proof.

As explained in WWCC 14.03.010, applicants for project approvals bear the burden of proof of showing compliance with all applicable standards in the Walla Walla County Code.

III. ISSUE PRESENTED.

Whether substantial evidence demonstrates that the applicants have met their burden of proof to satisfy the criteria for plat alteration approval?

Short Answer: Yes, subject to conditions.

IV. FINDINGS OF FACT.

1. Any statements in previous or following sections of this document that are deemed findings are hereby adopted as such.
2. The applicants in this matter, Brent and Victoria Knowles, seek a plat alteration to combine two lots into one, reassigning the lost development right to another lot.
3. This application involves the final plat known as the Ponderosa Subdivision, which was recorded in 2015, under AFN 2015-06607, shortly after receiving final plat approval by the County. The Ponderosa Subdivision is what is known as a cluster subdivision, approved under WWCC Chapter 17.31. It contains nine cluster lots served by a private road off of Frog Hollow Road. (*Staff Report, at page 1; Ex. 6, final plat map*).
4. If approved, this application would combine the current lots 5 and 6 into a single lot, to be known as Lot 6-R, and reassign the lost development right from the consolidation to Lot 11, the much-larger, surrounding parcel from which the Ponderosa cluster subdivision was originally created. *Id.* The Knowles own Lots 6 and 11. Joshua and Dalari Allington are the owners of Lot 5. The application reflects signatures from Mr. Knowles and the Allingtons. (*Ex. 2, application, page 2*).
5. The terms “final plat” and “final subdivision” are and mean the same thing. In this Decision, their abbreviated versions – “plat” and “subdivision” – also mean the same thing.
6. The Staff Report and Recommendation of Approval, shared with the Examiner in the week before the hearing, (*the “Staff Report”, Ex. 1*), includes a number of findings and factual statements explaining how the pending Plat Alteration application satisfies provisions of applicable law, and is designed or can be conditioned to comply with applicable development standards and guidelines. For reasons explained below, the Examiner finds that the proposal should be approved.
7. As a starting point, the Examiner finds and concludes what may seem obvious – development on just one lot in a subdivision is likely to have fewer impacts than development on two lots. Here, Staff appropriately concluded that the recent SEPA review process for the entire plat, which has nine lots, was sufficient for purposes of reviewing this application, which would formally reduce the number of lots in the subdivision, thereby reducing potential impacts. Additional SEPA review is not warranted for this

matter. (*Staff Report, page 2*). Any future application to subdivide or in any way develop Lot 11 must stand on its own, and will require its own SEPA review.

8. The County's Principal Planner assigned to review the application, Ms. Prentice, testified at the public hearing to provide a thorough summary of the County's staff review process for the proposed plat alteration and staff's recommendation of approval, subject to certain conditions of approval.
9. The applicants' hearing representative, Mr. Wendover, fully accepted the analysis and content provided in the Staff Report, including all recommended conditions of approval, without objection or request for modification.
10. Mr. Reser spoke at the public hearing for a lengthy period, raising and then repeating general concerns that any development in the plat could adversely affect his water rights. The Staff Report and exhibits in the record show that the plat at issue, the Ponderosa Subdivision, was recorded after final plat approval in 2015. (*See Staff Report, at page 1; Ex. 5, preliminary plat approval; and Ex. 6, final plat map, recorded in 2015*). No one appealed the Ponderosa final plat approval. Accordingly, it stands unchallenged, and any provisions – including those addressing water supply – cannot be collaterally attacked in this plat alteration application.
11. Relevant language in the preliminary plat approval issued for the Ponderosa Subdivision notes that domestic water supply is provided through a groundwater permit exemption established in state law at RCW 90.44.050, and that the applicants anticipated each lot owner would drill individual wells to receive up to 555 gallons of water per day per lot. (*Ex. 5, preliminary plat approval, at page 8, item 18*). It stands to reason that instead of adversely impacting water resources, the lot-consolidation accomplished via this plat alteration would actually reduce currently approved draws on groundwater supplies by up to 555 gallons of water per day.
12. Again, any future application to subdivide or in any way develop Lot 11 must stand on its own, and will require any future applicant to demonstrate a lawful and adequate source of potable water, among other things. This Decision only approves the lot consolidation of current Lots 5 and 6, and the reassignment of one development right/unit of density to Lot 11, without any expectation or suggestion that Lot 11 can be developed or subdivided, or that a sufficient water source exists to serve such project.
13. In any event, one lot will most likely draw less water than two lots, thereby reducing surrounding property owners' possible concerns about reductions in available water resources.
14. The affected lots, and the entire cluster subdivision at issue, is located on land zoned Agriculture Residential 10-acres (AR-10) and located in the Agriculture Residential Comprehensive Plan land use designation. The zoning and Comprehensive Plan designation have not changed since the preliminary plat was originally approved in 2014.

15. The Staff Report explains that a combined Notice of Application and Public Hearing was issued on May 8, 2019. (*Exhibit 7*). Proper notices were published in the Walla Walla Union Bulletin on May 9th and in the Tri-City Herald on May 10th. The Notice was also posted on the Department's website on May 8th. As required for public hearing notices, it was mailed to property owners within 500 feet of the site on May 10th and posted on site May 8th. The Examiner concurs with Staff, that all notification requirements were satisfied for this application, including without limitation the Notice of Application requirements found in WWCC 14.07.080 and the Notice of Public Hearing requirements in WWCC 14.09.065.
16. As documented in the affidavit provided in *Exhibit 7*, application materials were distributed to the following agencies for review and comment: Walla Walla County Environmental Health Department; Walla Walla County Public Works Department; Walla Walla County Fire District No. 4; Walla Walla County Conservation District; and the Walla Walla Valley Metropolitan Planning Organization.
17. The County Public Works Department (including the County Surveyor) and Health Department reviewed the proposal and recommended approval. Darrell Sowards, the County Surveyor, submitted technical comments that must be addressed prior to recording, which are included as part of the conditions of approval (*Exhibit 8*).
18. No other agency invited to comment on this application submitted any written remarks, and no written public comments were received before the hearing.
19. The un rebutted Staff Report credibly explains how the single new lot (6-R) created by consolidating two existing lots (Lots 5 and 6): already receives adequate access from a private road, known as Ponderosa Court, built before final plat approval; that domestic water is supplied through the groundwater water permit exemption noted above; that irrigation water is conveyed to the plat relying on an irrigation right transferred from an adjacent parcel to the east of the subdivision (Ground Water Certificate No. G3-24416C); that the lot will be served by an on-site septic system, meaning one less system will be installed in the plat after the lot consolidation is approved; that the Environmental Health Division recommends approval of this application;
20. The zoning and density requirements have not changed since the original plat was approved in 2014. The proposed plat alterations would not increase the density of the subdivision. As noted on the recorded Final Plat Map (*Exhibit 6*) in the Density Note on Page 1, Lot 11 has one development right. Each of the residential lots (existing Lots 5 and 6) also have one development right apiece, which is true for all residential lots in cluster subdivisions. The proposed plat alteration would eliminate Lot 5, combining it with Lot 6, and re-assign the Lot 5 development right to Lot 11. The final plat map (*Exhibit 6*) contains the density note required by WWCC 17.31.060W to specify that "the acreage [in the subdivision] shall not be used more than once for determining the allowable number of units."

21. The Staff Report explains that the Ponderosa Subdivision was created from “Lot 11” of Bluff Haven Estates (which included two phases) with density rights transferred from the south, which is referred to as Parcel 01 in the Hearing Examiner’s 2014 decision (*Exhibit 5*). The applicant did not provide with their new application a summary how why they think assigning the Lot 5 development right to Lot 11 is consistent with County standards, so Staff assumed that they believe that if the development right was originally transferred from Lot 11 to this project site to create the Ponderosa Subdivision, then it is appropriate to re-assign one development right back to Lot 11 after eliminating Lot 5. No one submitted any argument, facts, or evidence to rebut this assumption. There does not appear to be any legal or factual impediment to return the single development right back to Lot 11. However, it is worth repeating – any subsequent application to subdivide or develop Lot 11 will stand on its own merits, and must comply with all applicable codes and development regulations in effect at the time a future application might be submitted. No one should read or construe any part of this Decision to suggest that a future development project on Lot 11 can or will be approved.
22. Staff reviewed the application, and determined that the consolidated lot created in this plat alteration application would fully comply with applicable design standards found in WWCC 17.31.060, including without limitation several dimensional standards that apply to cluster subdivisions. For example, the post-consolidation size of the new Lot 6-R will be 2.72-acres, which is below the 3-acre maximum lot in a cluster development like this. See WWCC 17.31.060(O); and the average acreage of the remaining cluster lots would only increase to 1.46-acres under this application, which is well below the 2-acre maximum average allowed for lots in a cluster subdivision. See WWCC 17.31.060(P).
23. The Staff Report includes an un rebutted summary of facts and evidence that demonstrate how the application complies with applicable approval criteria found in WWCC 16.36.050. (*Staff Report, at pages 5 and 6*).
24. The only adverse comments made at the public hearing questioned whether the plat has water rights, or a source of enough water, or will impair other water rights in the area. Again, state subdivision statutes mandate determinations regarding the adequacy and source of potable water supplies as part of the plat approval process, and the final plat for the Ponderosa Subdivision was approved several years ago, without any appeal. The pending plat alteration makes no changes to the designated water supply/source for the plat, and actually reduces the potential water use in the Ponderosa plat. No one presented any facts or evidence that would serve as a legal basis to deny the pending plat alteration.
25. Except as modified in this Decision, all findings and statements of fact that are included in the Staff Report are incorporated herein as Findings of Fact supporting this decision to approve the requested plat alteration and the conditions of approval set forth below.
26. Based on all evidence, exhibits and testimony in the record, the undersigned examiner specifically finds that the proposed plat alteration, as conditioned below, makes appropriate provision for the considerations detailed in applicable codes and that the public interest will be served by the proposed plat alteration.

V. CONCLUSIONS OF LAW.

1. Based on the Findings as summarized above, the applicants satisfied their burden of proof to obtain approval of the requested plat alteration application, which would combine two cluster lots into one. All owners support the requested modification. Accordingly, the above-referenced plat alteration application should be and is hereby approved.
2. The undersigned examiner concludes that the proposed plat alteration, as conditioned below, conforms to all applicable County codes and policies. Upon reaching such findings and conclusions as noted above, the requested plat alteration meets the standards necessary to obtain approval by the County.
3. The recommended conditions of approval, as set forth in the Staff Report and modified below, are reasonable, supported by the evidence, and capable of accomplishment.
4. Any Findings or other statements in previous or following sections of this document that are deemed Conclusions are hereby adopted as such.

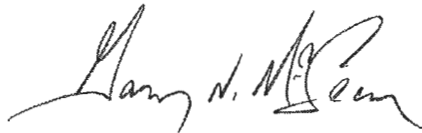
VI. DECISION AND CONDITIONS OF APPROVAL.

Based on evidence included in the record for this matter and all findings and conclusions as set forth above, the requested plat alteration – to combine Lots 5 and 6 in the Ponderosa Subdivision into a single new Lot 6-R, and to reassign a development right to the surrounding Lot 11 – meets all applicable review criteria. Therefore, the requested plat alteration is hereby approved, subject to the following Conditions of Approval:

1. The applicant(s) shall produce a revised drawing of the approved alteration to be processed and recorded in the same manner as set forth in the county's code for final plats, found in WWCC Chapter 16.36. Prior to submitting the final plat map for signature and recording, the surveyor shall make the following map revisions and ensure compliance with the content requirements of WWCC 16.36.030 and 16.36.040:
 - a. The corrections noted by Walla Walla County Surveyor Darrell Sowards in *Exhibit 8*;
 - b. Add the project number in the title block (SUB19-005); and
 - c. Remove contour lines.
2. One (1) mylar copy shall be provided to the County for signature.
3. The applicant shall comply with the recording procedure set forth in WWCC 16.36.055 and WWCC 16.36.070.
4. All persons with an ownership or security interest in property(ies) to be altered must sign the altered plat.

5. The plat alteration approved in this Decision is expressly limited to alter or supersede the original plat in the specific ways approved and described herein, particularly the consolidation of Lots 5 and 6 into a new Lot 6-R, and the reassignment of a single development right to Lot 11, as described in the Staff Report. All other conditions and aspects of the recorded final plat for the Ponderosa Subdivision remain in full force and effect.
6. This Decision should not be read or construed in any manner to indicate that a future application for development of any kind on Lot 11 will be or should be approved. All subsequent applications must comply with development regulations and policies in effect at the time a complete application is submitted.
7. This plat alteration and all subsequent development on affected parcels shall comply with all applicable provisions of the Walla Walla County Code, whether or not such provisions are enumerated or referenced in the Staff Report or in this Decision. The burden is on the applicant to show compliance with applicable provisions of the WWCC at every stage of future development.

Decision issued: July 29, 2019.

A handwritten signature in black ink, appearing to read "Gary N. McLean". The signature is fluid and cursive, with the first name "Gary" being the most prominent.

Gary N. McLean
Hearing Examiner for Walla Walla County

FINALITY OF DECISION AND NOTICE OF RIGHTS OF APPEAL

As provided in WWCC 2.50.070(B), *the decision of the hearing examiner on all matters is final and conclusive, unless appealed pursuant to Chapter 14.11 of the Walla Walla County Code.*

WWCC 2.50.120, captioned “Reconsideration”, provides that: *An applicant or party of record to a hearing examiner's public hearing may seek reconsideration only of a final decision by filing a written request for reconsideration with the community development director within ten days of the final decision. The request shall comply with Section 14.11.030 of this code. The hearing examiner shall consider the request at the next regularly scheduled meeting, without public comment or argument by the party filing the request. If the request is denied, the previous action shall become final as of the date of the decision on the request for reconsideration. If the request is granted, the hearing examiner may immediately revise and reissue its decision or may call for argument in accordance with the procedures for closed record appeals. Reconsideration should be granted only when an obvious legal error has occurred or a material factual issue has been overlooked that would change the previous decision.*

Finally, WWCC 2.50.130 addresses appeals of a hearing examiner decision, and reads as follows: *The final decision by the hearing examiner on any matter within his or her jurisdiction may be appealed in accordance with Chapter 14.11 of the Walla Walla County Code.*

NOTE: *The Notice provided on this page is only a short summary, and is not a complete explanation of fees, deadlines, and other filing requirements applicable to appeals. Individuals should confer with advisors of their choosing and review all relevant codes, including without limitation the code provision referenced above and state law, particularly the Land Use Petition Act (Chapter 36.70C RCW), for additional information and details that may apply.*

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

- a)** Department update and miscellaneous

Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 31 October 2019

Re: Director's Report for the Week of 28 October 2019

Board Action: 4 November 2019
Update Only

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Mill Creek Road on the Blue Creek project has been paved. Remaining pavement is planned for later this week or next week.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Consultant is working on acquisition documents.
- Port Kelly Road & Dodd Road Railroad Crossing: Railroad portion of project is scheduled to begin this month.
- Misc.: Working on survey for upcoming projects.

MAINTENANCE/FLEET MANAGEMENT:

- South, North District and Vegetation/Signs – Working on routine maintenance activities.
- Garage – Working on winterizing equipment.
- Miscellaneous – Working on end of year evaluations.

ADMINISTRATION:

- Attended a Sheriff's fleet workshop.
- Met with area legislators to inform them of our local priorities.
- Attended a meeting to discuss the final recommendation for Hwy 12 at Clinton and Wilbur intersections.
- Reviewing Maintenance Tech I applicants.
- Finalizing my 2020 Business Plan.
- Working on end of year evaluations department wide.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a)** Miscellaneous business for the Board
- b)** Possible executive session re:
litigation or potential litigation
(pursuant to RCW 42.30.110(i))

a) Action Agenda Items:

- 1) Resolution _____ - Approving out of state travel for Fairgrounds Manager and Fair Board members
- 2) Resolution _____ - Approving out of state travel for Fairgrounds Manager Bill Ogg
- 3) Resolution _____ - Approving out of state travel for Fairgrounds Manager and Fair Board members
- 4) Resolution _____ - Approving out of state travel for Fair Board members and Fair Court members for 2020

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR FAIRGROUNDS
MANAGER AND FAIR BOARD
MEMBERS

RESOLUTION NO. **19**

WHEREAS, Fairgrounds Manager Bill Ogg has requested out of state travel for himself and Walla Walla Fair and Frontier Days Board of Directors Darren Goble, Travis Locke and Shane Laib, to attend the Rocky Mountain Association of Fairs Annual Convention held in Layton, Utah, November 13 through 17, 2019; and

WHEREAS, Mr. Ogg has advised that no County funds will be used for associated travel costs; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above is approved.

BE IT FURTHER RESOLVED that additional time to travel to or from said event, if needed, is also approved.

*Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

RECEIVED

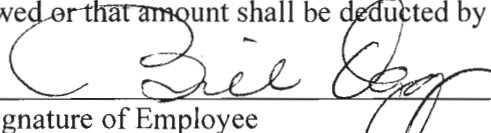
OCT 30 2019

WALLA WALLA COUNTY
COMMISSIONERSWALLA WALLA COUNTY
Employee Travel AuthorizationDate of Request 10-30-19

Employee Attending: Bill Ogg, Fairgrounds Dept Mgr Darren Goble, Travis Locke and Shane Laib; WWFFD Board Members		Estimate of Cost (Includes all costs even prepaid)	
		Transportation	
		<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
		<input checked="" type="checkbox"/> Private Vehicle _____ miles @ _____	\$
Meeting/Training: Start time/date: 11-13-19 End time/date: 11-17-19		<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Location: City: Layton State: UT		Lodging	
Title of Meeting/Training: <i>Hockey with Aaron Fair</i> (Attach agenda/training brochure) <i>Annual Convention</i>		_____ night(s) @ \$	\$
		Meals	
Departure Date: 11-13-19 Time: 7 AM ETD		Breakfast(s) _____ @ \$	\$
Return Date: 11-17-19 Time: 7 PM ETA		Lunch(s) _____ @ \$	\$
		Dinner(s) _____ @ \$	\$
Place of Lodging: Hampton Inn SLC/Layton, UT		Registration/Tuition	
		Cancel Date:	\$
Phone Number: 807-775-8800		Total Expenses	\$ -0-

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.


Signature of Employee

Date: 10-30-19Recommended: ☐ Yes ☐ No

Date: _____

Supervisor Signature _____

Out-of-State Travel: ☒ Yes ☐ No
(Attach Resolution)

Approved: ☐ Yes ☐ No

Date: _____

Elected Official/Department Head _____

Schedule of Events

Wednesday, November 13	
8 a.m. to noon.	RMAF Board of Directors Meeting Aurora Board Room
10 a.m. to 6 p.m.	Convention Registration Room Open Registration Desk—Sky Lobby
11 a.m.	IAFE CyberSeminar "OPEN TO ALL DELEGATES (Stratus 5)" Entertainment Basics—Mark Sparks, Triangle Talent, LLC & Brett Chance, CFE, Ohio State Fair. <i>This session will introduce the history of Fair entertainment, the purpose of entertainment programming, an overview of types of attractions and how used, and terms and concepts associated with buying entertainment. In addition, the instructors will outline formulas for success.</i>
2 to 4 p.m.	IAFE Institute of Fair Management Course "OPEN TO ALL DELEGATES (Stratus 5)" What Does Your Agriculture Competitive Programming Look Like? Jen Cannon, Iowa State Fair <i>Have you taken a look at what your Agriculture Competitive Programming Portfolio looks like on your fairgrounds? Explore the basic components of Competitive Agricultural Programming. The instructor-led course, provided by the IAFE Education Foundation, identifies the value of successful competitive events, logistics, procedures, and effective exhibitor communication. Gain tools to improve your fairs Competitive Agricultural Programming.</i>
5 to 6 p.m.	Welcome New Attendees Reception ((Meridian H)) <i>First-time attendees to the convention, stop by for an overview on what you can expect to see and do during the convention!</i>
6:00 to 7:15 p.m.	President's Reception Cowboy Dinner Buffet Eclipse Expo Honoring RMAF President Mark Campbell
7:15	Showcasing Eclipse Expo
Following Showcases until 11 p.m.	Visit Service Member Rooms 1st & 2nd Floors in the Hilton Garden Inn <i>Please take time to visit the Service Members & see what they have to offer your fair.</i>



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Showcasing

Wednesday, November 13—7:15 p.m.

Emcee: Jeff Martin

SHOWCASE ACT	REPRESENTED BY
JukeBox Rock	Creative Community Promotions Room #265
Comic Ventriloquist Joe Gandleman	Self Represented Room #134
The Doo-Wah Riders	Harmony Artists Room #257
Video The Silver Starlets	Self Represented Room #207
Video Hypnotist Michael Mezmer	Michael Mezmer Entertainment Room #101
Video Team Big Air	Capitol International Productions Room #248
Fantastick Patrick	G. L. Berg Entertainment Room #107
Robert Henry Band	Liz Gregory Talent Room #130
Strolling Mobile InfoMan	Leapfrog Entertainment Room #266



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- El Paso County Fair, Calhan, CO

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**ROOM
#137**



**Room
266**



2019 Showcases

*Prop Comic Marty Putz
Comedian Tim the Dairy Farmer*

*Mobile InfoMan
Cornelius the UniCorn
Alistair Barnswallows Airship
Barrel O' Fun Strolling Magic
Parrot Rider*

(425) 774-4098 www.leapfrog-entertainment.com

Schedule of Events

Thursday Morning, November 14	
8:00 to 6:00	Convention Office Open Registration Desk in the Sky Lobby
8:30 to 9:45	<p>WORKSHOPS</p> <p>Bacon Buddies—Putting Together a Livestock Show for Individuals with Disabilities (Stratus 5) - Jen Cannon, Iowa State Fair</p> <p>Social Media Advertising—Is It Worth the Money? (Meridian H) - Jodi Buresh, Saffire</p> <p><i>"I thought Boosting a post on Facebook would pay off?" If that's something you are confused about, we will explore the different options to Social Media Advertising and the risks and benefits of placing ads, boosting posts or riding the wave. We'll give specific examples of what worked, how much was spent and help you determine what's the best route for your event.</i></p> <p>Non-Traditional Entertainment—What's New? (Stratus 6) - Pat Wood, The Source Management Group</p> <p><i>Discussion Group—come prepared to share</i></p>
9:30 to 10:15	Refreshment Break Sky Lobby
10:00 to 11:15	<p>WORKSHOPS</p> <p>It's an Activist World—Are You Ready? (Stratus 5) - Marla Calico, IAFE</p> <p><i>PETA, HSUS, ALF, DxE, ALDF, SHAC, ASPCA, FARM. What do you know about this alphabet soup of animal rights activists groups? Stop, Tell, Demand, Ask, Let, Join, Help. Did you know there are over 180,000,000 people "taking action" every day via just one on-line petition platform (and there are dozens)? Fairs are squarely in the target of animal rights activists because of the association with agricultural and other animals (especially in educational exhibits and attractions and rodeo events). But, other activists have clearly seen that the large crowds and heavy media exposure are the ideal grounds for getting their messages out, whether during fair time or non-fair events. The International Association of Fairs & Expositions (IAFE) has created the ARK - Activists Response Kit. In this session IAFE's President & CEO will not only provide an update on the work of activists and the shifts in their tactics, but also share some ideas on how fairs can prepare to respond and be proactive in their advocacy for agriculture.</i></p> <p>Entertainment Contracts (Meridian H) - Bryan Schulz, RRVF & Jamie Meyer, Romeo Entertainment Group</p> <p><i>What to watch for in your contracts and what you can get rid of.</i></p> <p>The Last Straw—Future of Biodegradables at the Fair (Stratus 6) - Derrick Gilday, RMYF</p>
11:30 to 12	Strolling Showcases Eclipse Expo Foyer



Schedule of Events

Thursday Morning, November 14

Strolling
Steve's Fun Balloons

TEI
Room #210

Strolling
The Uni-Corn

Leapfrog Entertainment
Room #277

Worlds Funniest
Photo Booth

Marcus Wilson
Room #256

11:30 to noon	Strolling Showcases Eclipse Expo Foyer
Noon to 1:15	LUNCH Roast Beef & Cheese Sandwich Keynote Speaker—Aaron Alejandro Executive Director of Texas FFA "Live Your Brand" <div data-bbox="880 785 1081 987" data-label="Image"> </div>



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WASHBOARD WILLY



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Schedule of Events

Thursday Afternoon, November 14

1:30 to 2:15	RMAF DISTRICT MEETINGS Northeast (Meridian C) - Jamie Larson Northwest (Meridian D) - Mark Campbell Southeast (Stratus 5) - Ron Jeffries & Lori Cox Southwest (Stratus 6) - Judy Duncombe Service Members (Meridian H) - Marty Davis & Tammie Ryan
2:30 to 3:45	WORKSHOPS The Psychology & Magic of Capturing the Attention: How To Turn Chaos Into a Captivated Audience (Stratus 5) - Mike Van De Carr <i>By The end of this presentation, you will be able to capture attention on demand. This guarantees you will get more people through the gates of your fair.</i> Carnival Safety Issue— Rules & Regulations from State to State (Meridian H) - Danny Brown, Browns Amusements & John Hanschen, Thomas Carnival <i>The state ride safety regulations vary from state to state. Get a overview of what is common and what is new.</i> When to Repair...When to Replace (Stratus 6) - Jay Brower, Sublette Co. Fair <i>Discussion group—come prepared to share you ideas.</i>
3:45 to 6:00	Visit Service Member Rooms 1st & 2nd Floors in the Hilton Garden Inn <i>Please take time to visit the Service Members & see what they have to offer your fair.</i>
6:00.	Social Time & Strolling Showcases Eclipse Expo Foyer
6:30	Dinner Chicken Picatta Eclipse Expo Presentation of Fair Manger, Fair Person & Service Member of Year Awards
7:30	Showcasing Eclipse Expo
After Showcases until 11 p.m.	Visit Service Member Rooms 1st & 2nd Floors in the Hilton Garden Inn <i>Please take time to visit the Service Members & see what they have to offer your fair.</i>



Showcasing

Thursday, November 14—7:30 p.m.

Emcee: Marty Davis

SHOWCASE ACT	REPRESENTED BY
Marty Putz	Leapfrog Entertainment Room #266
Jessie Leigh	TEI Room #210
Video Crazy Contest From Freddie Prez	Self Represented Room #128
Video Xpogo Stunt Team	Capitol International Productions Room #248
ALLEZ-OOPS!	G. L. Berg Entertainment Room #107
The Linford Band	Winterset Concert Events Room #203
Strolling Mobile InfoMan	Leapfrog Entertainment Room #266
Alastair Barnswallow's Airship	Leapfrog Entertainment Room #266
World's Funniest Photo Booth	Marcus Wilson Room #256

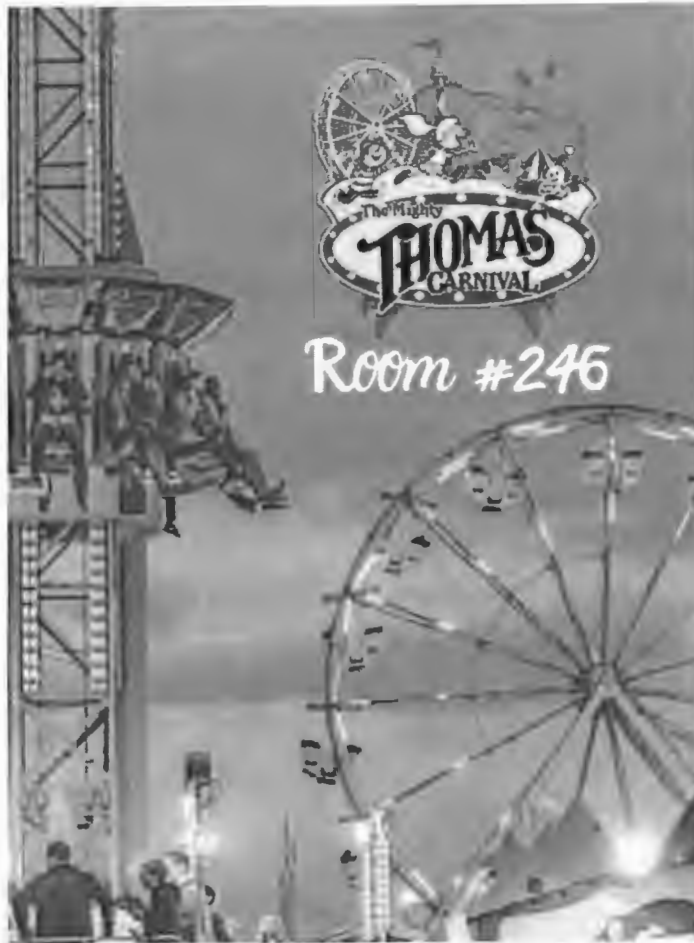


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ROOM 205





TMS

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Schedule of Events

Friday Morning, November 15	
8:30 to 9:45	<p>WORKSHOPS</p> <p>Competitive Edge...Get It! Use It! Share It! (Stratus 5) - Aaron Alejandro, Executive Director Texas FFA <i>Whether we are promoting our local program—competing for minds and attention of students and communities—or empowering young people to excel in their collegiate or professional careers...having a competitive edge can make the difference. Participants will be provided strategies, methods and tools to assist in developing the individual brands of teachers, extension agents, local FFA/4-H programs and way to empower stakeholders.</i></p> <p>Grow Your Event: Ticket Sales with Digital Advertising & Pixel Tracking (Meridian H) - Hannah Saunders, Love Communications</p> <p>Creating Partnerships with your Local Community & Civic Organizations (Stratus 6) - Jessica Underberg, Erie Co. Fair <i>Discussion Group—come prepared to share</i></p>
9:30 to 10:15	<p>Refreshment Break Sky Lobby</p>
10:00 to 11:15	<p>WORKSHOPS</p> <p>Emotional Intelligence in Today's Workplace (Stratus 5) - Martha Bryan, Bryan & Bryan Associates <i>This program covers theory, knowledge, and practical skills needed to apply emotional intelligence to specific situations to gain success with others. The program will help increase self-awareness and learn strategies to manage counterproductive tendencies to self and others.</i></p> <p>Special Events & Fundraising (Meridian H) - Jim Logan, Latah Co. Fair, Angela Miller, Roosevelt Co. Fair <i>Fundraising....finding what works and what doesn't</i></p> <p>Road Secrets—Service Member Brainstorming Session (Stratus 6) - Kate Davis, Bear Creek Productions <i>Discussion Group—come prepared to share</i></p>
11:30 to 12	<p>Strolling Showcases Eclipse Expo Foyer</p>
12 to 2:00 p.m.	<p>Lunch & Showcasing Ham & Cheese Wrap Eclipse Expo</p> <p>Presentation of the Hall of Fame Award</p>




Showcasing

Friday, November 15—12:45 p.m.


Emcee: Keith Raymond

SHOWCASE ACT	REPRESENTED BY
Cowgirl Tricks	GiddyUp Productions Room #225
Kiki Totally Outrageous	Select Entertainment Room #105
Video Mind Works!	IG Presents Room #228
Video Kate Escape	G. L. Berg Entertainment Room #107
Video Ride the Vibe	Select Entertainment Room #105
PowerHouse Percussive Dance	Harmony Artists Room #257
Matt Baker Stunt Show	Source Management Group Room #237
Strolling Barrell O Fun Magic	Leapfrog Entertainment Room #266
Strolling Parrott Rider	Leapfrog Entertainment Room #266



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ROOM #229

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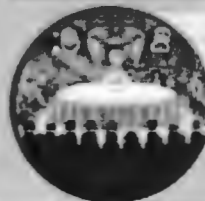
"Mike gives us value far beyond his performance fees. We are bringing him back again, next year!"
Donna Redd, Fair Manager,
The Mesa County Fair,
Grand Junction, CO



"Everybody loves Mike's show. We get nothing but positive feedback. His shows are packed full and keeps people coming back everyday of the fair!"
McKenzie Dodge, Fair Marketing Director, The Mesa County Fair,
Grand Junction, CO



"Mike is the ONLY act we ever had return, three years, back-to-back. He consistently brings people back again and again!"
Doree Lucio, Fair Manager
of The Alamogordo Fair,
Vista, CA



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ROOM #106



THE SOURCE

Management Group

ROOM #237



The Rock Bottom Boys



THE JUNEBUGS

ROOM #235



Patsy Cline Tribute

The Marty Davis Band



THANK YOU

RMAF thanks for a great year!



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Schedule of Events

Friday Afternoon, November 15	
2:15 to 3:30	WORKSHOPS The Employee's Role in Service Excellence (Stratus 5) - Marth Bryan, Bryan & Bryan Associates Traditions vs. Change: Finding the Right Mix (Meridian H) - Marla Calico, IAFE <i>This is an <u>interactive</u> workshop/facilitated session designed to challenge fairs to identify areas of programming, operations, marketing, and governance which are sacred traditions as well as those that ought to change.</i> 4-H & Fair Relations (Stratus 6) - Jessie Hadfield, Utah 4-H Livestock/Horse Coordinator & Angela Miller, Roosevelt Co. Fair Discussion Group—come prepared to share
3:30 to 6:00	Visit Service Member Rooms 1st & 2nd Floors in the Hilton Garden Inn <i>Please take time to visit the Service Members & see what they have to offer your fair.</i>
6:00	Social Time & Strolling Showcasing Eclipse Expo Foyer
6:30	Dinner Sirloin Steak Eclipse Expo Live & Silent Auction Finale
7:30	Showcasing
After Showcases until 11 p.m.	Visit Service Members Rooms 1st & 2nd Floors in the Hilton Garden Inn <i>Please take time to visit the Service Members & see what they have to offer your fair.</i>

North Star Amusements Dreamland Carnival



ROOM # 129

Showcasing

Friday, November 15—7:30 p.m.

Emcee: T. C. Hatter

SHOWCASE ACT	REPRESENTATIVE
The Junebugs	The Source Management Group Room #237
Magic of Roger Boucher	Select Entertainment Room #105
Video Circus Imagination	Self Represented Room #124
Video NorthFire Circus	Select Entertainment Room #105
Brewers Grade	TEI Room #210
Tim the Dairy Farmer	Leapfrog Entertainment Room #266
Strolling Steve's Fun Balloons	TEI Room #210
Strolling Barrel O Fun Magic	Leapfrog Entertainment Room #266
Worlds Funniest Photo Booth	Marcus Wilson Room #256

— THE —

Marty Davis Show



Contact Patrick Wood
Pat@thesourcemanagement.com

541-948-8605

ROOM 237

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ROOM #211

Schedule of Events

Saturday Morning, November 16	
8:00 to 9:00 a.m.	Past President's of RMAF Breakfast Twilight 1
8:30 to 9:45	<p>WORKSHOPS</p> <p>RM Young Professionals Group (Stratus 5)- Jim Logan, Group Chairman <i>Open to all delegates under 40. Come by & meet with other RMYP members. Talk about the fair industry and plan for 2020.</i></p> <p>Entertainment Strategies (Meridian H) - Cindy Ward, CS Talent <i>Entertainment Strategies looks at the wide variety of grounds entertainment available to fairs and festivals with a description of those acts as well as their uses plus their pros and cons. There are suggestions for effective placement of acts, specialty areas and scheduling so your audience stays. Also included are tips for ways to save money on acts by planning ahead and cooperating with other venues. A valuable resource for not only new entertainment directors but also a refresher for the seasoned veterans</i></p> <p>Water Conservation on Your Grounds (Stratus 6) - Dave Hansen, Davis Co. Fair <i>Discussion Group—come prepared to share</i></p>
9:30 to 10:15	Refreshment Break Sky Lobby
10:00 to 11:15	<p>WORKSHOPS</p> <p>Fair Sharing—Small Fairs (25,000 & under) (Stratus 5) - Ami Barker, Uinta Co. Fair <i>Discussion Group—come prepared to share</i></p> <p>Fair Sharing—Medium Fairs (25,000 to 90,000) (Meridian H) - Chris Ashby, Larimer Co. Fair <i>Discussion Group—come prepared to share</i></p> <p>Fair Sharing—Large Fairs (90,000 & up) (Stratus 6) - Renae Korslien, North Dakota ST Fair <i>Discussion Group—come prepared to share</i></p>
10:00 to 11:30	RMAF Board of Directors Meeting Aurora Board Room
12:00 to 2:00	Lunch & Showcasing Club Sandwich Eclipse Expo



Showcasing

Saturday, November 16—12:45 p.m.

Emcee: Michael Mezmer

SHOWCASE ACT	REPRESENTED BY
Thistle & Lace	G. L. Berg Entertainment Room #107
Briana Renea	The Source Management Group Room #237
Video Woody's Menagerie	Creative Community Promotions Room #265
Video Scales and Tails Utah	Self Represented Room #262
Louie Foxx	TEI Room #210
Jessica Lynne	Liz Gregory Talent Room #130

2:15 to 4:00	Visit Service Members Rooms 1st & 2nd Floors in the Hilton Garden Inn <i>Please take time to visit the Service Members & see what they have to offer your fair.</i>
6:00 to 6:30	Social Time & Strolling Showcases Eclipse Expo Foyer
6:30	Dinner Roasted Prime Roast Beef Eclipse Expo Foyer Presentation of Summit Awards Passing of the gavel ceremony



BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
OUT OF STATE TRAVEL FOR
FAIRGROUNDS MANAGER BILL
OGG

RESOLUTION NO. **19**

WHEREAS, Bill Ogg, Fairgrounds Manager, is requesting approval for out of state travel to San Antonio, TX to attend the International Association of Fairs and Expositions Convention and Trade Show, November 29 – December 4, 2019; and

WHEREAS, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said event, if necessary, is also approved.

*Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

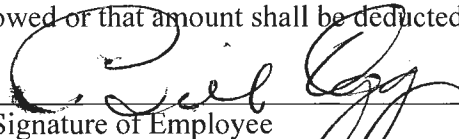
**WALLA WALLA COUNTY
Employee Travel Authorization**

Date of Request 10-30-19**RECEIVED****OCT 30 2019**WALLA WALLA COUNTY
COMMISSIONERS

Employee Attending: Bill Ogg, Fair Mgr	Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Start time/date: 11-29-19 End time/date: 12-4-19	Transportation	
Location: City: San Antonio State: TX	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 350 \$
Title of Meeting/Training: IAFE Annual Convention (Attach agenda/training brochure)	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$ 30
Departure Date: 11-29-19 Time: ETD 5 AM	Lodging	
Return Date: 12-5-19 Time: ETA 10 PM	4 night(s) @ \$ 135	\$540
	Meals	
	Breakfast(s) 3 @ \$ 14	\$ 42
	Lunch(s) 3 @ \$ 16	\$ 48
	Dinner(s) 3 @ \$ 26	\$ 76
Place of Lodging: Marriott Riverwalk	Registration/Tuition	
	Cancel Date: \$529 after 11-1-19	\$ 479
Phone Number: 800-364-8064	Total Expenses	
	\$ 1,565	

Credit Card Use: ☐ Yes ☒ No Date Needed: _____

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.



 Signature of Employee

Date: 10-30-19Recommended: ☐ Yes ☐ No_____
Supervisor Signature

Date : _____

 Out-of-State Travel: ☐ Yes ☐ No
 (Attach Resolution)
Approved: ☐ Yes ☐ No_____
Elected Official/Department Head

Date: _____



2019 IAFE Convention

San Antonio, TX

December 1-4, 2019

Henry B. Gonzalez Convention Center

**** An IAFE-Issued Badge is required for admittance to ALL IAFE events and areas ****

Last updated: 10/14/2019

Saturday, November 30:

11:00 a.m.-5:00 p.m.

IAFE Board of Directors Meeting and Lunch

Location: Room 221 B

4:00 p.m.-6:00 p.m.

Attendee & Exhibitor Pre- Registration Pickup

Sponsored by ShoWorks

Location: Convention Center, Main Entrance, Street Level

4:00 p.m.

Mass

Location: Room 221 A

Sunday, December 1:

7:30 a.m.-6:00 p.m.

Registration

Sponsored by ShoWorks

Location: Convention Center, Main Entrance, Street Level

8:00 a.m.-10:00 a.m.

Principles of Food and Beverage - Introductory

Institute of Fair Management Course* #142

An introduction to the principles and role of food and beverage service at fairs and fairground facilities that suggests ways to create a successful environment for the fair and the concessionaires. Learn to work together for a high level of guest satisfaction and financial return. Other key points covered will include:

- Contract models
- Vendor selection, placement, menus, and layout
- Business needs of successful mobile food operators
- Pricing
- New technologies and trends
- The "front line" role of concessions

Presented by Rey O'Day (Wings of Fame Productions)

Location: Room 221 B/C/D

- 10:00 a.m.** **Interdenominational Service**
Conducted by Gary Slater, CFE (Iowa State Fair)
Location: Room 221 A
- 10:00 a.m.-6:00 p.m.** **Ed Shed**
Visit the Ed Shed for many educational opportunities, including the Champions Circle and Power Talk Theater, and view entries from the 2019 IAFE contests. Be sure to pick up your USB drive (provided by the North Carolina State Fair), featuring award-winning entries, and take part in the many interactive components.
Location: Stars at Night Ballroom 1
- 10:30 a.m.-10:45 p.m.** **Power Talk: Urban Farming Displays**
“Where the farm meets the sidewalk” – from rooftop gardens and backyard farms to reclaimed urban lands being transformed into food producers, this interactive exhibit puts the spotlight on the city of Buffalo’s growing alternative farming movement. This display features “DIY” projects such as raised gardens, mulch bins, and rainwater collection barrels, as well as a narrative explaining the reasons why these farms are popping up all over “New Buffalo.” Included in this exhibit were re-purposed windows and doors to replicate the Buffalo skyline and to use as a photo-taking area. Presented by Laura Kwilos, CFE (Erie County Fair, NY)
Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theater
- 10:15 a.m.-12:15 p.m.** **Event Management 101 - Introductory**
Institute of Fair Management Course* #300
This course provides a broad overview of the professional management of facilities for year-round usage by others: determining inventory, amenities, and capabilities; staff structure, internal and external communications, calendar management, and planning; and food/beverage management and rate structures. Presented by Matt Daly, CFE (South Florida Fair and Palm Beach County Expositions)
Location: Room 221 B/C/D
- 11:00 a.m.** **Mass**
Location: Room 221 A
- 11:20 a.m.-11:35 a.m.** **Power Talk: Champions of Change - The Arts**

White Space: Finding a place for art in your facility. We all have it, but have we all thought about including it?

Presented by Brianne Brower (Sublette County Fair, WY)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theatre

11:45a.m.-12:00p.m.

Power Talk: Ag Insider Video Series

Have you ever wished there was a way to answer some of “those questions” that we all get from fairgoers? The Erie County Fair this year created a video series on Facebook that was posted daily from different areas of their agriculture facilities. They covered a range of subjects – from why sheep get baths to why there aren’t any animals in the barns during a change-over. Come see what they cooked up and gather ideas for how you might implement something similar at your fair!

Presented by Kirby Dygert (Erie County Fair, NY)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theatre

1:00 p.m.-4:00 p.m.

Fair-A-Thon Discussions – Growing Pains/No Room to Grow

You submitted challenges; now, let’s see what creative minds can do to solve them! Change Agents will conduct interviews and discussions on one of the biggest challenges facing fairs today: how to better plan for the future, how to future-proof, and incursion of space with no room to grow. During this conversation, they will gather information and work to discover solutions. Solutions will be presented at 4:30 PM on Wednesday.

Change Agents to include Brendan Christou (EKKA Royal National Agricultural and Industrial Association, QLD); Rob Lumsden (Western Fair, ON); Jeff Ketcham (Laramie County Fair, WY), and Scott Worth (Iowa State Fair)

Change Orchestrator: Jessica Klumpp (Florence County Fair, WI)

Sponsored by ShoWorks

Location: Room 302 B & C

1:00 p.m.-1:15 p.m.

Power Talk: When the Sun Goes Down – Family Fair to Festival Fun

“Rodeo After Dark” – Creating a lively evening experience that builds new fair fans, while giving existing fans a reason to come early, stay late, and visit often ... and we are just getting started!

Presented by Mallory Hines, CFE (San Antonio Stock Show & Rodeo, TX)

*Location: Ed Shed, Stars at Night Ballroom, Magic Money Power
Talk Theatre*

1:15 p.m.-4:15 p.m.

**The Changing Landscape of Commercial Exhibits: A Business
Review of Commercial Exhibits - Intermediate**

While fairs and expos have featured commercial exhibits from their inception, they are experiencing a business environment that requires "Champions of Change." Generational shifts in buying habits, coupled with direct competition from the internet, are altering the way patrons engage with fair commercial exhibit offerings. Session participants will discuss and analyze current practices and share ways to reimagine and promote their commercial exhibit programs so they will thrive in today's business context. Plan to attend this interactive session regarding the future of commercial exhibit offerings.

Moderated by James Romer (North Carolina State Fair), Pam Simon, CFE (Minnesota State Fair), and Rey O'Day (NICA - National Independent Concessionaires Association)

Location: Room 303 C

1:15 p.m.-4:45 p.m.

**Emergency Planning for Today's Crisis - Introductory
Institute of Fair Management Course* #112**

** \$125 on-site. Please note that seating is limited, and on-site registration may not be available.

All fairs face the risk of emergency incidents – from a broad range of threats. This course provides an overview of the emergency planning process and duty of care responsibility. It will be addressed through the Lifecycle of Incident Management: Awareness, Prevention, Preparedness, Response, and Recovery. Key components will be discussed to support the emergency planning process – for those just beginning to formulate their plan, as well as those who are refining their existing plan. A short, team-based planning exercise is included, and each attendee will receive a book containing comprehensive written materials, templates, and a resource list.

Presented by Harold Hansen

Location: Room 221 B/C/D

1:15 p.m.-2:45 p.m.

**Contracts, Requests for Proposals, and Requests for Qualifications -
Advanced**

Institute of Fair Management Graduate Course #306

This course is open to IFM Graduates (Marketing Track enrollees ONLY)

An in-depth course that looks at the steps necessary for a successful negotiation, from RFP's to administering the contract. Contents include negotiation preparation, setting targets, roles of team members, setting strategy, conducting negotiations, and documenting the final agreement. Upon completion, the enrollee will be able to prepare for, secure, and administer contracts.

Presented by Jim Tucker, Legal Counsel (IAFE)

Location: Room 301A

2:00 p.m.-2:45 p.m.

Legend-Led: Entertainment Production

Soak up knowledge from industry Legends and have a chance to ask them questions. This discussion-based session is a great opportunity to meet those established individuals you've been watching throughout the years.

Moderated by Theresa Weinfurter, CFE (Minnesota State Fair) and Tony Carey (LD Systems)

Location: Room 303 B

2:15 p.m.-2:30 p.m.

Power Talk: DIY Festival

Presented by Judy Duncombe, CFE (Utah State Fair)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theatre

2:30 p.m.-4:00 p.m.

Fair CEO Networking Session

CEO of your fair? Come join this moderated discussion and network with other CEOs. You are sure to walk away with new ideas and new peers.

Open to CEOs only.

Moderated by Jerry Hammer, CFE (Minnesota State Fair) and Vicki Chouris, CFE (South Florida Fair & Palm Beach County Expositions)

Location: Room 220

2:40 p.m.-2:55 p.m.

Power Talk: New Ideas for Growing Non-Livestock Entries

Having trouble finding new exhibitors? Have your traditional exhibit areas been declining? This power talk will share strategies and competition areas that have helped to increase one fair's non-livestock entries and new exhibitors.

Presented by Judy Duncombe, CFE (Utah State Fair)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power

Talk Theatre

3:00 p.m.-3:45 p.m.

Membership Committee Meeting

This committee meeting is open to all attendees. Interested in helping the IAFE membership? Come check it out!

Location: Ed Shed - Stars at Night Ballroom 1

3:15 p.m.-4:00 p.m.

Measuring What Matters – Putting Ticket Sales at the Heart of Your Marketing Strategy

We all have too much to do and not enough time to get it done. Nowhere is this truer than in your marketing department. Each year it seems we have more ways to communicate with our fans, with the same (or less) budget as the year before. This session explores how to cut through the noise and develop simple marketing strategies that drive ticket purchases. Learn how to maximize your email database, develop retargeting audiences, and leverage pixel tracking to find those elusive buyers that can help you reach your sales goals. Presented by Katie Mullins (Rockhouse Partners/Etix)

Location: The Etix Hub for Ticketing/Marketing/Sponsorship – Room 225D

4:45 p.m.-5:45 p.m.

First Friends Reception for First-Timers

This is a reception for first-time attendees and their assigned mentors. Using a speed-dating format, first-time attendees to the Convention will be paired up with a veteran attendee for a brief, five-minute, one-on-one conversation. It will be a chance to ask questions about the Convention, the IAFE, and to meet lots of fellow fair folk! The reception will be followed by an optional tour of the meeting facilities.

Sponsored by The Coca-Cola Company

Location: Room 225 B/C

6:00 p.m.-8:00 p.m.

Raisin' for a Reason – Wagons and Whiskey

Enjoy a social evening full of wine, spirits and food while supporting a great cause. Auction proceeds benefit the IAFE Education Foundation which supports the Institute of Fair Management.

Additional fee required (includes food and drinks). Inquire at the IAFE Registration Desk or at the door of the event.

Location: LDR Room - Convention Center

Monday, December 2:

7:00 a.m.–6:30 p.m.

Registration

Sponsored by ShoWorks

Location: Convention Center, Main Entrance, Street Level

8:30 a.m.–9:00 a.m.

Convention Blast-Off!

Get excited for the 2019 IAFE Convention with help from the US national anthem and your 2019 IAFE Chair of the Board, Jessica Underberg, CFE!

Location: Stars at Night Ballroom

**Immediately Following
Blast-Off**

Zone Meetings

Don't know which Zone your fair is located in? Maps will be available, or visit www.fairsandexpos.com.

Zone 1: Room 301 B&C

Zone 2: Room 221 A

Zone 3: Room 302 A

Zone 4: Room 225 B&C

Zone 5: Room 221 B&C&D

Zone 6: Room 302 B&C

Zone 7: Room 301 A

Zone 8: Room 225 D

10:00 a.m.–12:30 p.m.

Ed Shed

Visit the Ed Shed for many educational opportunities, including the Champions Circle and Power Talk Theater, and view entries from the 2019 IAFE contests. Be sure to pick up your USB drive (provided by the North Carolina State Fair), featuring award-winning entries, and take part in the many interactive components.

Location: Stars at Night Ballroom 1

10:15 a.m.–11:00 a.m.

Workshops – more topics coming soon!

Sessions:

Critical Conversation: Attracting a New Demographic Through Entertainment

Moderated by Zis Parras (Canadian National Exhibition Association, ON)

Panelists to include Melissa McKay (Calgary Stampede, AB); Justin Aquino (San Mateo County Fair, CA); and Jamie Porter (MontanaFair)

Sponsored by WME

Location: Room 301 B & C - Critical Conversations Room

Tech Pavilion: Online, Mobile, and RFID, Oh My! A Roadmap to the Future of Ticketing and On-Site Transactions - Intermediate

If your team isn't discussing the future of your event's ticketing and on-site transactions, you may already be falling behind. Rapidly advancing technology is shaping customers' expectations, and their experience with our events hinges on how well we keep up. Find out what your event needs to become a Champion of Change!

Presented by Jessica Bybee-Dziedzic (Saffire)

Location: Saffire Tech Pavilion - Room 302 A

Animal Health Planning - Proactive Steps to Reduce Risk and Be Prepared for Animal Health Situations- Intermediate

With diseases like High Path Avian Influenza (HPAI), Swine Flu, and others that may pose a risk to animal and human populations during fairs, the need to be better prepared to handle these situations to mitigate risk has become very important. Michigan State University, the Michigan Department of Agriculture & Rural Development, and the Michigan Association of Fairs and Exhibitions have developed a planning guide to help fairs develop a step-by-step local plan for preparing for animal and human populations to be brought together using good biosecurity practices, regimented check-in processes, and pre-event exhibitor education. In this session, you will learn about the proactive steps that fairs in Michigan are encouraged to take to help reduce disease risk and what is in place to assist in responding to animal health situations.

Presented by Katie Ockert, MPA (Michigan State University Extension)

Location: Room 225 B & C

Legend-Led: Venue Safety and Security

Soak up knowledge from industry Legends and have a chance to ask them questions. This discussion-based session is a great opportunity to meet those established individuals you've been watching throughout the years.

Presented by Bill Dutcher, CFE (MontanaFair) and Bryon Schulz, CFE (Red River Valley Fair Association, ND)

Location: Room 303B

Power Talk: Digital Transformation for Fairs & Carnivals

This session will examine the path to digitizing fair and carnival tickets and creating a single currency for your event. We'll focus on real-world examples highlighting the steps taken to make the transition, strategies to overcome common challenges, and the outcome as it affects fairs, vendors, and attendees

Presented by Doug Clark (Magic Money)

Location: Stars at Night Ballroom 1

10:15 a.m.-11:00 a.m.

Volunteer Fair Manager Networking Session

Come join this moderated session with other volunteer fair managers. Kicked off with a networking activity, you are sure to walk away with new ideas and a network of peers.

Moderated by Amanda Weber (Sac County Fair, IA) and Nick Pelham, CVFM (Steuben County Agricultural Society, NY)

Location: Room 220

10:15 a.m.-11:45 a.m.

Insurance Basics - Introductory

Institute of Fair Management Course #113*

"Per incident; errors and omissions; excluded; C&O; property damage; general liability per claim" - If you're fuzzy on the terms, this workshop on insurance basics will help you sort through it all. This course is especially designed for new board or staff members to help them understand the particular insurance needs and terms related to fair business and is a good refresher course for anyone working within the fair industry.

Presented by Ryan Wilkerson (Haas & Wilkerson Insurance)

Location: Room 221 B/C/D

10:15 a.m.-11:45 a.m.

Think Like an Inventor - The Mindset and Motivation to Spot Opportunities, Take Initiative, and Embrace Change - Introductory

"It's not my problem." "It's not my job." "I wouldn't know where to start." "I can't." "I won't." "I quit."

Imagine inventors saying these kinds of phrases. What if those inventors STOPPED thinking, creating, and solving? Terrifying, right?! But this is exactly what's happening in YOUR teams, organization, and maybe even in your own mind every single day. Finding opportunities to "invent" starts with just one little word and it ends with collaboration, teamwork and an attitude of ownership. Learn how you and your organization can turn the tables on your performance by simply knowing how to think like an inventor.

Learning Outcomes:

- Personal initiative will soar when you learn the secret to spotting any problem or opportunity waiting to be solved
- Increase that sense of ownership by understanding how invention is fun, easy, and (almost always) free
- Inspire an unlimited supply of ideas and opportunities when you see the world through inventors' eyes
- An audience that's eager to learn for the rest of the day and the rest of their lives "Per incident

Presented by Julie Holmes (Professional Speaker – julieholmes.com)

Location: Room 302 B&C

11:00 a.m.–12:15 p.m.

Lunch & Learn

Enjoy your lunch with people with similar interests. This is another opportunity to network and steal ideas from fair industry colleagues. The lunch ticket is required to partake in the meal, but everyone is welcome to participate in the conversations. Lunch tickets are only available prior to the convention and cannot be purchased on site.

Sponsored by Allied Specialty Insurance

Location: Stars at Night Ballroom

11:10a.m.-11:25a.m.

Power Talk: YP Leadership

Presented by Andrea Simeone (South Florida Fair & Palm Beach County Expos)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theater

12:15 p.m.

Doors Open for General Session

Location: Lila Cockrell Theatre

12:45 p.m.–2:00 p.m.

Monday General Session

You won't want to miss the first general session of the 2019 IAFE Convention! This session will include the presentation of the State & Provincial Association of Fairs' Executive of the Year, Rising Star Award (sponsored by Wade Shows), Heritage Awards (sponsored by Haas & Wilkerson Insurance) and IAFE Hall of Fame. And you won't want to miss energizing motivational speaker Bill Stainton, delivering the keynote titled, "Connecting Dots: Breakthrough Thinking in the World of Fairs and Expositions (sponsored by Haas & Wilkerson Insurance)!"

Location: Lila Cockrell Theatre

2:00 p.m.–5:30 p.m.

IAFE Trade Show

Walk through the aisles of nearly 300 exhibitors waiting to serve you and your fair. Find a partner in all things fair, including insurance, entertainment, website/ticketing, and more! When you need to take a break, enjoy a free beer – compliments of Etix - in the IAFE Education Foundation Lounge.

Location: Exhibit Hall 1

2:30 p.m.-5:15 p.m.

Beyond the Booth Showcases

Location: Showcase Areas 1 & 2 - Exhibit Hall 1

The Birdman – World-Class Bird Show

2:30 p.m. – 2:45 p.m. (Showcase Area 1)

Presented by Birds N Beasts Inc.

A.C. Jones

2:45 p.m. -3:00 p.m. (Showcase Area 2)

Presented by Liz Gregory Talent & Productions

Mike Walker, Lasting Impressions MTH

3:15 p.m. – 3:30 p.m. (Showcase Area 1)

Presented by Creative Community Promotions

Waylon Willie, and the Boys

3:30 p.m. – 3:45 p.m. (Showcase Area 2)

Presented by Creative Community Productions

Alec Davis

4:00 p.m. – 4:15 p.m. (Showcase Area 1)

Presented by ABE Agency

Trailer Choir

4:15 p.m. – 4:30 p.m. (Showcase Area 2)

Presented by Bula Booking

Boom! Percussion Entertainment

4:45 p.m. – 5:00 p.m. (Showcase Area 1)

Presented by Star Attractions

Dale Jones

5:00 p.m. – 5:15 p.m. (Showcase Area 1)

Presented by Dale Jones Entertainment

3:00 p.m.-4:30 p.m.

Young Professionals Initiative (YPI) Connect and Cocktail Hour

Are you age 40 or under? Come join your industry peers for this YPI session full of socializing, networking, and Zone gatherings. New in 2019 – get a chance to meet other YPI members in your area and those with similar job responsibilities! Hopefully, you can "connect" with someone new! Light snacks and drinks will be provided.

Sponsored by Haas & Wilkerson Insurance

Location: Room 225 B&C

3:30 p.m.-4:30 p.m.

2019 & 2020 IAFE Group/Committee Chairs Meeting

If you were a committee chair in 2019, or will be in 2020, this meeting is for you!

Location: Room 303A

5:30 p.m.-5:45 p.m.

First-Timer Team Meeting

If you are a first-time attendee and participated in the First Friends reception on Sunday, take this opportunity to meet with your team leader to debrief about your day. Then off to Happy Hour!

Location: Room 220

5:45 p.m.-7:00 p.m.

Happy Hour – Chair's Welcome

At the end of a jam-packed day of networking and education, come together with other attendees at the happy hour before heading out to dinner. Includes drinks, snacks, and entertainment by musical artist Walker Montgomery (presented by WME).

Presented by Kaliff Insurance

Location: Stars at Night Ballroom, 2&3&4

6:45 p.m.-8:45 p.m.

NALSRMA Meeting & Reception

For the North American Livestock Show & Rodeo Managers Association

MEMBERS ONLY

Location: Room 225 B/C

Tuesday, December 3:

7:30 a.m.-5:00 p.m.

Registration

Sponsored by ShoWorks

Location: Convention Center, Main Entrance, Street Level

8:00 a.m.

Doors Open for General Session

Location: Lila Cockrell Theatre

8:30 a.m.-10:00 a.m.

Tuesday General Session

This general session is packed full of excitement as you watch the presentation of the competitive exhibits (sponsored by North American Midway Entertainment) and agriculture awards (sponsored by ShoWorks). And stay tuned for the fascinating keynote speaker during this session, Tim McIntyre - VP of Communications at Domino's Pizza (sponsored by Protect The Harvest)!

Location: Lila Cockrell Theatre

10:15 a.m.-2:00 p.m.

The Ed Shed

Visit the Ed Shed for many educational opportunities, including the Champions Circle and Power Talk Theater, and view entries from the 2019 IAFE contests. Be sure to pick up your USB drive (provided by the North Carolina State Fair), featuring award-winning entries, and take part in the many interactive components.

Location: Stars at Night Ballroom 1

10:30 a.m.

IAFE Associates Board Selection Credentialing Meeting & IAFE Update

All Associate Members are invited to attend. Associate memberships are included in one of four categories. The categories are: Entertainment; Commercial Exhibits & Concessions; Carnivals/Ride Owners/Ride Manufacturers; and Suppliers & Services. Each Associate membership shall be entitled to cast one vote for a nominee for Associate Director. The name of the person who is not a member of the Commercial Exhibits & Concessions category who receives the most votes shall be submitted to the IAFE Nominating Committee for consideration for the nominating report during the Business Meeting on Wednesday morning.

Location: Room 221 A

10:30 a.m.-10:45 a.m.

Power Talk: How to Have a Fair When Your Grounds Are Under Construction

Learn how one fair survived a complete fairgrounds reconstruction project and created a brand-new fair layout that included several years of preplanning and just months of implementation - all by fair time!

Presented by Denise Owens (Jackson County Fair, MN)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theater

10:30 a.m.–11:15 a.m.

Workshops – All Attendees Welcome

Critical Conversation: Strategic Collaboration for Non-Fair and Marketing Departments

Moderated by Dennis Voeller, CFE (Big Sky Country State Fair, MT)

Panelists to include Rusty Volk, CFE (Northern Wisconsin State Fair), Jamie Jones (Grady County Fair, OK), Christ Ashby (Larimer County Fair, CO), Rita Demier-Lincoln (South Florida Fair & Palm Beach County Expositions), and Sheri Musgrave (Alaska State Fair)

Location: Room 301 B&C – Critical Conversations Room

Tech Pavilion: Change Made Easy – Increase Your Revenue & Never Look Back - introductory

Change at your fair can be scary. Changing your technology can be the scariest of all. How do you know what works? What will make things easier for your customers? Who can you trust? Saffire has over 20 years of ecommerce experience and is celebrating 10 years of partnering with fairs to embrace innovation and stay on the cutting edge of technology for their events. Our platform, along with unparalleled partnership and service, has helped fairs increase their revenue by combining their website, ticketing, and RFID technology into one customer-friendly experience. We've launched over 500 event websites with a laser focus on revenue generation and have learned a thing or two about what works for this industry along the way. Friends, come join us for a fun, fast-paced conversation about Saffire's "Secret Sauce" – so you, too, can fearlessly make the change to take technology head-on and never look back!

Presented by Saffire

Location: Saffire Tech Pavilion – Room 302 A

Legend-Led: The Changing Partnerships Between Fairs & Carnivals

Soak up knowledge from industry Legends and have a chance to ask them questions. This discussion-based session is a great opportunity to meet those established individuals you've been watching throughout the years.

Moderated by Jim Sinclair, CFE (Minnesota State Fair) and Gary Slater, CFE (Iowa State Fair)

Location: Room 303B

Future Fair – Ticketing Tech and the Cashless Fan Experience

In recent years, advances in ticketing technology have dramatically changed the fan experience. Shorter lines, reserved seating, and better access control have all improved fan experience while generating incremental revenue for fairs along the way. In this session, Etix will take a deep dive into the next generation of ticketing technology (including our new ConnectFun cashless solution!) that will propel your fair into the next decade, and beyond.

Presented by Etix

Location: The Etix Hub for Ticketing/Marketing/Sponsorship - Room 225 D

Champions of Change - Daring to Do Different (A Fair Case Study) - Intermediate

Presented by Nancy Smith, CFE (South Carolina State Fair) and Amanda Blair, CFE (Tulsa State Fair)

Location: Room 225 B & C

Champions Circle: Why Going Cashless Isn't Enough - Show Me the Money

This session will focus on the financial side of digital ticketing systems: we'll examine each in depth, as well as highlight the power of full transparency in reporting when a single currency is created.

Presented by Doug Clarke (Magic Money)

Location: Stars at Night Ballroom 1

10:30 a.m.-11:15 a.m.

Risk Management Networking Session

Come join this moderated session with other attendees interested in understanding and utilizing risk management for their fair. Kicked off with a networking activity, you are sure to walk away with new ideas and a network of peers.

Moderated by Brittany Till (San Antonio Stock Show & Rodeo, TX) and Steve Patterson (Hendricks County 4-H & Agricultural Fair, IN)

Location: Room 220

10:30 a.m.-11:15 a.m.

Be a Change Champion: Using Breakthrough Thinking to Create the Future of YOUR Fairs and Expositions - Intermediate

At Monday's General Session, 29-time Emmy Award-winner Bill Stainton introduced us to the skills of innovation, creativity, and breakthrough thinking. Today he'll help us focus those skills directly onto the unique challenges facing us today (and tomorrow). In this

highly participatory workshop, we'll come up with actual, practical ideas for being Champions of Change and creating the future of Fairs and Expositions.

Presented by Bill Stainton (Professional Speaker – billstainton.com)

Sponsored by Ron & Beverly Burback's Funtastic Traveling Shows

Location: Room 302 B&C

10:30 a.m.-12:00 p.m.

The Art of Selling Sponsorships - Introductory

Institute of Fair Management Course * #222

This is a required for-credit course of the Institute of Fair Management.

All attendees are welcome, even if not enrolled in the Institute.

A review at an above-average level on how to make sponsorships & sales happen. Explore sponsorship valuation basics, the "sales process" and the strategy behind it, and how organizations are not only selling sponsorships, but are selling fairs.

Presented by Jen Puente, CFE (Wisconsin State Fair)

Sponsored by Mattress Firm

Location: Room 221 B&C&D

10:55 a.m.-11:10 a.m.

Power Talk: Cool Kid Stuff

Consider seeing our fairs through a kid's eye – how do we keep them entertained and keep them coming back? Learn how to form those partnerships that contribute to "educational" activities for children in a fun-filled environment.

Presented by Laura Boldt (Boulder County Fair, CO)

Location: Stars at Night Ballroom 1

11:00 a.m.-1:00 p.m.

Lunch & Learn

Enjoy your lunch with people with similar interests. This is another opportunity to network and steal ideas from fair industry colleagues. The lunch ticket is required to partake in the meal, but everyone is welcome to participate in the conversations. Lunch tickets are only available prior to the convention and cannot be purchased on-site.

Sponsored by Deggeller Attractions

Location: Stars at Night Ballroom

11:20 a.m.-11:35 p.m.

Power Talk: Partnerships

Presented by Lucas Rivera (L.A. County Fair, CA)

Location: Ed Shed, Stars at Night Ballroom, Magic Monecy Power Talk Theater

11:45 a.m.-12:00 p.m.

Power Talk: Upping Your Security Game

Presented by Stacy Rianda (Big Fresno Fair, CA)

*Location: Ed Shed, Stars at Night Ballroom, Magic Money Power
Talk Theater*

11:45 a.m.-12:30 p.m.

Workshops - more topics coming soon!

**Critical Conversation: Success Metrics (More Than Attendance) -
Advanced**

Success metrics are a measure of success against a predetermined target. Conventional success metrics are not always the best indicator of success. An increase in attendance isn't always a good success metric. Quantitative metrics are based on numbers and quality metrics are measurements used to ensure customers receive an acceptable experience at your event. Come listen to a panel of experts have a conversation about their own success metrics - other than attendance.

Moderated by Rick Frenette, CFE (Fair Advantage)

Panelists to include Jeremy Parsons, CFE (Clay County Fair, IA); John Rothwell (Royal Agricultural & Horticultural Society, SA), and Kent Hojem, CFE (Washington State Fair)

Location: Room 301 B&C - Critical Conversations Room

Profiting from the Exhibit Floor and Beyond - Part 2 - Intermediate

Our discussion began on a CyberSeminar prior to the Convention, but the conversation continues here! If you missed the CyberSeminar, that's okay. Feel free to still join us! The following topics will be discussed:

- Booth Behavior
- The Right Opening & Best Close
- The Correct Question to Ask
- Networking
- Sponsoring
- Post-Show Marketing

Presented by Pete Van de Putte (dfest - Dixie Flag Event Services Team)

Location: Room 221 A

Props - From Easy to Expensive - Intermediate

Finding unique ways to display exhibits is always challenging. In this session, we will look at some of the best examples, both inside and outside of the box, from some of our favorite fairs nationwide. We will also try our hand at creating quick and simple props for fun.

Presented by Miranda Muir, CFE (Elkhart County 4-H Fair, IN)

Location: Room 225 B&C

Keeping Ag Relevant in Your Organization – Intermediate

We all work hard to educate the public about agriculture, but what about our own diversified teams? Hear from our industry leaders on innovative ways they have kept ag relevant with their own teams and within their fairs.

Presented by Jen Cannon (Iowa State Fair) and Daryl Real, CFE (State Fair of Texas)

Location: Room 301 A

Master Planning 2.0– Guest Experience & Community Engagement

– Introductory

What steps might your team take to design the most functional and delightful fairgrounds for guests and staff alike? How can the layout and features of your fairgrounds enhance guests' experience and attract longer stays? What untapped opportunities might yield greater revenue throughout the entire year as well? In this second of three presentations, Master Planning 2.0 shares ideas and examples of achieving these and more. Led by leading architecture professionals, this presentation continues the conversation from the 2018 session 'Developing a Vision' and digs deeper into designing for human comfort, leveraging market & economic analysis, placemaking, exploring year-round use, and infrastructural considerations. As a leader of your fairgrounds, attendance in this session will enable you to share ideas with your team and leave you equipped with precedents for success.

Presented by Presented by Bill Bourne (Populous) and Andrew Tisue (Cunningham Group Architecture, Inc)

Location: Room 302 B&C

11:45 a.m.-12:30 p.m.

Social Media Networking Session

Come join this moderated session with other attendees interested in utilizing social media for their fair. Kicked off with a networking activity, you are sure to walk away with new ideas and a network of peers.

Moderated by Kathy Allen (South Carolina State Fair) and Abby Suchomski (Tennessee Valley Fair)

Location: Room 220

12:10 p.m.-12:25 p.m.

Power Talk: Driving Attendees to Your Fair Through Special Events

We are always trying to find ways to drive attendance to the fair. Special events are one avenue available as long as you don't give away the farm doing one. It's also good to have these events during the fair and on the grounds so that it drives those participants to come to the fair and stay before and after the event.
Presented by Melinda Parsons (Oklahoma State Fair)
Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theater

1:00 p.m.-5:30 p.m.

IAFE Trade Show

Walk through the aisles of nearly 300 exhibitors waiting to serve you and your fair. Find a partner in all things fair, including insurance, entertainment, website/ticketing, and more! When you need to take a break, enjoy a free beer - compliments of Etix - in the IAFE Education Foundation Lounge.

Location: Exhibit Hall 1

1:30 p.m.-5:00 p.m.

Beyond the Booth Showcases

Location: Showcase Areas 1&2 - Exhibit Hall 1

Violin of Fire

1:30 p.m.-1:45 p.m. (Showcase Area 1)

Presented by That's Entertainment International

The Throw Zone

1:45 p.m.-2:00 p.m. (Showcase Area 2)

Presented by That's Entertainment International

Avitt Lane

2:15 p.m.-2:30 p.m. (Showcase Area 1)

Presented by Booking 4 Nashville

Jeff Martin: Sleightly Amazing - Seriously Funny Entertainment

2:30 p.m.-2:45 p.m. (Showcase Area 2)

Presented by Creative Community Promotions

Jeremy McComb

3:00 p.m.- 3:15 p.m. (Showcase Area 1)

Prescuted by That's Entertainment International

Cale Moon

3:15 p.m.-3:30 p.m. (Showcase Area 2)

Hypnotist/Mentalist Catherine Hickland

3:45 p.m.-4:00 p.m. (Showcase Area 1)

Presented by Capitol International Productions

Alec Davis

4:00p.m.-4:15 p.m. (Showcase Area 2)

Presented by ABE Agency

The Music City Quartet

4:30 p.m.-4:45 p.m. (Showcase Area 1)

Presented by Liz Gregory Talent & Productions

Jason D'Vaude - A One-Man Circus

4:45 p.m.-5:00 p.m. (Showcase Area 2)

Presented by D'Vaude Entertainment

1:15 p.m.-2:00 p.m.

2020 Programming Committee Table Meetings

Find your committee for a meeting. Not on a committee? Find a topic that interests you and join that group. We promise, it's fun!

Advertising and PR: *Room 302 B&C*

Agriculture: *Room 225 D*

Commercial Exhibits and Concessions: *Room 225 B&C*

Competitive Exhibits: *Champions Circle Area (Stars at Night Ballroom 1)*

County Fairs: *Room 304 A*

Entertainment: *Power Talks Area (Stars at Night Ballroom 1)*

Management Conference: *Room 220*

Master Planning and Physical Plant Operations: *Room 301 A*

Non-Fair Facility Usage: *Room 303B*

Sponsorship: *Room 301 B&C*

Website and Technology: *Room 302 A*

1:45 p.m.-5:15 p.m.

Members of State & Provincial Associations of Fairs Workshop

Open to State and Provincial members. Enjoy an educational session with like-minded individuals to help you improve your association. *Location: Room 221 B&C&D*

2:00 p.m.-3:00 p.m.

OABA/CalPro Meeting

Location: Room 221 A

2:15 p.m.-3:00 p.m.

2020 Convention Program Committee Meeting

Location: Room 220

3:30 p.m.-5:00 p.m.

Young Professionals Initiative (YPI) Ment-A-Minute / Mentor Social Mixer

Facilitated by the YPI Steering Committee, all convention attendees under the age of 40 (and invited mentors) are welcome. Interact with established industry professionals and have a chance to gain insight from them.

Sponsored by The Best Around

Location: Room 225 B&C

5:30 p.m.- 5:45p.m.

First-Timer Team Meeting

If you are a first-time attendee and participated in the First Friends reception on Sunday, take this opportunity to meet with your team leader to debrief about your day. Then off to Happy Hour!

Location: Room 220

5:45 p.m.-7:00 p.m.

Happy Hour

At the end of a jam-packed day of networking and education, come together with other attendees at the happy hour before heading out to dinner. Includes drinks, snacks, and live entertainment by musical artist Tenille Arts (presented by WME).

Presented by the National Independent Concessionaires Association (NICA)

Location: Stars at Night Ballroom , 2&3

6:45 p.m.-7:45 p.m.

CFE and CVFM Reception and Toast

Open to all individuals with the CFE or CVFM certification. The IAFE wants to reward you for your hard work!

Sponsored by Populous

Location: Room 220

Wednesday, December 4:

7:00 a.m.-8:30 a.m.

Past IAFE Board Chairs Breakfast

Open to those who have previously served as the IAFE Board of Directors Chair.

Location: Room 303A

8:00 a.m.-4:00 p.m.

Registration

Sponsored by ShoWorks

Location: Convention Center, Main Entrance, Street Level

8:00 a.m.

Doors Open for General Session

Location: Lila Cockrell Theatre

8:30 a.m.-10:00 a.m.

Wednesday General Session

Join us in Wednesday morning's general session for the presentation of the Etix, Williams, Cow Palace, Fair Publishing House, and Friends of the Foundation Scholarships for the Institute of Fair Management (IFM), presentation of graduates of the Institute of Fair Management (IFM), and Certified Volunteer Fair Manager (CVFM) presentation. The business session is also held during this general session. Last, but not least, hear from our inspiring keynote speaker Dave Davlin (sponsored by Outdoor Amusement Business Association (OABA))!

Location: Lila Cockrell Theatre

10:00 a.m.-1:30 p.m.

IAFE Trade Show

Walk through the aisles of nearly 300 exhibitors waiting to serve you and your fair. Find a partner in all things fair, including insurance, entertainment, website/ticketing, and more! *Location: Exhibit Hall 1*

10:30 a.m.-11:30 a.m.

New IAFE Board of Directors Orientation

Open to those elected to the 2020 IAFE Board of Directors.

Location: Room 223

10:30 a.m.-12:15 p.m.

Beyond the Booth Showcases

Location: Showcase Areas 1&2 - Exhibit Hall 1

The Kardenni Experience

10:30 a.m.-10:45 a.m. (Showcase Area 1)

Presented by Kardenni Entertainment

Dale Jones

10:45 a.m.-11:00 a.m. (Showcase Area 2)

Presented by Dale Jones Entertainment

Sundrops

11:15 a.m.-11:30 a.m. (Showcase Area 1)

Presented by Liz Gregory Talent & Productions

Optimiztiq

11:30 a.m.-11:45 a.m. (Showcase Area 2)

Presented by That's Entertainment International

Mad Chad the Chainsaw Juggler

12:00 p.m.-12:15 p.m. (Showcase Area 1)

Presented by Star Attractions

11:15 a.m.-11:45 p.m.

Institute of Fair Management (IFM) Overview

Find the answers to your questions about the Institute of Fair Management and the IFM Graduate Certification Program. Come to this no-pressure overview session to learn more about the application process.

Presented by Lori Hart, CFE (IAFE Director of Education & Member Services)

Location: Room 225 D

11:30 a.m.-12:30 p.m.

Mid-West Fairs Association Meeting - members only

Location: Room 302 B&C

11:30 a.m.-1:00 p.m.

Lunch in the Trade Show

Lunch options available for those who purchased a lunch ticket. Lunch tickets are only available prior to convention and will not be available for purchase on-site.

Sponsored by Powers Great American Midways

Location: Exhibit Hall 1

11:45 a.m.-12:15 p.m.

Certified in Volunteer Fair Management (CVFM) Overview

Interested in the CVFM program? Think you may be interested? Come to this no-pressure overview session to learn more about the application process.

Location: Room 225 D

12:15 p.m.-12:45 p.m.

Certified Fair Executive (CFE) Overview

Interested in the CFE program? Think you may be interested? Come to this no-pressure overview session to learn more about the application process.

Location: Room 225 D

1:30 p.m.-4:30 p.m.

Ed Shed

Visit the Ed Shed for many educational opportunities, including the Champions Circle and Power Talk Theater, and view entries from the 2019 IAFE contests. Be sure to pick up your USB drive (provided by the North Carolina State Fair), featuring award-winning entries, and take part in the many interactive components.

Location: Stars at Night Ballroom 1

1:30 p.m.-4:30 p.m.

SeaWorld Education Session

**Registration for the tour is \$100 and is limited to the first 100 registrants. You must already be registered for Convention if you wish to register for the tour.

Take a behind-the-scenes peek at the Guest Experience Tour for SeaWorld! Includes bus transportation, refreshments at the park, and a visit from the Animal Ambassador Team. Buses depart from the Convention Center lobby at 1:30 PM, following the close of the Trade Show. Space is limited.

2:00 p.m.-2:15 p.m.

Power Talk: Ambassador Program

Come learn about the Clay County Fair's Ambassador Program: Using teen voices to harness the power of social media for education about agriculture and "fair life"!

Presented by Andrea Wiesenmeyer (Clay County Fair, IA)

Location: Ed Shed, Stars and Night Ballroom, Magic Money Power Talk Theater

2:00 p.m.- 2:45 p.m.

Foundations Networking Session

Come join this moderated session with other attendees interested in creating fundraising foundations for their fair. Kicked off with a networking activity, you are sure to walk away with new ideas and a network of peers.

Moderated by Mary Chung (Minnesota State Fair Foundation) and Alexcia Jordan (North Idaho State Fair)

Location: Room 220

2:00 p.m.-2:45 p.m.

Workshops -topics coming soon!

Critical Conversation: Champions of Change - Livestock Exhibitor Experience

Moderated by Jeff Thayne (San Antonio Stock Show & Rodeo, TX)

Panelists to include Dave Allan (Bar A Cattle)

Location: Room 301 B&C - Critical Conversations Room

Instagram and Your Fair - Advanced

Presented by Sarah Platanitis (Eastern States Exposition, MA) and Steve Richo (Noise New Media)

Location: Saffire Tech Pavilion, Room 302A

Legend-Led: Volunteers - Our Greatest Asset

Soak up knowledge from industry Legends and have a chance to ask them questions. This discussion-based session is a great opportunity to meet those established individuals you've been watching throughout the years.

Moderated by Dustin Coufal (Heart O' Texas Fair & Rodeo) and Scott Kozelka (Steele County Free Fair, MN)

Location: Room 303 B

Social Media – Insider Hacks and Tips – Intermediate

Covering the best practices, insider hacks, successes, failures, specific examples, tools, and more, this talk on targeting your audience through social media digs deep on specific platforms such as Facebook, Instagram, Twitter, LinkedIn, and more. More than trying to simply reach your audience, learn how increasing engagement and targeting specific messages has turned into increased sales and followers.

Presented by Danielle Dullinger (Minnesota State Fair)

Location: Room 221 A

A Fresh Look at the Carnival & Fair Layout – Is It Time to Blur the Line?

Presented by Greg Chiecko, CFE (OABA – Outdoor Amusement Business Association)

Location: Room 221 D

Putting Your Data to Work – Using Audience Insights and Analytics to Grow Attendance and Sponsorship

It's fair time – do you know who your visitors are? For years, the idea of using insights and analytics has seemed out of reach or flat-out unnecessary to running your fair. This session will demystify audience insights and analytics and arm you with the knowledge and tools needed to wow potential sponsors and turn first-time attendees into life-long fans through contesting, interest-based audience curation, and digital and on-site data capture.

Presented by Katie Mullins (Rockhouse Partners/Etix)

Location: The Etix Hub for Ticketing/Marketing/Sponsorship – Room 225 D

United States Department of Homeland Security Workshop

Location: Room 225 B & C

Legal Topics for Fairs – Intermediate

Does a medical marijuana business have a 1st Amendment right to be at your fair? Can an animal rights activist or a preacher of the gospel stand on a soap box on your midway and address your crowd? Learn how when it comes to controlling speech and the presentation of content at your fair, the 1st Amendment is actually your friend! This session will cause you to look at your own fair from a different perspective and re-think your programming. You will understand why carefully drafted rules, consistently applied, can put you on the winning side of a freedom-of-speech case.

Presented by Jim Tucker (IAFE)

Location: Room 301 A

2:00 p.m.-3:30 p.m.

**The Art of Networking - Making Impactful Connections -
Introductory**

Make some last and lasting connections at Convention and beyond! Join the Young Professionals Initiative and former YPI Chair Jen Puente for an instructional and experiential session on networking within and outside the Fairs and Expos industry. All are welcome as we enjoy tips and opportunities to go beyond fear, mix and mingle, talk about our organizations, make personal and professional connections, and continue to cultivate relationships. Expect to be taken out of your comfort zone in a fun and interactive way! (And don't forget to bring your business cards!)

Presented by Jen Puente, CFE (Wisconsin State Fair)

Sponsored by the Young Professionals Initiative

Location: Room 221 B&C

2:00 p.m.-4:00p.m.

**Behind the Scene Tours of the Convention Center Maintenance &
HVAC**

****Registration is limited to the first 20 registrants. You must already be registered for Convention if you wish to register for the tour.** Take a complimentary behind-the-scenes peek at the Maintenance and HVAC departments for the Henry B. Gonzalez Convention Center!

Location: Room 302 B & C

2:00 p.m.-4:00p.m.

**Behind the Scene Tours of the Convention Center Staffing and
Security**

****Registration is limited to the first 20 registrants. You must already be registered for Convention if you wish to register for the tour.** Take a complimentary behind-the-scenes peek at Staffing and Security for the Henry B. Gonzalez Convention Center!

Location: Room 302 B & C

2:25 p.m.-2:40p.m.

Power Talk: Facebook – Farm to Fair

Do your fairgoers know what it takes to get livestock from the farm to the fair? This short session will help you to educate them!

Presented by Amanda Weber (Sac County Fair, IA)

Location: Ed Shed – Stars at Night Ballroom – Magic Money Power Talk Theater

2:50 p.m.- 3:05 p.m.

Power Talk: Weekend Admission Policies

Presented by Stacy Rianda (Big Fresno Fair, CA)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theater

3:15 p.m.-4:00 p.m.

Workshops – more topics coming soon!

Critical Conversation: Where Will Our Labor Come From?

- Advanced

Continuing the conversation from Part 1 at the 2019 Management Conference, this Part 2 labor workshop focuses on finding innovative solutions to labor shortages, expense, and sustainability. This is a group chat with open dialogue.

Moderated by Lori Cox, CFE (Nebraska State Fair) and Ray Allison (Indiana State Fair)

Location: Room 301 B&C – Critical Conversations Room

Marketing in the Digital World - Advanced

In the digital arena, there are a plethora of tactics available for almost any challenge that can deliver upon various objectives. Effectively planning in the digital landscape goes beyond the traditional display advertising and keyword search. Learn about unique approaches that can effectively reach a very customized and targeted audience such as programmatic buying, device ID targeting, retargeting, and how to use analytics to benefit your organization. Additionally, learn about trends that are occurring in paid social media marketing.

At the end of the seminar, attendees will be able to:

- Identify new opportunities to better target in the digital landscape
- Have a general understanding of the difference between programmatic and traditional digital buying
- Know the purpose and benefit of retargeting
- Follow social media trends

- Implement effective analytics reporting

Presented by Kim Gresham and Soeurette Shook-Kelly (Anderson Marketing)

Location: The Etix Hub for Ticketing/Marketing/Sponsorship – Room 225 D

United States Department of Homeland Security Workshop

Location: Room 225 B & C

Ag in 2019/2029/2039/2049 – Intermediate

Most of our fairs have deep roots in agriculture, but how will they carry that into the future? This workshop will challenge the thoughts of our fairs and fairgoers about where we will be in the next 10 to 30 years. We will look at programs such as “Farm to Fork” and new initiatives that tell the complete story of agriculture in the 21st century. We will also discuss external forces that could change the way we currently promote agriculture.

Presented by Mark Goodrich (Minnesota State Fair) and Brett Warder (Calgary Stampede, AB)

Location: Room 221 D

Competitive Exhibits – Keeping it Fresh – Intermediate

Need ideas on how to keep your traditional competitive exhibits fresh and ever-changing? Check out this workshop to hear about new and current competitive exhibit ideas and suggestions; discover where to get ideas and how to set up a new competitive exhibits division, from rules to ribbons; and learn how to add quick and fun “on-the-spot” contests to your competitive exhibit buildings.

Presented by Paula Smith (Erie County Fair, NY) and Stuart Sanders (State Fair of Virginia)

Location 301 A

What Makes Fairs Affordable – Intermediate

Rising utility costs, rising operating costs, rising food prices, rising gate prices, rising parking prices, rising ride prices, rising rents, rising deposits, rising labor costs, rising government fees, rising security fees, rising technology costs, etc. What do they all have in common? Collectively, they put Fair Guest Affordability at risk. Come hear some ideas and be ready to brainstorm some solutions for a shared and real challenge.

Moderated by Rey O'Day (NICA – National Independent Concessionaires Association)

Location: Room 221 A

3:15 p.m.-3:30 p.m.

Power Talk: The Case for Camping

In this presentation, Vernon Goodwin of the Wally Byam Airstream Club will present information regarding opportunities to increase "non-fair usage" by hosting rallies and similar events and by tapping into the RV industry "clubs" network. Attendees will also learn what these potential customers want from fairs. A list of resources will be available for attendees.

Presented by Vernon Goodwin (Airstream RV Association)

Location: Ed Shed, Stars at Night Ballroom, Magic Money Power Talk Theater

3:15 p.m.-4:00 p.m.

Ticketing Networking Session

Come join this moderated session with other attendees interested in the various ticketing options available for fairs. Kicked off with a networking activity, you are sure to walk away with new ideas and a network of peers.

Moderated by Angel Moore (Alameda County Fair, CA) and Gail Anderson (Minnesota State Fair)

Location: Room 220

4:10 p.m.-4:30 p.m.

First-Timer Team Meetings

If you are a first-time attendee and participated in the First Friends reception on Sunday, take this opportunity to meet with your team leader to debrief about your day. Then off to the Awards Reception!

4:30 p.m.

Doors Open for the Awards Reception

4:45 p.m.-5:15 p.m.

Fair-A-Thon Solutions Presentation

Our Change Agents have been working on a solution to your biggest challenge. Come hear from these industry experts about their findings.

Sponsored by ShoWorks

Location: Lila Cockrell Theatre

5:15 p.m.-7:00 p.m.

Champions Awards and Reception

Join us in recognizing the Innovation in Sponsorship (sponsored by Etix), Non-Fair Facility Usage Awards (sponsored by Ungerboeck Software International) and Hall of Honor Communication (sponsored by K&K Insurance) award champions, the OABA Circle of Excellence recipients, and champions of the Coca-Cola Company Membership contests. Following the awards, celebrate the award

winners and the 2019 Institute of Fair Management (IFM) graduates, alumni, and enrollees – our true Champions of Change!
Location: Lila Cockrell Theatre

Thursday, December 5:

8:30 a.m.–2:00 p.m.

Consumer Protection Program (CPP) E. coli Workshop - Additional Fees Required

Contamination from E. coli and other enteric pathogens continues to pose a tremendous risk to all fairs when fair guests interact with animals in livestock barns, petting zoos, birthing centers, etc. In this workshop, you'll learn more about the pathogen, discover operational and management options any size fair can implement, and meet one-on-one with workshop facilitators to review programs you have in place at your facility. Each attendee will:

- Receive and take home a 3-ring binder which includes workshop information and includes templates for record keeping and signage.
- Participate in a sample exercise to identify contact zones and types of corrective actions to be deployed
- Learn about a variety of operation tactics to consider for corrective actions appropriate for their own particular situation
- Meet one-on-one with Dr. Stephen Neel or Joe Yedlik, CVFM to review the particulars of their site – what is currently being done to protect guests and what tactics to consider implementing
- Receive a certificate of completion

**Through November 2nd, registration for CPP is \$150 for your fair's first attendee and \$135 (with binder) or \$119 (no binder) for each additional attendee; after November 2nd on-site pricing is \$175 for your fair's first attendee and \$160 (with binder) or \$144 (no binder) for each additional attendee.

Presented by Dr. Stephen Neel (Technical Solutions International) and Joe Yedlik, CVFM (Great Jones County Fair, IA)

Institute of Fair Management Course *#111

*Additional Fee Required

Sponsored by Haas & Wilkerson Insurance

Location: Room 221 A

9:00 a.m.–11:00 a.m.

IAFE Board of Directors Meeting & Breakfast

Location: Room 221 D

Institute of Fair Management Course* = Unless otherwise stated, all IFM courses are open to all attendees, whether enrolled in the Institute or not. These courses are great educational opportunities you will want to take advantage of!



2019 IAFE Convention

Showmen's League of America (SLA) Events

San Antonio, TX

December 1-4, 2019

Henry B. Gonzalez Convention Center

Located in the Grand Hyatt, next door to the Convention Center

Monday, December 2:

11:00 a.m.-4:00 p.m. **SLA Exhibitor's Lounge**
SLA Badge Required
Location: Grand Hyatt

4:15 p.m. **SLA Annual Meeting**
Location: Grand Hyatt

Tuesday, December 3:

9:00 a.m.-10:00 p.m. **SLA Memorial Service**
Location: Grand Hyatt

10:00 a.m.-11:00 p.m. **SLA Board Meeting**
Location: Grand Hyatt

11:00 a.m.-4:00 p.m. **SLA Exhibitor's Lounge**
Location: Grand Hyatt

6:30 p.m.-11:30 p.m. **SLA Cocktails & Banquet**
Location: Grand Hyatt

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR FAIRGROUNDS
MANAGER AND FAIR BOARD
MEMBERS

RESOLUTION NO.

WHEREAS, Fairgrounds Manager Bill Ogg has requested out of state travel for himself and Walla Walla Fair and Frontier Days Board of Directors Charlie Barron, Kevin Smith, Stan Bly, Travis Locke, Sandi Rowe, Darren Goble and Shane Laib to attend the Professional Rodeo Cowboys Association (PRCA) Convention and Trade Show held in Las Vegas, Nevada, December 2 through 8, 2019; and

WHEREAS, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration;

WHEREAS, Mr. Ogg has advised that no County funds will be used for associated travel costs; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above is approved.

BE IT FURTHER RESOLVED that additional time to travel to or from said event, if needed, is also approved.

*Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

WALLA WALLA COUNTY
Employee Travel Authorization

RECEIVED

OCT 30 2019

Date of Request 10-30-19WALLA WALLA COUNTY
COMMISSIONERS

Employee Attending: Bill Ogg, Fairgrounds Dept Mgr Charlie Barron, Kevin Smith, Stan Bly, Travis Locke, Sandi Rowe, Darren Goble, Shane Laib; WWFFD Board Members	Estimate of Cost (Includes all costs even prepaid)	
	Transportation	
	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$
	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$
Meeting/Training: Start time/date: <u>12-2-19</u> End time/date: <u>12-8-19</u>	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Location: City: <u>Las Vegas</u> State: <u>NV</u>	Lodging	
Title of Meeting/Training: <u>PRCA Annual Convention</u> (Attach agenda/training brochure)	_____ night(s) @ \$ _____	\$
Departure Date: <u>Various</u> Time: _____	Meals	
Return Date: <u>Various</u> Time: _____	Breakfast(s) _____ @ \$ _____	\$
	Lunch(s) _____ @ \$ _____	\$
	Dinner(s) _____ @ \$ _____	\$
Place of Lodging: <u>Various</u>	Registration/Tuition	
	Cancel Date: _____	\$
Phone Number: _____	Total Expenses	
		\$ -0-

 Credit Card Use: ☐ Yes ☒ No Date Needed: _____

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.

Signature of Employee

 Date: 10-30-19

 Recommended: ☐ Yes ☐ No

Supervisor Signature

Date : _____

 Out-of-State Travel: ☐ Yes ☐ No
 (Attach Resolution)

 Approved: ☐ Yes ☐ No

Elected Official/Department Head

Date: _____

MONDAY, DECEMBER 2

12:00 - 4:00 p.m. Early Registration & Trade Show Set-Up
 4:00 - 5:00 p.m. Contract Personnel Reception
 6:00 p.m. 12th Annual Gold Buckle Gala

TUESDAY, DECEMBER 3

7:00 a.m. - 4:00 p.m. Registration Desk Open
 7:30 a.m. - 8:15 a.m. PRCA Strategic Vision Overview
 8:15 a.m. - 9:00 a.m. 2nd Morning Group Presentation
 9:15 a.m. - 10:15 a.m. Breakout Sessions
 10:15 a.m. - 12:15 p.m. Announcer Meeting
 10:15 a.m. - 12:15 p.m. Stock Contractor Meeting
 10:30 a.m. - 12:30 p.m. Clown-Barrelman & Bullfighter Meeting
 10:30 a.m. - 11:15 a.m. Final Tuesday Presentation
 12:30 p.m. - 4:30 p.m. Trade Show & JCCF Silent Auction
 12:30 p.m. - 3:00 p.m. Rodeo Committee Exec. Council Meetings
 6:00 p.m. - 9:00 p.m. 2019 Wrangler NFR Welcome Reception

WEDNESDAY, DECEMBER 4

7:00 a.m. - 4:00 p.m. Registration Desk Open
 7:30 a.m. - 8:15 a.m. 1st Morning Group Presentation
 8:15 a.m. - 9:00 a.m. 2nd Morning Group Presentation
 9:15 a.m. - 10:15 a.m. Breakout Sessions
 10:15 a.m. - 12:15 p.m. Music Director Meeting
 10:15 a.m. - 12:15 p.m. Specialty Act Meeting
 10:30 a.m. - 12:15 p.m. Secretary & Timer Meeting
 10:30 a.m. - 11:15 a.m. Final convention presentation
 12:30 p.m. - 4:30 p.m. Trade Show & JCCF Silent Auction
 1:00 p.m. - 2:00 p.m. Pickup Man Meeting
 3:00 p.m. JCCF Silent Auction Ends
 6:30 p.m. PRCA Awards Banquet

THURSDAY, DECEMBER 5

8:00 a.m. - 12:00 p.m. Registration Desk Open
 9:00 a.m. - 12:00 p.m. Contract Personnel Trade Show
 12:00 p.m. PRCA Permit Challenge Rodeo
 6:45 p.m. Wrangler NFR Performance

Visit www.PRCAconvention.com for a full schedule and registration information.

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09/16/2019

US POSTAGE

FIRST-CLASS MAIL

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Bill Ogg 00540
 Walla Walla Frontier Days
 PO Box 6
 Walla Walla WA

99362

SEP 20 2019



BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING OUT OF STATE
TRAVEL FOR FAIR BOARD
AND FAIR COURT MEMBERS
AND OTHERS FOR 2020

RESOLUTION NO.

WHEREAS, there is a need to approve out of state travel for county employees and volunteers associated with county-sanctioned events; and

WHEREAS, annually the Walla Walla Fair and Frontier Days Royalty (fair court) and parade marshal(s), accompanied by advisors and various members of the Walla Walla and Frontier Days Board of Directors and persons utilized to carry flags, travel within and outside the state of Washington and surrounding states, to include California, Nevada and Wyoming, to promote the annual Walla Walla Fair and Frontier Days event by participating in community parades and other functions; and

WHEREAS, Walla Walla Fair and Frontier Days Royalty Advisor Cindy Granger and Royalty Director Charlie Barron, via Fairgrounds Manager Bill Ogg, have requested approval for out of state travel as outlined above to the events listed on the attached memo dated October 23, 2019 and which is by this reference made a part hereof; and

WHEREAS, in advance of travel to other related events/commitments not currently listed or known at the time of the original request, the fairgrounds manager or designee will provide information on the additional dates of travel and location as backup information for auditing and insurance purposes; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above and under the conditions outlined above is and shall be approved.

BE IT FURTHER RESOLVED that additional time to travel to or from said events, if needed, is also approved.

Passed this 4th day of **November, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

MEMO

DATE: October 23, 2019
TO: WALLA WALLA COUNTY COMMISSIONERS
FROM: WALLA WALLA FRONTIER DAYS ROYALTY ADVISOR, CINDY GRANGER
WALLA WALLA FRONTIER DAYS ROYALTY DIRECTOR, CHARLIE BARRON
RE: ROYALTY 2019-2020 - OUT OF STATE TRAVEL / PARADES

We are requesting approval for out of state travel to allow the Frontier Days Royalty, Directors, Parade Marshals, Advisors and Flag carriers to attend the following community parades representing and promoting the Walla Walla Fair & Frontier Days.

Out of state travel

Oregon:

Milton-Freewater: December 6, 2019

Milton-Freewater: January 18

Adams: April 18

Milton-Freewater: May 2

Union – June 5, 6, or 7

Weston: June 6

St. Paul: July 2 thru 4

Athena: July 11

Elgin: July 11

Joseph: July 23 thru 26

Hermiston: August 8

Milton-Freewater: sometime in June/ July/August to Pioneer Posse

Pendleton: September 17 & 18

Idaho:

Lewiston Coronation: March 21

Lewiston: September 12

Nevada:

Reno: June 18 thru June 22

Wyoming: *** We are not sure which one yet.

Cheyenne: July 16 thru 20

California: ***

Salinas July 15 thru 20

Mackenzie Widner and Tracy Barron are also advisers
2020 Royalty Queen Makenzie Zessin, Princess Alexis Davis, Princess Ashleigh Hubbard

11:00

COUNTY COMMISSIONERS

a) Public Hearing (continued from October 28, 2019):

1) To consider formation of two
irrigation districts near Walkley
Road

b) Discussion and possible direction
to staff re above

c) Miscellaneous or unfinished business
to come before the Board

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.