

RESOLUTION NO. 11-87

A RESOLUTION RELATING TO THE MASON COUNTY CONVENTION CENTER AND ADVISORY BOARDS AND SUPERSEDING RESOLUTION NO. 73-83.

WHEREAS, the Mason County Commissioners on February 16, 1976, passed Ordinance No. 580, an ordinance establishing a Special Lodging Tax; the monies to be used for expenses and construction of the Mason County Convention Center,

WHEREAS, portions of Mason County Fairgrounds, leased property from the Port of Shelton, was established as the Mason County Convention Center,

WHEREAS, it is necessary to clarify the management and administrative duties relating to the Mason County Convention Center and Mason County Fair,

WHEREAS, it is advisable to establish an advisory board to get public input into the planning and facility use of the Convention Center grounds and buildings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mason County Commissioners that Resolution No. 73-83 is completely superseded by the following:

A. Convention Center and Fair to Be Administered by the General Services Director.

1. The Mason County Convention Center and Mason County Fair are placed under administration of the Director of General Services Department who shall be responsible to the Board of County Commissioners.
2. The General Services Director shall be responsible for the overall administration related to the Mason County Convention Center grounds and buildings and the Mason County Fair, including direct supervision of Convention Center Manager/Fair Coordinator.
3. The General Services Director shall be responsible for the administration of the Convention Center budget and the Mason County Fair budget as adopted by the Board of County Commissioners and may expend such budgets in accordance with the laws of the State of Washington and Rules and Regulations of the State Auditor's Office and the Mason County Codes, Ordinances and Resolutions.
4. The General Services Director shall present any contacts for approval of the Board of County Commissioners as are necessary for or incidental to the operation of the Convention Center and/or Fair, within the limits prescribed by law.

B. Convention Center Manager/Fair Coordinator

1. There is created the position of Mason County Convention Center Manager/Fair Coordinator who shall report directly to the General Services Director and be compensated therefore such amount as shall be determined by the Board of Mason County Commissioners appropriated in the adopted annual budget.
2. The Convention Center Manger/Fair Coordinator shall manage the daily operation and maintenance of the Mason County Convention Center grounds and buildings, develop and coordinate a year round plan for promotion, rental and lease of the facilities, and assist the Convention Center Advisory Board in long range planning efforts.
3. The Convention Center Manager/Fair Coordinator shall assist the various Fair constituencies including the Fair Advisory Board to ensure quality exhibits and programs, to encourage and coordinate citizen participation and volunteerism in both the preparation and operation of the fair event. Prepare past fair evaluation complete

annual fair report for the state, and assist the Fair Advisory Board in long range program planning.

4. The Convention Center Manager/Fair Coordinator shall act as staff support and will prepare agendas for the Convention Center Planning & Facility Advisory Board and the Fair Advisor Board.

5. The Convention Center Manager/Fair Coordinator shall be accountable for all financial transactions of the Convention Center Department and the Mason County Fair Department; the coordination of the building and grounds maintenance; supervision of the maintenance staff, rental and lease contracts and scheduling of the buildings and grounds rentals; communications, information and promotion of the facilities to the public.

6. The Convention Center Manager/Fair Coordinator shall keep a full and complete inventory of all tools, machinery, equipment and appliances belonging to the County Convention Center and Mason County Fair and shall annually provide the Board of County Commissioners with a copy of such inventor in accordance with RCW 36.32.210 and Resolution No. 26-86 Fixed Assets.

C. Convention Center Planning and Facility Advisor Board

1. There is established in Mason County an organization known as the Mason County Convention Center Planning and Facility Advisor Board.

2. The purpose of this advisory committee is to create a public forum and provide input and advice to the Mason County General Services Department and the Mason County Commissioners on the Mason County Convention Center. This committee shall terminate upon Resolution by the Board of Mason County Commissioners.

3. This Committee shall consist of seven (7) members, and shall be appointed by the Board of Mason County Commissioners.

One (1) from OysterFest

One (1) from Mason County Fair Advisory Board

One (1) from Shelton-Mason County Chamber of Commerce

One (1) from North Mason County Chamber of Commerce

One (1) from Port of SHelton

One (1) from Economic Development Council

One (1) from WSU Cooperative Extension (Ex-Officio)

4. The initial committee shall consist of three (3) members appointed for one (1) year terms and four (4) members appointed for two (2) year terms. Thereafter, all members shall be appointed or reappointed for two (2) year terms.

5. Any group represented on the Convention Center Planning and Facility Advisory Board must be actively organized to be eligible for appointment on the Convention Center Planning and Facility Advisor Board. The above named groups shall select their representative and submit in writing the name of the proposed representative to the Board of Mason County Commissioners for consideration of appointment.

6. The committee may adopt rules necessary to the conduct of its affairs. Not less than one regular meeting shall be held in each month of each year, provided that if there are no matters for the committee to consider a meeting may be cancelled. All meetings shall be open to the public. The committee shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its actions, all of which shall be a public record and be filed in the office of General Services.

7. At the first meeting of each calendar year, the committee shall choose a chairman, vice-chairman, and secretary. The chairman shall preside over all meetings and shall designate where and when the regular monthly meetings are to be held. The chairman may call

special meetings upon five days notice to all members. Notice may be waived by either written waiver or by presence at said meeting. The vice-chairman shall assume the duties of the chairman during his/her absence. The secretary shall keep all the records of the committee and shall keep minutes of all meetings. The secretary shall also handle all correspondence and shall submit any required documents to the General Services Department.

8. If any member of the committee is absent for four consecutive meetings without being excused by the committee, the Chairman of the committee shall request that the Board of County Commissioners ask for his/her resignation and appoint a new member.

9. The duties of the Committee are to offer advice and opinion to the General Services Department through the Convention Center Manager/Fair Coordinator and Mason County Commissioners regarding the development and use of the Mason County Convention Center, including planning, promotion, operation, and long range goals of the grounds and buildings. Opinions of this committee shall be advisory only and all final decisions regarding the Convention Center shall be made by the Mason County Department of General Services and/or the Board of Mason County Commissioners.

D. Fair Advisory Board

1. There is established in Mason County an organization known as the Mason County Fair Advisory Board. The purpose of this advisory committee is to create a public forum and provide input and advice to the General Services Department through the Convention Center Manager/Fair Coordinator and Mason County Commissioners on the annual Mason County Fair event. This committee shall terminate upon Resolution by the Board of Mason County Commissioners.

2. This committee shall consist of seventeen (17) members, and shall be appointed by the Mason County Board of Commissioners.

Three (3) from the 4-H Leaders' Council
Three (3) from the Mason County Pomona Grange
One (1) from the Dirt Dobbers Garden Club
One (1) from the Shelton Garden Club
One (1) from the Shelton-Mason County Chamber of Commerce
One (1) from the Mason County Horse Clubs
One (1) from the Shelton Art Club
One (1) from the IWA Local 38
One (1) from the Kiwanis
Two (2) from the Douglas Fir Christmas Tree Association
One (1) from the Mason County Historical Society
One (1) from the Mason County Shellfish Growers
One (1) from WSU Cooperative Extension Service (Ex-Officio)

3. Any group represented on the Fair Advisor Board must be actively organized to be eligible for appointment on the Fair Advisor Board. The above named groups shall select their representative and submit in writing the name of the proposed representative to the Board of Mason County Commissioners for consideration of appointment.

4. The terms for all member of the Mason County Fair Advisory Board shall begin the first day of January. Six members will be appointed for one (1) year, six members will be appointed for two (2) years, and five members will be appointed for three (3) years. Thereafter all members shall be appointed for three (3) year terms.

5. The committee may adopt rules necessary to the conduct of its affairs. Not less than one regular meeting shall be held in each month of each year, provided that if there are no matters for the committee to consider a meeting may be cancelled. All meetings shall be open to the public. The committee shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its actions, all of which shall be a public record and filed in the office of the General Services Department.

12

6. At the first meeting of each calendar year, the committee shall choose a chairman, vice-chairman, and secretary. The chairman shall preside over all meetings and shall designate where and when the regular monthly meetings are to be held. The chairman may call special meetings upon five days notice to all members. Notice may be waived by either written waiver or by presence at said meeting. The vice-chairman shall assume the duties of the chairman during his/her absence. The secretary shall keep all the records of the committee and shall keep minutes of all meetings. The secretary shall also handle all correspondence and shall submit any required documents to the General Services Department.

7. If any member of the committee is absent for four consecutive meetings without being excused by the committee, the Chairman of the committee shall request that the Board of County Commissioners ask for his/her resignation and appoint a new member.

8. The duties of the committee are to offer advice and opinion to the Department of General Services and through the Convention Center Manager/Fair Coordinator and Mason County Commissioners regarding the coordination and promotion of the annual Mason County Fair event. Opinions of this committee shall be advisory only and all final decisions regarding the fair shall be made by the Mason County Department of General Services and/or the Board of Mason County Commissioners.

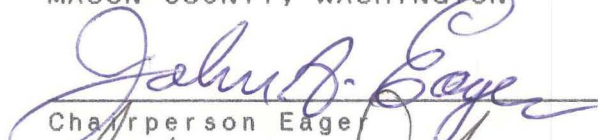
E. Revenue and Expenditures

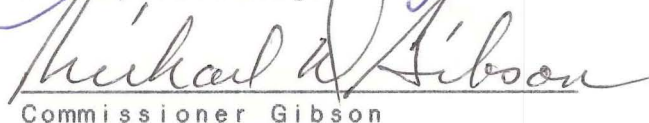
1. All receipts in connection with the operation of said Convention Center and Fair shall belong to the County, and shall be promptly and properly deposited with the Mason County Treasurer, who shall credit such receipts to the Mason County Convention Center or Mason County Fair special revenue fund as applicable. The Convention Center Fund and the Mason County Fair Fund shall carry over from year to year and any monies remaining therein at the end of any year shall not revert to any other fund.

2. All expenditures made from the Mason County Convention Center Fund and/or the Fair Fund shall be upon proper vouchers, invoices, or receipts and signed by the General Services Department. All expenditures shall be limited to the total amount of the annual appropriation as adopted by resolution of the Board of Mason County Commissioners.

ADOPTED this 3rd day of February, 1987.

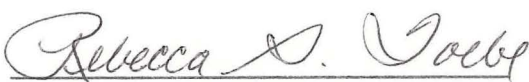
BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


Chairperson Eager


Commissioner Gibson


Commissioner McGee

ATTEST:


Clerk of the Board

xc: File
Convention Center
General Services
Accounting Dept (2)
Treasurer