



Clallam County Fairgrounds Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

April 17, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, April 23, 2025 at 6:00 p.m.** at the **Clallam County Courthouse, 223 E. Fourth Street, Room 160**, in the **Board of Commissioners Board Room**. ***This meeting will be recorded on Zoom.***

*****Attention*****

Fair Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use Meeting ID: **881 0699 0452** and passcode: **12345** and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/88106990452> and use Meeting ID: **881 0699 0452** and passcode: **12345**.

This meeting can be viewed on a live stream at this link: [Live & Archived Meetings Online | Clallam County, WA \(clallamcountywa.gov\)](#)

Public comment can be directed to Clallam County Parks, Fair & Facilities at 360.417.2291 or via email at web_fairgrounds@clallamcountywa.gov

***Documents distributed during the meeting will be incorporated into subsequent minutes.**

AGENDA

- A. Call to Order, Pledge of Allegiance, Land Acknowledgement
- B. Determination of Quorum
- C. Request for Modification/Approval of Minutes
- D. Public Comment on Agenda Items – *Please limit comments to 3 minutes*
- E. Committee Reports
 - 1. Pacific Northwest Junior Livestock Auction
 - 2. 4-H / WSU Extension
 - 3. Rodeo – Olympic Peninsula Rodeo Association (“OPRA”)
 - i. Arena Lighting and Surrounding Arena Area Lighting
 - ii. County Staff Contracting Procedure Update
- F. Special Committee Reports
 - 1. Superintendents’ Handbook
 - 2. Fairgrounds Master Plan
 - 3. Fair Budget
 - 4. Fair Ribbons and Trophies
 - 5. Bylaws Committee- County Staff update Status of Legal Action Request Submittal

- G. Unfinished Business
- H. New Business
 - 1. TBD County Staff Fair Manager Status Update & Recruiting timelines and procedure
 - 2. TBD County Staff Update on Fair Board vacancy status with priority given for west-end & tribal appointment
 - 2. Proposed 2026 Fair Fee Schedule Preliminary presentation. Final Board Recommendation May board meeting
 - 3. Fair
- I. Staff Reports
 - 1. Director's Report
- J. Other Items
 - 1. Royalty
 - 2. Fair Board Committees – Sign Up
 - 3. Volunteer Applications; “Returning” Volunteers Application
- K. Public Comment on Non-Agenda Items – *Please limit comments to 3 minutes*
- L. Adjournment

INSTRUCTIONS FOR SPEAKING AT A FAIR BOARD MEETING

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda.
- The Chair may limit the comment period to three minutes for each speaker subject to Board concurrence.
- General comments, applause, or booing from audience members are inappropriate and may result in removal.

These guidelines are intended to promote an orderly system for conducting Board Meetings so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.