



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362

August 20, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **on Wednesday, August 27, 2025, at 6:00 p.m.** at the Clallam County Courthouse, 223 E. Fourth Street, Room 160, in the Board of Commissioners Board Room.

*****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 Webinar ID: **881 0699 0452** and passcode: **12345**

If you would like to participate in the meeting via Zoom video conference, visit www.zoom.com and use Webinar ID: **881 0699 0452** and passcode: **12345**.

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment can be directed to the Parks, Fair & Facilities Administrative Operations Coordinator at 360-565-2659 or via email at Melissa.Earley@clallamcountywa.gov.

REGULAR MEETING 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. Junior Livestock Auction
 - 2. 4-H/WSU Extension
 - a. Barn Superintendent Facilities Request submittals due 8.27.2025.
 - i. Facilities Request Report September Fair Advisory Board meeting.
 - b. FAB Barn Superintendent, judges, and barn volunteer staffing 2025 recap, and anticipated 2026 needs—submittal to M. Greer due 8.27.2025.

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- i. Fair Advisory Board Barn Superintendent, judges, and barn volunteer staffing recap report September Fair Advisory Board meeting
 - c. Continuing biohazard requirements and plans.
 - i. Disinfectants- “Rescue”
 - d. Service Animal ADA Compliance Strategies
 - i. Signage added to barn interpretive displays and signage.
 - ii. Wandering ADA public liaison volunteers & commissioned law enforcement presence? **Wandering ADA public liaison is a great Fair Advisory Board Role for someone not also serving as a superintendent.*
- 3. Rodeo – Olympic Peninsula Rodeo Association
 - a. Event Recap
 - b. OPRA event and operations communication specialist & equipping
 - c. Junior Rodeo Recap
- F. Special Committee Reports
 - 1. ~~Superintendents’ Handbook, no update~~
 - 2. ~~Fairgrounds Master Plan, no update~~
 - 3. ~~Fair Budget, no update~~
 - 4. Fair Ribbons and Trophies
 - 5. ~~Bylaw Committee, no update~~
- G. Unfinished Business
 - 1. 2026 Master Fee Schedule Recommendation
 - 2.
 - 3.
- H. New Business
 - 1. FAB Member Fair Report w/ Action Items for deliberation- submittals due 8.27.2025.
 - i. Fair Advisory Board Member Fair Report Action Item deliberations, September Fair Advisory Board Meeting
 - 2. 2026 Fair Theme Recommendation Adoption Process.
 - 3. 2026 Fair Theme Graphics Development and Adoption Process.
 - 4. City of PA fair vendor permitting and a fair special occasion permit.
- I. Staff Reports
 - 1. WSDA Capital Grant Application Update
 - 2. Beef, Swine, Junior Livestock Auction Arena Covers
 - a. Superintendent needs assessment- solution specifications

b. Capital Planning

3. 2025 Fair Attendance and Admissions Revenue

a. Historic comparisons

J. Other Items

1. Royalty

~~2. Fair Board Committees Sign-up~~

3. Volunteer Applications; Returning Volunteers Application

K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.

L. Adjournment