



Clallam County Fairgrounds

Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

CLALLAM COUNTY FAIR ADVISORY BOARD

Minutes of April 23, 2025, Regular Meeting – In Person and Via Zoom

Name	J	F	M	A	M	J	J	A	S	O	N	D	Position
Bekkevar, Megan	X	X	X	X									Secretary, At-Large
Mowbray, Julie	X	-	X	X									Large Animals and FFA
Beckstrom, Teresa	-	X	X	X									Agriculture At-Large
Kelly, Cindy	X	X	X	X									Vice President, Grange
Cristion, Cara	X	X	X	X									Horse Groups
Sirguy, Katie	X	-	X	X									At-Large
Mady, Mindy	-	X	-	-									Home Arts/Hobbies & Crafts
Johnson, Carol	X	-	X	X									Port Angeles Chamber
Martinez-Bailey, Kari	X	X	X	X									City of Port Angeles
Cozzolino, Tina	-	X	-	X									Garden Clubs
Vacant	-	-	-	-									Small Animals
Paulson, Christine	X	X	X	X									Sequim/Dungeness
Greer, Melanie	X	X	X	X									President, Arts/Photography
Wilson, LaDonna	X	X	X	X									4-H Homemakers
Winn, George	X	X	X	X									West End

Guests Present	Laurie Davies, Joe Marceau
Staff Present	Don Crawford, Angie Bronson, Todd Mielke, Rick McFarlen, Melissa Earley
Call to Order	The meeting was called to order at 6:01 p.m. by Melanie Greer.
Pledge of Allegiance & Land Acknowledgement	Cindy Kelly led the Pledge of Allegiance and Land Acknowledgement
Quorum	Yes.
Request for Modification / Approval of Minutes	Cindy Kelly made a motion to approve minutes from the last meeting. Cara Cristion seconded. Motion Passed
Public Comment on Agenda Items	Joe Marceau asked to speak about the Rodeo Arena Lighting when we got to that area.
Committee Reports	<u>Pacific Northwest Junior Livestock Auction:</u> Cara said that the Lamb/Goat/Hog Weigh-in will be soon. <u>4-H / WSU Extension:</u> Melanie said that enrollment will end on May 1 to be eligible to attend the fair. Enrollment is less than last year, which is to be expected because they no longer have the Livestock Specialist position to help with 4-H.

	3. <u>Olympic Peninsula Rodeo Association:</u> a. Arena Lighting & Surrounding Arena Area Lighting: Joe Marceau spoke on the arena lighting and said thank you to Don for working with Rashell Hermann & Kenny Simpson (Olympic Electric) on getting a light pole in as it is essential to the safety workings of the rodeo. This is the first step in updating the entire arena for safety standards. Don said he spoke with Kenny and the estimate is signed, and all the paperwork is sorted out. They will have a preconstruction meeting on Monday, April 28 at 9 am. Todd said it was talked about after the fair last year to meet in front of the commissioners so they can get an idea of the bigger picture of the rodeo master plan. It will be so much more helpful in the long run when talking about capital projects and future investments. Joe Mareau is working on getting a presentation together to give to the commissioners. Don said he spoke with Rashell Hermann recently and that is something they will speak about when they meet when she is back in town. Kari asked about the Master Plan if it is part of the overall fairgrounds master plan or separate. Don stated that it is separate to just the rodeo arena and the lighting is within his realm of things to get done. b. County Staff Contracting Procedure Update: Don stated that he is having that same conversation with Rashell Hermann when she gets back to town. He said that the right questions were asked by the right people, and Don & Rashell Hermann will sit down and get things hammered out. He expected it to be figured out in the next couple of weeks. Teresa asked if when it hammered out if it will be brought back to the board, so everyone knows what is going on. c. Beer Garden: George asked Don if he had the Beer Garden contract signed yet. He said no, it was on his list of things to talk to the county administrator, but he said there is nothing to worry about with it.
Special Committee Reports	1. <u>Superintendents' Handbook:</u> Melanie said that she spoke with Julie the other day, the committee is currently herself & Julie. She asked if anyone else would like to be a part of that committee. Katie said she would like to if she is available when they meet. Kari signed up also. Teresea suggested asking current/past superintendents for their help & input. 2. <u>Fairgrounds Master Plan:</u> Cindy said the committee is meeting on May 20th so there should be some type of update next month. 3. <u>Fair Budget:</u> Cindy said that she met with Carol, Katie and Teresa on April 21. She created a spreadsheet of all the past

	years budgets so we can easily see year by year. The next meeting will be May 19. 4. <u>Fair Ribbons and Trophies:</u> Christine said she was not sure where the ribbons would be delivered to, but they should be coming in soon. Angie stated that the ribbons should be sent to the fairgrounds. She brought up the idea of getting larger banners for barns to hand out each year (and get back) to show who the champions and reserve champions are to identify to the public. She is also looking for ways to engage our youth more and get them excited. Cara said that the auction is doing banners this year for the first time to identify where those animals are at in the barn. She highly recommends visiting the Puyallup Spring Fair if anyone can. There is also a BBQ competition that would love to see us, if possible. 5. <u>Bylaws Committee – County Staff update Status of Legal Action Request Submittal:</u> The bylaws must be put into a special format for the county and there was still work that needs to be done. Cindy finished that work last night and emailed it to Don. They will start going through the proper channels on the way to the commissioners Once approved then we can start work on our policies & procedures handbook.
Unfinished Business	<u>N/A</u>
New Business	1. <u>TBD County Staff Fair Manager Status Update & Recruiting Timelines and procedure:</u> Todd Mielke spoke on the staff update. They are reworking the job description of the Fair Manager position. The title of manager versus director versus coordinator. The description of the job title under the labor contract for Manager requires it to supervises two full-time employees, who the fair managing staff does not meet the requirements set by the union labor contract. The job description should be finalized soon and posted. When the position is filled, that individual will assist with the fair this year, but will not run it this year. Hopefully that individual will be able to do more next year. Don stated that multiple staff members will be running the fair this year. Melanie asked if they are not a manager and are considered regular employees, are they overtime exempt or not. Melanie asked about pay, in WSU a coordinator is considered less in pay then a Manager, Todd said that same does not apply in the county. It is job based. 2. <u>TBD County Staff Update on Fair Board vacancy status with priority given for west-end & tribal appointment:</u> Todd spoke that the county strives to get a balance of representation across any vacancy. Cindy asked for definition of tribal appointment because the fairgrounds is technically part of the Lower Elwha tribal territory. George said that Mindy resigned, Todd and Don said that Mindy rescinded that resignation. Geroqe said he did not know about that she rescinded the resignation. Don said he was not aware of

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	Mindy had been in communication with anyone on the fair advisory board, so he did not relay that conversation to anyone on the board. 3. <u>Proposed 2026 Fair Fee Schedule Preliminary presentation. Final Board Recommendation May board meeting:</u> Don distributed the attached proposed fee schedule document to each board member. Megan was previously the chair of the fee schedule sub-committee. Committee members were Megan, Melanie, George, Cindy, Carol, Josh Borte, and community members Laurie Davies Gina Luellen 4. <u>Fair:</u> a. <u>Super School:</u> Christine was able to go to super school, and she is asking about the possibility of it being paid for in the future for staff and fair board members that want to go. There are a lot of people that go and learn a lot of great information and ideas. There is sessions all day long for people to choose from to go to. Geroage attended a few sessions on Livestock Auctions & Rodeos. Christine attended a session about community engagement. A great idea they had is putting puzzles in where people can take a few minutes and put a puzzle together, it would also give people a chance to sit down and relax while walking through the barns. Another idea was to have sewing areas for kids to try and learn with projects that are started by people who sew professionally. She thinks it was a great experience, and it should be a priority for fair board members to go to. Cindy commented that she had attended in the past and it was a great experience. b. <u>Avian Flu:</u> Melanie has gotten some questions with avian flu, and she has been in contact with our Fair vet – Chrissy. Melanie will be talking with Clallam County community health and be presenting next week to tell them all the biosecurity measures. c. <u>Veterinarian Contact:</u> Cindy would like to make sure we have a contract with Chrissy for this year. Don said he believed we did, but he would make sure.
Staff Reports	1. <u>Director's Report:</u> Don said they are nearing the end of the dog barn project. As of this afternoon, all the laminate flooring is installed for where the dogs sit. There are still some things that will be done by volunteers, but the county has purchased all the supplies for those projects. The county staff are working on preparing the dog run and getting rid of the weeds and filling in holes so it should hopefully start to look good at fair time. Melanie said the volunteer work that needs to be done is most of the painting. They will be waiting until it warms up a little bit for the painting party of volunteers.

	a. Katie asked about the procedure for the other barns to get them and looking nice again as there are some barns that are starting to look not so great. Don stated that the WSDA has grant funding available every two years to apply for. 1-1/2 years ago it was decided to make the dog barn priority #1 for that grant with the Rodeo arena being priority #2, when that grant opens again. Don stated that there used to be a lot of volunteers that would help do things like paint barns, etc. So, if the work is in the realm of what volunteers are allowed to do, the county can provide the materials (ex: paint & brushes) and volunteers will do the work. b. Christine asked about the Sheriffs chain gang to Todd. Todd said the chain gang is not doing as much currently because it is overseen by sheriff's deputies and the sheriff's department is severely understaffed now. They are not currently able to fulfil their regular duties with courthouse and courtroom security so that is paid for to another security service. If they had the staffing to run the chain gang, then yes, it would be possible to use that option. Todd asked if the fair has utilized inmates during the fair operations. Rick was able to answer that no; we have not used that during the fair but have used them with pre-fair. Teresa said a lot used to be done with community service for kids to graduate and unfortunately, not a lot of kids volunteer anymore because it is not required in some areas. c. Cara asked the process to have work done in the sheep/goat barn to help alleviate capacity issues. Don asked that this year after fair, the board put together a subcommittee to help decide what should take priority to be done by maintenance with their limited time. Melanie asked if we could have the superintendents put a rating for safety on there to mark something that has a big risk of injuring animals or people. Joe Marceau asked to speak, Don allowed him. He brought up how OPRA has been able to get so much done to "our barn aka rodeo arena" by donations and volunteers and going outside the county. Don asked if you have a request for something that needs to be done with fair this year, please do it sooner rather than later because of the long list of items that need to be done before the fair each year. Julie brought up that as someone who has been a barn superintendent for decades. There were many years that the form was filled out after fair and going year to year those issues would never be fixed and that is major problem with frustration. Don stated that he has never seen those forms in the three years he has been. Rick
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	said he had received them. Angie said that she gives Don a list at the end of August each year that is consolidated. Don will talk with Angie offline about the list from last year. d. It was brought up about the paint colors for the barns. Melanie said that it would be great if with the Master Plan a specific green would be mentioned to paint all the barns the same going forward. Don suggested using the Pantel number code as it is something each paint company can translate. Cindy asked Rick for the color code to try and match the Scone Booth to the rest of the barns. e. George asked about the Hog Barn lights. Rick said they are looking at fixtures to replace all the lights in the hog barn.
Other Items	1. <u>Royalty:</u> Laurie said on April 13 the royalty court helped Sylvia Strohm with the easter egg hunt at the Eagles. It was a lot of fun. They are gearing up to get ready for the Sequim Irrigation Festival on May 10 and the Rhododendron Festival on May 17. Laurie gave each fair board member one of the Clallam County Fair buttons the royalty will exchange this year. 2. <u>Fair Board Committees – Sign Up:</u> From last meeting, not needed on this agenda. Don said he did not have a list. Cindy told Don she would type up the list and email him a copy. 3. <u>Volunteer Applications; “Returning” Volunteer Applications:</u> Don spoke that there are volunteer forms that need to be filled out for those volunteering. He also noted that this board has done very well with getting volunteers to fill out the form. The biggest thing of importance is liability. It also goes with information sent to the state and federal government that can make a difference in some funding.
Public Comments on Non-Agenda Items	None
Adjournment	Geroge moved that the meeting be adjourned. Seconded by Christine. Vote was unanimous. Meeting adjourned at 7:33 pm.

Respectfully submitted,

Megan Bekkevar
Secretary