



Clallam County Fairgrounds Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

CLALLAM COUNTY FAIR ADVISORY BOARD Minutes of June 25, 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	X	X							Secretary, At-Large
Mowbray, Julie	X	-	X	X	X	X							Large Animals and FFA
Beckstrom, Teresa	-	X	X	X	-	X							Agriculture At-Large
Kelly, Cindy	X	X	X	X	X	-							Vice President, Grange
Cristion, Cara	X	X	X	X	X	X							Horse Groups
Sirguy, Katie	X	-	X	X	X	X							At-Large
Mady, Mindy	-	X	-	-	-	-							Home Arts/Hobbies & Crafts
Johnson, Carol	X	-	X	X	X	X							Port Angeles Chamber
Martinez-Bailey, Kari	X	X	X	X	X	X							City of Port Angeles
Cozzolino, Tina	-	X	-	X	X	X							Garden Clubs
Vacant	-	-	-	-	-	-							Small Animals
Paulson, Christine	X	X	X	X	X	X							Sequim/Dungeness
Greer, Melanie	X	X	X	X	X	X							President, Arts/Photography
Wilson, LaDona	X	X	X	X	X	X							4-H Homemakers
Winn, George	X	X	X	X	X	X							West End

Guests Present	Laurie Davies, Joe Marceau,
Staff Present	Don Crawford, Melissa Earley, Todd Mielke
Call to Order	The meeting was called to order at 6:02 p.m. by Melanie Greer.
Pledge of Allegiance & Land Acknowledgement	Melanie led the Pledge of Allegiance.
Quorum	Yes.
Request for Modification / Approval of Minutes	George made a motion to approve minutes from the last meeting. LaDona seconded. Motion Passed
Public Comment on Agenda Items	None
Committee Reports	Pacific Northwest Junior Livestock Auction: Cara spoke that they did a petting pen at Coastal last weekend and it went very well. In a couple of weeks, they are doing a walk around town to put up flyers and talk to potential buyers. After July 1st they will get the final numbers. 4-H / WSU Extension: Melanie spoke that there was a horse show at the fairgrounds last weekend. There wasn't much notice,

	but it was very well received and the kids were able to learn a lot from the judges during the clinics and the shows. LaDona said the kids really liked it and it gave the kids a chance to bond before fair. Carol said they included Jefferson County and there were three English riders on Saturday. There is a horse show at Jefferson this coming weekend with the same judge and several of our kids are attending that as well. The Neon Riders are having their 4-H & Open class show on July 19-21. Melanie said it sounds like the grant that pays her salary should be back and signed this fall. Which is great overall news for the extension office. 3. <u>Olympic Peninsula Rodeo Association:</u> Joe Marceau gave an update that there is a light that was installed at the Arena on the East End which was much needed for safety. There are top rails that need to be put on for the additional holding pens. They are also working on building a timed event stripping chute. There was supposed to be a clown this year, but due to unforeseen circumstances, he had to back out this year. They got a Wrangler sponsorship for shirts for the rodeo workers. There was a shipping container that was donated to the rodeo that will be used during the rodeo for the secretary's office & hospitality house. On the off-season it will be used for storage for our equipment, so it is centralized. Don asked what electrician donated their time to put in the light pole. Joe stated that it was Olympic Electric who donated the time to put in the light pole. Kari asked if it was hard-wired in or on a generator. The light that was added was hard-wired into the fairground's lights.
Special Committee Reports	1. <u>Superintendents' Handbook:</u> Melanie said that there is no update at the moment. Julie said she feels like they are close to having something to present from what they have talked about before. Julie would like for them to get with Angie to make sure some of the paperwork haven't changed. LaDona said the superintendent meeting is July 28th so it would be nice to have something by then if possible. 2. <u>Fairgrounds Master Plan:</u> Carol spoke on the update for Cindy that we will start on the Master Plan just after the 4th of July. 3. <u>Fair Budget:</u> Carol gave Cindy's report on the budget. It was submitted with recommendations from the committee. The recommendations were made based on current costs along with questions that were asked. The committee went back and looked at three years of data. Don stated that it would be helpful if the full board is satisfied with the committee's recommendations; it would be received as is or if the board wants to take another month to look it over and give a recommendation at that time, that is another option. Carol said that the committee does know that Don is ultimately in charge of the budget. They looked at things like rentals during several 4+ hour long meetings. Carol asked everyone to look at the numbers and contact herself or Cindy with any questions if anyone on the board has questions.

	Don stated a good thing about this is it is a good way for members of the board to see the complexity of what goes on financially regarding the operations of the fairgrounds. He used the example of Christine with her suggestions of banners, ribbons, and trophies that would need to be included in the budget. LaDona asked what the Livestock Supplies and Feed section, is in regard to because the fair does not provide feed. Carol stated that is for rodeo animals. Don stated that the financial management system is very limited so there are a lot of budgets that are roll-ups, so something that looks to be a specific amount actually included several things but it is not clear. Todd Mielke stated that he is surprised that our board did this because most advisory boards do not because of the complexities of it. He stated there are certain things in the budget that are there because of contractual agreements ie: uniforms are paid per the union contract, so there are other documents that feed into the budget for various reasons. Todd said if we want to do a deeper dive, they are willing to try and set up a meeting with the county financial people to answer more in-depth questions on the budget. If suddenly a number changes like on vehicle expenses, every time a vehicle or piece of equipment is purchased, we are entering into a “lease agreement”, which basically says the department will pay X amount of dollars towards the cost of that equipment over so many years, etc. Todd also said that they are hopefully they are within a week of posting the Fair & Special Events Coordinator position, the HR department was a little backed up. They are hopeful in ways to brainstorm and use the fairgrounds throughout the rest of the year to help increase the revenue. Carol stated the committee did some brainstorming in the discussions of ways that the fairgrounds could be utilized year-round. She stated one of the line items that the committee raised was the judges and superintendent’s amount. Those have stayed the same for a very long time and they should be raised. The superintendent’s reimbursement has been the same for almost twenty years. She said those were the kinds of discussions in our numbers. Carol said that she would entertain to have a meeting about the budget to go more in-depth. Melanie stated that we are all very grateful to be included in those conversations about utilizing the fairgrounds more. There are always conversations going on amongst the board about ways things can change to utilize the grounds more. Todd said he always has to remember that there is the Fair Event and the Fairgrounds Facilities. So before something is done to help during the fair, they also are looking at how can it help throughout the rest of the year. He hopes things like fixing the internet at the grounds would make it so many more groups can use it throughout the year. Don said it seems like most of the
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	staff is praying that the new financial software is robust enough to break down line items even more than possible before because something that looks like it is \$7,000 is really several smaller chunks of money for six different categories that are all rolled-up into one. Katie stated that it would be very helpful if things were broken down more because as it stands, it doesn't make sense, ie. What is professional services? Melissa stated that if people ask her questions, she can answer them because she is the person who actually pays the bills. So that would be the first step, there are some things based off the recommendations that scare her a little bit, so having questions asked would be nice. Katie stated there are a few typos that she sees that need to be fixed. Melissa gave the example of "Small Stages" includes the Wilder Stage entertainment so that it has several contracts that equal those amounts. Katie said there were some questions that were answered and led to more questions so instead of going back and forth they settled on a recommendation. Megan asked Melissa to email the committee with questions about numbers that jump out at her for whatever reason. Megan said the committee asked a lot of questions, for example: "What goes into professional services?" and the answer was quite literally "professional services" which doesn't give an actual answer the committee can use. Melissa said she didn't know this was what the committee was working on when she answered those questions. Kari asked when the budget is due and how the process works. Don and Melissa stated the first round of budgets are due at the end of July, just before the fair. Then the finance department and the administrator sit down and go over everything and come back with this is where you are at vs where the department needs to be. The back and forth will go on for a couple of months until it goes before the Commissioners in December. Todd spoke regarding the budget; the month of July is very critical for the budget. On Monday, June 30, during the work session there will be a discussion of the budget. The county hasn't looked at the revenue side much historically. They are looking at stuff for 2-3 years to have an idea of revenue. The county is always looking at expenses versus revenue before taking anything to the voters. If the county decides to put something on the ballot for this fall, that information must be put into the county auditor by August 4 for the ballot deadline. Any budget that comes forward before that date will have a general effect in regard to what if anything could be put on the ballot. 4. <u>Fair Ribbons & Trophies:</u> Christine picked up a banner from Julie to show what banners they use at the state fair to show what she is looking for. They cost under \$10/each. She would like to start with a couple of barns and add other barns each year until we have banners for each barn. She is also looking at what to start with because some barns have so many different classes
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	that the barns would be covered in them. She will be at the Superintendent's meeting asking for their ideas to think about through fair this year to input for the 2026 fair. There are so many different categories in each barn between FFA & 4-H and how each species shows. 5. <u>By-Laws Committee – Director Update:</u> None, it is still sitting with Don & Todd.
Unfinished Business	1. <u>2026 Master Fee Schedule Recommendation:</u> Megan spoke that the committee had given a list of questions at the last meeting, those questions were answered. The committee met, and came up with more questions, the second set of questions was answered and the committee has not been able to meet to discuss those additional questions. 2. <u>Maintenance and Planning Committee Report:</u> Cindy is not present. Last month Cindy asked if the Blank Form that the Superintendents fill out after fair can be emailed to the committee. Don said he thought he emailed that out; committee members present said they never received it. Don stated that he will follow up with Cindy on that.
New Business	
Staff Reports	1. <u>2026 Clallam County Fair Theme Selection Contest/America's 250th Celebration Update:</u> a. <u>Theme Selection Contest:</u> The fair theme entry contest is live on the website. As of this afternoon, there are 29 entries so far total for the 2026 fair theme. It will be up through the length of the fair for entries. b. <u>250th Celebration Update:</u> Don spoke that the county has partnered with the state in the state celebrations. Vern F will be at the opening ceremony for the fair. He will be doing a full presentation for the celebration after the opening ceremonies on the Sunny Farms stage. At the logging show when the commissioner do an introduction for the logging show and royalty, he will be there as Geroge Washington doing a celebrity axe throwing. Don would also like to do something at the Rodeo to celebration of the event if possible. 2. <u>Kid's Day Update:</u> Melissa spoke that they have ordered five hundred bee antennas and wristbands for the first five hundred kids for the theme. They have asked Sequim High School football and cheer teams to handout bags on kids day. Don is good friends with the Executive Director the 811 Call Before You Dig and they are sponsoring kids shirts again. They have five hundred of them as well in various sizes. This is part of their push to promote pollinators. They are looking at ideas to get kids excited and involved, ex: making a bees-wax candle. There will be a massive map of the native pollinators land in Washington outside of the Agriculture Building. Angie has planned various activities for the Kid Zone on Thursday including, Free Photo

	Booth, Pirate Pete, Laser Tag, Bouncy House, Stryder Bikes, etc from 9am-3pm to keep kids entertained. They will be staggering with different activities for kids from various groups in small chunks throughout the day. They are working on starting back the Kids Passport. Katie asked for a list of what is going on each day to be passed out to the barn Superintendents to add to the list of what's going on that day in each barn. She said most barns have a white board of what is going on in the barns each day and some of that could be added. Teresa said it would be a good idea to start announcing what events are happening throughout the day through the fairgrounds speaker system if it still works. 3. <u>Entertainment and Vendor Update:</u> Most of the schedule is set, most of the contracts are back and set in stone except for the Geroge Washington contract and some food vendors because they don't have cash flow until spring/summer so that is very normal. Melissa said the only Entertainment she is missing information for is the native performers from Cindy Kelly. 4. <u>Social Media Content Update:</u> Don said they are using the same social media person that they have used in the past DTA Media to promote the fair. There are posts going out daily on both Facebook and Instagram along with continuous updates on the website. 5. <u>Beer Garden Update:</u> Don spoke that the beer garden committee now consists of himself, Todd Mielke, Dee Boughton, Tammy Sullinger, and Brian King. The concern has been that the beer garden has done a very good job during the rodeo events giving the sheriff and city police an option of telling people if you want to drink, go to the beer garden. They went to the Board of County Commissioners to expand the beer garden working hours to include one hour before and one hour after the Demo Derby. A requirement of entering the beer garden at the demo derby is a demo derby ticket after they have entered the fairgrounds. No one with a pit pass will be allowed into the beer garden for safety reasons. JFFA has no issues with looking for the additional demo derby wrist band in addition to the other requirements. 6. <u>Fair Schedule Update:</u> Don stated everything is pretty much hammered out. 7. <u>Art Barn Superintendent Update:</u> Don said that Angie has been talking with the Field Hall downtown to be the Art Barn Superintendent this year. They would have one set superintendent and several volunteers to cover certain areas. As of right now, if that does not work out the fair does not have a plan B option. They have reached out to people in the past who have done the job and no one is wanting to come back. Christine suggested calling Blue Whole gallery in Sequim, but they didn't give a set answer. Melanie said she hopes it works out because there has been several people coming into the 4-H office asking
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	art barn questions and they have nowhere to send them at the moment.
Other Items	1. <u>Royalty:</u> Laurie spoke that they will be attending Port Orchards Fathom of Fun evening parade this coming weekend. They will be attending both Forks & Port Angeles 4th of July parades on the 4th (same day). 2. <u>Fair Board Committees – Sign Up:</u> Melanie asked Don if there was a master list of who is on what committee. Kari has a master list that she gave to Don. 3. <u>Volunteer Applications; “Returning” Volunteers Application:</u> Don stated that we are doing very well and have a constant stream of applications coming in daily and is very important to continue that.
Public Comments on Non-Agenda Items	1. <u>Family Farm of the Year:</u> Laurie announced that this year, it is the PondeResser farm. They started in 2019 and raise Nigerian Dwarf goats and Idaho Pasture Pigs. They have children in both 4-H & FFA. They will be announced on Thursday during fair at 6 pm at the Sunny Farms Stage.
Adjournment	George moved that the meeting be adjourned. Seconded by Christine. Vote was unanimous. Meeting adjourned at 7:33 pm.

Respectfully submitted,

Megan Bekkevar
Secretary