



Clallam County Parks, Fair & Facilities Department

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

September 19, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, September 24, 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
 - 3. Rodeo – Olympic Peninsula Rodeo Association
- F. Special Committee Reports
 - 1. ~~Superintendents' Handbook~~ – No Update
 - 2. ~~Fairgrounds Master Plan~~ – No Update

Direct: 360-565-2659
Main Office: 360-417-2291
Melissa.Earley@clallamcountywa.gov

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. Fair Advisory Board Member Fair Report Action Items Due
3. Fair Advisory Board Barn Superintendent, Judges, and Barn volunteer staffing
2025 recap and anticipated 2026 needs - due

H. New Business

1. County Fair Updates – Third Week v. Full Third Week Fair Advisory Board
Determination
2. 2026 Clallam County Fair – Theme Selection & Instruction on collaborating with a
Graphic Artist to develop artwork for Fair Advisory Board consideration at October
Board Meeting

I. Staff Reports

1. Open Public Meetings Act – Electronic Communications Practice tips
2. State Fair Biohazard Initiative
3. Introduction of Fair & Special Event Coordinator, Aspen Smith
4. Mindy Mady Resignation
5. Political Speech Incident Update

J. Other Items

1. Royalty

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

L. Adjournment

Happy Monday Don

What are the dates for the 2026 fair? (People asking me?) Couldn't locate on webpage.

I'm planning to do the fair scrapbook and who will I get the photos and information from (can you share Jesse's pictures with me) and Shari provided pics and other information in order for me to complete the book (newspaper articles, photos, publications, advertisement, sponsorships, etc). There was also stuff due before state fair convention that Shari submitted in different categories, will someone be doing that this year. State fair convention is just around the corner.

Thank you and have a fabulous week.

Cindy

[EXTERNAL EMAIL]

Good afternoon, Cindy,

Julie Mowbray has confirmed that the fair will take place from August 19th to August 23rd. She will send out an email explaining how these dates are determined each year.

For photos from the fair, Jesse Major, our fair photographer, can provide a link to his collection. Additionally, Rhonda Raymond has a substantial collection of images. Angie Bronson will return from vacation on Wednesday, September 17th, and will be available to provide any additional documents or information you may need.

From now on, the county fair staff will support any volunteers interested in participating in the various convention contests. While these contests have sentimental value, they do not provide tangible benefits such as additional grant funding or improved scoring from the state commissioner for fairs. In the past, fair managers have spent considerable time on this activity, which could be better allocated to marketing and planning for the actual fair and its special events.

Please note that the county staff will not attend the fair convention this year and will not subsidize attendance costs for the Fair Advisory Board (FAB). Our focus is on onboarding, orienting, and engaging with the new Fair Coordinator. Selected staff members plan to participate in the WSFA Manager Conference & Super School in March 2026.

In the future, the county staff will likely alternate participation between the Washington Festivals & Events Association (WFEA) and the Washington State Fair Association (WSFA). Most other festival and event organizers on the Olympic Peninsula are active members of WFEA, which presents a significant opportunity for partnership and collaboration to enhance the effectiveness and success of the county fair. Additionally, it is unlikely that the county will continue to subsidize FAB members' participation in off-peninsula events.

We recognize that these changes signify a significant shift from tradition. However, to foster greater relevance and self-reliance for the county fair, some strategic

adjustments are necessary. Thank you for your enthusiasm and ongoing community spirit.

Have a “Fair-ly” good day!

R. Donald Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



-----Original Message-----

From: ctkelly@olypen.com <ctkelly@olypen.com>

Sent: Monday, September 8, 2025 5:55 PM

To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Cc: Greer, Melanie Rose <Melanie.Greer@WSU.edu>; megan@bekkevarfarm.com

Subject: Hello from Cindy Kelly

<Todd.Mielke@clallamcountywa.gov>; Julie Mowbray <shepherd101@yahoo.com>

Subject: Re: Clallam County Fair Updates

Thanks for checking the contracts, Melissa. I knew they would have the correct dates. The 20-23rd is works.

I agree we need a new motion to clarify how the dates are calculated.

Melanie



Melanie Greer

Pronouns: she/her/hers [Why are these here?](#)

4-H and Youth Empowerment Coordinator

Clallam County Extension

College of Agriculture, Human, and Natural Resource Sciences

Washington State University

Mobile: 360-912-2062

Email: melanie.greer@wsu.edu

[Clallam County 4-H](#)

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

WSU 4-H Youth Development is committed to providing safe and inclusive environments for *all* youth and adults regardless of race; sex; gender; sexual orientation; gender identity; gender expression; religion; age; color; creed; national or ethnic origin; citizenship; physical, mental, or sensory ability; genetic information; and/or status as an honorably discharged veteran or member of the military.

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Sent: Monday, September 15, 2025 1:22 PM

To: Earley, Melissa <melissa.earley@clallamcountywa.gov>; Greer, Melanie Rose <Melanie.Greer@WSU.edu>;

ctkelly@olypen.com <ctkelly@olypen.com>

Cc: megan@bekkevarfarm.com <megan@bekkevarfarm.com>; Bronson, Angie

<angela.bronson@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>; Julie Mowbray

<shepherd101@yahoo.com>

Subject: RE: Clallam County Fair Updates

[EXTERNAL EMAIL]

My only concern as director is whether 4-H and FFA have enough time after our event to “Do the Puyallup!” If the 4-H and FFA folks are cool with the Third Full Week of August as it relates to state fair preparations, County Staff is as well.

Please provide clarity on that consideration so that we can make a final determination on the “Third Full Week of August each year.”

Don Crawford
Clallam County
Parks, Fair, and Facilities



From: Earley, Melissa <melissa.earley@clallamcountywa.gov>
Sent: Monday, September 15, 2025 1:07 PM
To: Greer, Melanie Rose <Melanie.Greer@WSU.edu>; Crawford, Donald <Donald.Crawford@clallamcountywa.gov>; ctkelly@olypen.com
Cc: megan@bekkevarfarm.com; Bronson, Angie <angela.bronson@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>; Julie Mowbray <sheepherder101@yahoo.com>
Subject: RE: Clallam County Fair Updates

The Gold Buckle Rodeo and Custer Enterprises contracts indicate the 2026 Fair is Aug 20-23.

Melissa Earley
Administrative Operations Coordinator
Clallam County Parks, Fair & Facilities
Direct: 360.565.2659

From: Greer, Melanie Rose <melanie.greer@wsu.edu>
Sent: Monday, September 15, 2025 12:55 PM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>; ctkelly@olypen.com
Cc: megan@bekkevarfarm.com; Earley, Melissa <melissa.earley@clallamcountywa.gov>; Bronson, Angie <angela.bronson@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>; Julie Mowbray <sheepherder101@yahoo.com>
Subject: Re: Clallam County Fair Updates

Hi,

Where did we land on when the fair dates are next year?

Apparently, in 1949 fair board voted that the fair is always the 3rd weekend of August, but it doesn't clarify if that is a full weekend or not.

Also, apparently in 1998 the fair was Thursday the 20th - Sunday the 23rd, which would match the days of the week for next year.

I think this means next year the fair is the 20th-23rd, but I know Julie and a few others think it might be the week earlier.

Don can you please check the signed contracts with both the carnival and the rodeo and tell us what dates they each list? There is a side concern that the rodeo contract dates may be wrong and put us as the same weekend as Kitsap fair which is the 28 and 29th. Which would be a huge problem.

Thanks,
Melanie



Melanie Greer

Pronouns: she/her/hers [Why are these here?](#)

4-H and Youth Empowerment Coordinator

Clallam County Extension

College of Agriculture, Human, and Natural Resource Sciences

Washington State University

Mobile: 360-912-2062

Email: melanie.greer@wsu.edu

[Clallam County 4-H](#)

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

WSU 4-H Youth Development is committed to providing safe and inclusive environments for *all* youth and adults regardless of race; sex; gender; sexual orientation; gender identity; gender expression; religion; age; color; creed; national or ethnic origin; citizenship; physical, mental, or sensory ability; genetic information; and/or status as an honorably discharged veteran or member of the military.

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>

Sent: Thursday, September 11, 2025 2:53 PM

To: ctkelly@olypen.com <ctkelly@olypen.com>

Cc: Greer, Melanie Rose <Melanie.Greer@WSU.edu>; megan@bekkevarfarm.com <megan@bekkevarfarm.com>; McFarlen, Rick <rick.mcfarlen@clallamcountywa.gov>; Earley, Melissa <melissa.earley@clallamcountywa.gov>; Bronson, Angie <angela.bronson@clallamcountywa.gov>; Major, Jesse <jesse.major@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>; Raymond, Rhonda <rhonda.raymond@clallamcountywa.gov>; Julie Mowbray <shepherd101@yahoo.com>

Subject: Clallam County Fair Updates

H1

The Fair Board meeting was called to order Friday, October 10, 1948 at 1:30 P.M. in the County Agent's office by President Max Schmuck.

Financial statement was distributed between the members and reviewed.

Harry Young made the motion that the Evening News, Weekly Bulletin, Station KONP and Willson Hardware statements be paid and the remainder of the bills be tabled until a future date. Mr. Kepford seconded the motion. Motion was passed.

Discussion was held on the Riding Club wanting to use the dance hall at the Fair grounds for meetings and the automobile building for riding during rainy weather.

It was voted that the Riding Club could not use the Automotive building but consideration given to the use of the Dance Hall.

Max Schmuck made the suggestion that the platform used for performers be moved across ~~from~~ the race track in front of the grandstand. In this way, it would be possible to put a shelter over it for performers in case of bad weather and still would not obstruct the view of the race track.

Harry Young made the motion that the platform be moved across the race track. Mr. Kepford seconded the motion - passed.

It was discussed that next year all performers sign a waiver before they go on the grandstand.

when date changed
Mrs. Parr made the motion that the fair hereafter be held the 3rd week of August - starting on Thursday. Mr. Young seconded the motion. Voted and carried.

Discussed possible Fair date next year to be August 19.

Motion was made to adjourn until all the bills were in and paid. Meeting Adjourned at 4:05 P.M.

Melvin G. Michel
By I. K. Morrissey

Members attended:

Orville Kepford
Frank Dilling

Nellie Parr
Harry Young

Perry Hunter
Mark Heren

Max Schmuck
Bill Gellor

Earley, Melissa

From: Crawford, Donald
Sent: Monday, September 15, 2025 2:03 PM
To: Greer, Melanie Rose; Earley, Melissa; ctkelly@olypen.com
Cc: megan@bekkevarfarm.com; Bronson, Angie; Mielke, Todd; Julie Mowbray
Subject: RE: Clallam County Fair Updates

Hearing no other input, we will proceed with the 2026 Clallam County Fair on August 20-23, 2026. We will post the dates on social media and web pages later this week.

I will also place an agenda Item on the September FAB Agenda to address the "Third Week v. Full Third Week" Controversy. Melanie, if you can dig up the minutes of the 1949 FAB that addressed this issue, I'd appreciate it.

Don Crawford
Clallam County
Parks, Fair, and Facilities



From: Greer, Melanie Rose <melanie.greer@wsu.edu>
Sent: Monday, September 15, 2025 1:35 PM
To: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>; Earley, Melissa <melissa.earley@clallamcountywa.gov>; ctkelly@olypen.com
Cc: megan@bekkevarfarm.com; Bronson, Angie <angela.bronson@clallamcountywa.gov>; Mielke, Todd

OPMA – ELECTRONIC COMMUNICATIONS

PRACTICE TIPS

For Local Government Success



These practice tips are intended to provide practical information to local government officials and staff about electronic communications and requirements under the Open Public Meetings Act (OPMA), **chapter 42.30 RCW**. Electronic communications between members of an agency's governing body can implicate the OPMA, and these practice tips will help guide you in identifying and addressing key issues in this regard.* For more information and resources visit www.mrsc.org/opmapra.

An Email Exchange Can Constitute a Meeting

If you, as a member of the governing body (e.g., city council, board of commissioners, planning commission), communicate with other members of the governing body by email, keep in mind that email exchanges involving a majority of members of the governing body can constitute a "meeting" under the OPMA. This principle also applies to text messaging and instant messaging.

What types of email exchanges can constitute a meeting? If a majority of the members of the governing body takes "action" on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. Note that taking "action" under the OPMA can occur through mere discussion of agency business, and that any "action" may be taken only in a meeting open to the public. The participants in the email exchange don't have to be participating in that exchange at the same time, as a "serial" or "rolling" meeting can occur in violation of the OPMA. However, the participants must collectively intend to meet to conduct agency business.

1

Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to a majority of members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- Unless for informational purposes only, don't send an email to all or a majority of the governing body, and don't use "reply all" when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It's permissible, for example, for a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

2	Phone Calls and Voice Messages Can Constitute a Meeting As with email exchanges, if a majority of the members of the governing body is taking "action" (see above) on behalf of the agency through phone calls or a voice mail exchange, that would constitute a meeting. Such a "telephone tree" occurs, for example, when members call each other to form a majority decision. As above, the calls and messages can constitute a serial or rolling meeting if the members collectively intend to meet and conduct agency business.
3	Key Consideration Related to Conferring to Call a Special Meeting Under RCW 42.30.080, a special meeting (in contrast to a regular meeting) may be called at any time by the presiding officer of the governing body or by a majority of the members of the governing body. In order to give effect to this authority granted under RCW 42.30.080, we believe it's permissible for a majority of the members of the governing body to confer outside of a public meeting for the sole purpose of discussing whether to call a special meeting. This includes conferring for that purpose via phone, email or other electronic means.
4	Use of Social Media Can Implicate the OPMA <i>Question:</i> If members of the governing body use social media (e.g., through a Facebook page or Twitter feed) to host a discussion about issues related to the agency, and the discussion includes comments from members of the governing body, could that violate the OPMA? <i>Answer:</i> If the discussion includes comments from a majority of the members of the governing body, that discussion could constitute a public meeting under the OPMA. There's no authority under the OPMA regarding what would constitute adequate public notice – if that's even possible – for this kind of virtual meeting, so it's best to avoid this type of discussion on social media. Recommendation: Social media can be an effective tool to solicit comments from the public, but social media shouldn't be used by your agency's governing body to collectively formulate policy.
5	Failure to Comply with the OPMA Can Be Costly Violation of the OPMA can result in personal liability for officials who knowingly violate the OPMA and in invalidation of agency actions taken at a meeting at which an OPMA violation occurred. Attorney fees and court costs are awarded to successful OPMA plaintiffs. OPMA violations can also lead to a loss of public trust in the agency's commitment to open government.

*DISCLAIMER: These practice tips are meant to provide practical information to local government officials and staff about electronic records and requirements under the OPMA. The tips aren't intended to be regarded as specific legal advice. Consult with your agency's attorney about this topic as well.

May 2016

I 2

Earley, Melissa

From: Crawford, Donald
Sent: Wednesday, September 10, 2025 10:44 AM
To: Crawford, Donald
Subject: Fair Bio Hazard



Prepare 2 Respond
Prepared
[Prepare2Respondpro](#)



WASHINGTON STATE UNIVERSITY
EXTENSION



SOUTH DAKOTA STATE
UNIVERSITY EXTENSION



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON



EXTENSION
College of Agriculture,
Biotechnology & Natural Resources



YQCA
Promotic
Video



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DON CRAWFORD | DIRECTOR
RICK MCFARLEN | DEPUTY DIRECTOR

FOR IMMEDIATE RELEASE

Date: Wednesday, September 19, 2025

Clallam County, WA – Clallam County Parks, Fair, & Facilities is excited to announce the hiring of Ms. Aspen Smith as the new Clallam County Fair and Special Event Coordinator. Her first day in this vital role was Wednesday, September 16, 2025. Aspen was one of five finalists for the position. No internal county employees applied.

A lifelong resident of Port Angeles, with over 12 years of experience in customer service and sales, Aspen has built a solid foundation for her career. Before joining Clallam County, she held positions as an operations manager and a licensed Realtor in Port Angeles and Sequim. Most recently, she served as the Catering Sales Manager at Red Lion Port Angeles Harbor and 48 Degrees North, where she successfully planned and executed a wide range of events. Aspen's previous experience has allowed her to develop strong community connections and a passion for creating inclusive and memorable experiences.

"I am thrilled to bring my local knowledge and event coordination expertise to Clallam County," Ms. Smith stated. "I look forward to enhancing the Clallam County Fair and other special events that are vital to our community."

In her role, Ms. Smith will focus on the production and marketing of the annual Clallam County Fair, as well as off-season fairground-based events. During the off-season, she will primarily work from the county courthouse, with designated days at the County Fairgrounds.

END

For inquiries, comments, or more information about upcoming events and the Clallam County Fair and fairgrounds facilities, please visit web_fair@clallamcountywa.gov or 360.417.2291