



Clallam County Fairgrounds Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

CLALLAM COUNTY FAIR ADVISORY BOARD Minutes of October 22, 2025, Regular Meeting – In Person and Via Zoom

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

Guests Present	
Staff Present	Aspen Smith, Don Crawford, Angie Bronson
Call to Order	The meeting was called to order at 6:00 p.m. by Melanie Greer.
Pledge of Allegiance & Land Acknowledgement	Don Crawford led the Pledge of Allegiance. Melanie Greer read the Land Acknowledgement.
Quorum	Yes
Request for Modification / Approval of Minutes	George made a motion to approve minutes from the last meeting. Kari seconded. Motion Passed
Public Comment on Agenda Items	None
Committee Reports	<u>Pacific Northwest Junior Livestock Auction:</u> Megan said checks are going out tomorrow for auction participants. <u>4-H / WSU Extension:</u> Melanie said the Vet Science class started on Sunday. There waws 20 kids enrolled and 17 were able to make it on Sunday. Enrollment is going well so far. Achievement night is the first Sunday in November at noon. <u>Olympic Peninsula Rodeo Association:</u> None

Special Committee Reports	1. <u>Superintendents' Handbook:</u> Julie said that the handbook has been updated, but it could be reorganized to be more user friendly. They are going to continue working on it and improve based off of superintendent's suggestions. 2. <u>Fairgrounds Master Plan:</u> Megan gave Don a list of areas that the Facilities crew needs to update the Master Plan before the committee can proceed with the necessary updates. This includes things like verifying the size of all buildings, roof type, foundation type, electrical, plumbing, etc. that the Master Plan committee would like answered and back by the February 2026 meeting. After that information is back the committee with re-type the entire Master Plan with all the necessary updates and present to the fair board. 3. <u>Fair Budget:</u> Cindy spoke that we put in the numbers the county submitted, and she can send that information to aspen to send out to the fair board, but the county has already submitted the budget as needed. Melanie asked when the budget will be finalized. Don said it will be done on the second Tuesday of December. The Parks, Fairs, & Facilities Dept is meeting with the commissioners tomorrow, Oct 23 from 8am-12pm to over the budget. 4. <u>2026 Master Fee Schedule Recommendation:</u> Megan said the committee met on Sunday so that is why it is coming to the board so late. Cindy said the pricing was set based on the number of rentals, so if that number increases, it would be more worth changing the pricing. Don said Aspen is working on a spreadsheet of how much things cost to operate while there is rentals in each building. Don said the fair board makes recommendations and votes on them. Then Don & Aspen sit down with the county administrator and finance director, then they make any necessary changes and present them to the commissioners for final approval. Aspen spoke on her marketing ideas that include wrap cards of the rental spaces available to network and get the foot in the door as a vendor for spaces available. Carol said we did not base raises on CPI. We tried to change it so it doesn't have to be changed yearly. Cindy Kelly made a motion to accept the fee schedule as written with the one typo amended. Carol seconded. LaDonna asked for clarification on the rental of the Wilder stage being moveable. Don said there is only interest from one group that has utilized that rental so far. Melanie asked for coverage of the replacement stage if needed. LaDonna asked about raises for stipend for superintendents & assistant Supers. Don stated that has been asked for with the updated budget but cannot be guaranteed until that is finalized. Motion passed to approve the Fee Schedule Recommendation with the typo fixed.
Unfinished Business	1. <u>Barn Superintendents needed: Fine Arts, Home Arts & Antique Equipment:</u> Melanie said we potentially need a super for Llamas & Alpacas also. Don asked who he would talk to

	about requirements for those animals. Julie said that they need either a 10x10 or 12x12 space. Previously they have been kept under Costco carport tents in pens. Carol wanted to make sure that it is clear to everyone that the Llamas cannot be around horses, they usually do not do well around each other. 2. <u>Judges:</u> Christine met someone in Port Townsend who works with the extension office in Jefferson County and asked Melanie to contact them about using that person as a judge in the future. 3. <u>Fair Dates:</u> Discussion postponed until the January meeting.
New Business	1. <u>2026 Fair Theme Logo – Design Submissions Review:</u> LaDona makes a motion to accept logo #2 with changes of making the flag a regular shape. George seconded. Motion passed with 1 abstention. 2. <u>Vote for current renewed Barn Superintendents:</u> We have the following barn superintendents that have said yes, they will come back. Megan made a motion to approve the barn superintendents as listed. George seconded. All approved. 3. <u>Fair Board Officer Elections:</u> Melanie said all officer positions are up for election. They are voted for yearly in October to start the new year in January. Melanie opened nominations for President. Melanie made a motion for Cindy Kelly to be president. George seconded. LaDona voted to close nominations for President. George seconded. Melanie opened nominations for Vice President. Cindy nominated Megan. George seconded. Megan declined. Katie nominated Melanie. George seconded. Melanie accepted. LaDona voted to close Vice President nominations. George seconded. Melanie opened nominations for Secretary. LaDona nominated Christine. Christine declined. Katie nominated Kari. Kari accepted. LaDona voted to close the Secretary nominations. George seconded. Carol made a motion we cast a vote for Cindy Kelly as President, Melanie Greer as Vice President & Kari Martinez-Bailey as Secretary. George seconded. All approved.
Staff Reports	1. <u>Itinerate Vendors & Fire Safety Permits:</u> Aspen said that the Fire Chief is holding all food vendors to standards that have previously been asked of other events within our area but has not yet been asked of the fairgrounds. The fire chief is making us follow it now. There will be other new regulations as well. Aspen will have more information in January. 2. <u>Parent Complaint Email Regarding Barn & Vet Check:</u> There was a parent complaint about barns, judging, vet check, service dogs, etc. There was much discussion on each topics. Most of the topics have been previously discussed in length and already have discussions regarding changes and how to do better next year (vet check, service dogs, etc). It was discussed the judging

	in barns Danish vs American and how it changes how many ribbons are around the barn. The issues in the poultry barn were discussed for the length of the show. Katie asked to have a training for the superintendent on working with kids with disabilities. The original family reached out to Cindy Kelly with the complaint she stated that she would contact the family and give them our feedback. If there are any other issues, she will get in touch with the proper people on each issue and we will go from there.
Other Items	
Public Comments on Non-Agenda Items	
Adjournment	Geroge moved that the meeting be adjourned. Seconded by Katie. Vote was unanimous. Meeting adjourned at 7:54 pm.

Respectfully submitted,

Megan Bekkevar-Miller
Secretary

Updates for the Master Plan needed from the County – 10.22.2025

The Master Plan Committee will retype the document to include all information once verified, the current Master Plan 2005-2015, is missing several buildings on the document

Chapter 2

- Overall General Condition of each building
- Verification/updates of Building Survey of **each** building – with dates of when it was done for each building (month & year)

Chapter 3

- Verify everything completed on the ADA Improvements & access survey that was last updated in January 2008 – for each building

Chapter 4

- Major improvements to the overall fairgrounds broke down by year from 2008-current.

The Master Plan Committee requests to have this information back from the county on or before the February 25 Fair Board Meeting.