



Clallam County Parks, Fair & Facilities Department

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

March 18, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, March 25, 2026, 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 Fair and Special Events Coordinator at 360-565-2610 or via email at aspen.smith@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. Pacific Northwest Junior Livestock Auction
 - 2. 4-H/WSU Extension
 - 3. Rodeo – Olympic Peninsula Rodeo Association
- F. Special Committee Reports
 - 1. Superintendents' Handbook Committee
 - 2. Fairgrounds Master Plan
 - 3. Fair Budget

Direct: 360-565-2610
Fair Office: 360-417-2291
Aspen.Smith@clallamcountywa.gov

4. Fair Ribbons and Trophies
 5. Bylaw Committee
 6. Exhibitors Guide Committee
 7. Camping Committee
 8. Advertising/Public Relations Committee
- G. Unfinished Business
1. N/A
- H. New Business
1. MIV & Fire Safety Presentation: Joel McKeen & Shannen Cartmel
 2. Sponsorships
 3. Emergency Response Plan
- I. Staff Reports
1. Director's Report: Connectivity at the Fair, 2026 WSDA State Allocation
- J. Other Items
1. Royalty
 2. Commitment Recap
- K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- L. Adjournment



APPLICATION COVER SHEET

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362

360.417.4750 | www.cityofpa.us | ced@cityofpa.us

APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: ☐ Yes ☐ No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

SUBJECT PROPERTY

Property Owner(s): _____

Property Owner Address: _____

Full Street Address: _____

Full Legal Description: _____

Parcel ID: _____

Current Zoning: _____

APPLICATION / PERMIT TYPE

ENVIRONMENTAL

- ☐ Environmental Sensitive Area
- ☐ Flood Development
- ☐ Shoreline Development
- ☐ State Environmental Policy Act
- ☐ Wetland Permit

LAND DIVISION AND ALTERATION

- ☐ Annexation
- ☐ Boundary Line Adjustment
- ☐ Short Plat
- ☐ Subdivision
- ☐ Street Vacation
- ☐ Lot Conformation

OTHER: _____

MUNICIPAL

- ☐ Municipal Code Amendment
- ☐ Comprehensive Plan Amendment

ZONING & USES

- ☐ Conditional Use - Type:
- ☐ Home Occupation
- ☐ Temporary Use
- ☐ Unclassified Use
- ☐ Overlay - Type:
- ☐ Variance - Type:
- ☐ Mobile & Itinerant Vendor – Type:
- ☐ Rezone

STAFF USE ONLY:

Notes:

Date Stamp



MOBILE AND ITINERANT VENDOR APPLICATION

Department of Community & Economic Development

321 E 5th Street, Port Angeles, WA 98362

360.417.4750 | www.cityofpa.us | ced@cityofpa.us

BUSINESS INFORMATION

Business Name: _____ Business Phone: _____
 Business Email: _____ Hours of Operation: _____
 Operation Days Per Year: _____ Non-Profit EIN: _____
 WA State Business License # (UBI): _____

APPLICATION / PERMIT TYPE

Mobile - A mobile vendor is a business that operates from a vehicle, trailer, bicycle, or cart and moves to different locations to sell goods or services in an outdoor setting.

Itinerant - An itinerant vendor is a business that travels from place to place to sell products or services, often setting up temporary stands or booths in an outdoor setting.

☐ Mobile Vendor (non-food sales or production)

☐ Itinerant Vendor (non-food sales or production)

☐ Mobile Vendor (food sales or production)

☐ Itinerant Vendor (food sales or production)

Do you plan to operate, vend, or hold events in any City parks? Yes ☐ No ☐

Days of Operation:

☐	☐	☐	☐	☐	☐	☐
Mon	Tue	Wed	Thur	Fri	Sat	Sun

APPLICATION MATERIALS CHECKLIST

Mobile & Itinerant Vendor Application: Complete this form and have an authorized agent sign.

Business Narrative: Complete page three of this form to provide us with a narrative of your operations.

Health Permit: Signed approval or exemption from [Clallam County Health Department](#) (applicable for food sales).

L&I Insignia: Photo of the Official [Department of Labor & Industries](#) Insignia or Stamp (applicable for mobile units).

Fire Safety Inspection: Copy of a current Mobile Food Vendor Fire Safety Inspection certificate or signed approval form from the Washington State Association of Fire Marshals (applicable for mobile units with hood system)

I have read and completed the application and know it to be true and correct. I am authorized to apply for this permit and understand that it is my responsibility to determine what permits are required and to obtain permits prior to work, use, or activity. I understand that I will forfeit review fees if I withdraw the application before the permit is issued.

Date: _____ Print Name: _____ Signature (☐ Owner ☐ Representative) _____

STAFF USE ONLY:

Notes:

Date Stamp



MOBILE AND ITINERANT VENDOR APPLICATION

Department of Community & Economic Development
321 E 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

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BUSINESS NARRATIVE

Please complete the narrative below to provide the City with a clear overview of your business operations. This section helps us understand what you sell, where and when you plan to operate, and any special considerations for parks or events. Be as specific as possible.

My name is _____ and I operate under the business name _____.

I sell/provide _____.

I plan to operate primarily at _____
_____ (events, locations, or routes).

My typical season of operation is _____.

and my hours of operation are _____.

My business setup is a Food Truck | Trailer | Cart | Tent/Booth | Other: _____.

The general flow of my operations (set-up, serving, clean-up) is as follows: _____.

If operating in City parks, the park(s) I plan to use are: _____.

If operating in City parks, the utilities I will need are: Power | Water | Restrooms | None.

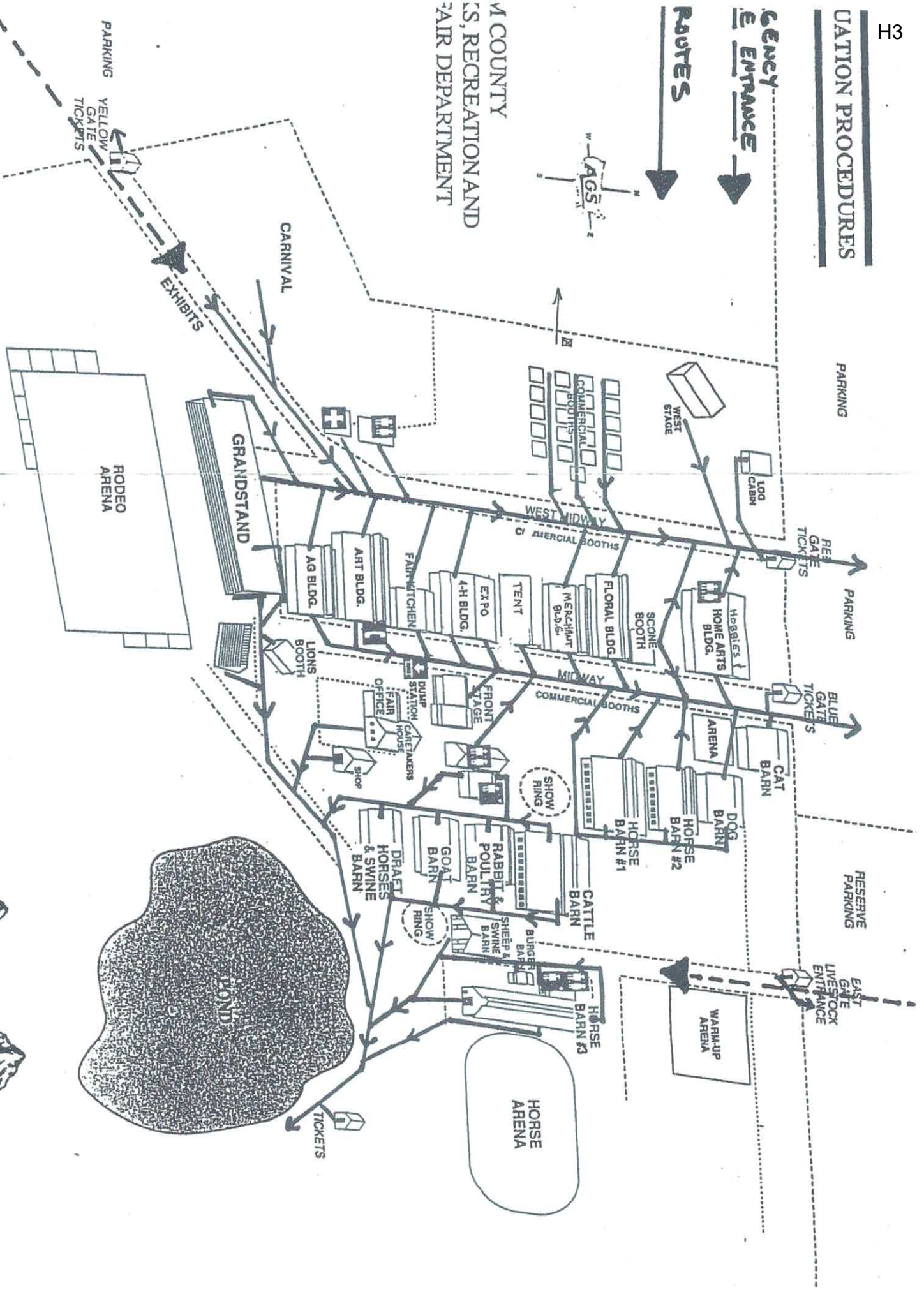
Additional notes about my customer base, type of events, or special considerations: _____.

ATION PROCEDURES

Agency
Entrance

Routes

M COUNTY
KS, RECREATION AND
FAIR DEPARTMENT



CLALLAM COUNTY PARKS, RECREATION AND FAIR DEPARTMENT

EMERGENCY RESPONSE AND EVACUATION PLAN

COUNTY FAIRGROUNDS FACILITY

The purpose of this policy is to provide an emergency response and evacuation plan to be used during emergencies at the County Fair and other special events held at the County Fairgrounds.

- I. The Fair office shall be designated as the "Primary Command Post Headquarters".
- II. The Exposition Building (4-H/Photography) shall be designated as the "Secondary Command Post" if needed.
- III. Assignment of worksites and meeting locations for fair staff and workers.
 - A. The following personnel shall report to the "Command Post Headquarters" upon notification of an emergency:
 1. Fair Manager, Fair Board Members, Fair Maintenance Worker.
 2. Parks, Recreation and Fair Director, any Parks and Fair Department staff that are on site and any seasonal maintenance employees.
 3. Those who are listed and have radio contact should check in with Command Post if they cannot respond immediately, or are handling a particular incident, as soon as the channel is clear.
 4. Any available security, Aid unit members not already responding.
 - B. Green Booth Area (livestock gate)
 1. Parking crew headquarters, person(s) in charge of the parking lot security for the event.
 2. Green gate ticket takers.
 - C. Blue Booth (main midway gate)
 1. Blue Booth ticket seller and counters.
 2. Building superintendents and assistants from:
 - a. Cat Barn
 - b. Dog Barn
 - c. Horse Barn #1
 - d. Horse Barn #2
 - e. Home Arts

- f. Floral Building
- g. Hobbies & Crafts

D. Red Booth (west midway gate)

1. Red Booth ticket seller and counters.
2. Building superintendents and assistants from:
 - a. Merchants Building
 - b. 4-H Building
 - c. Photography
 - d. Art Building
 - e. Gem & Mineral
 - f. Agriculture Building

E. Yellow Booth (west gate)

1. Yellow Booth ticket seller and counters.

F. White Booth (commercial exhibit gate)

1. White Booth ticket checkers and counters.

G. White Booth (pond, east side gate)

1. White Booth ticket seller.
2. Barn superintendents and assistants from:

- a. Horse Barn #3
- b. Cattle Barn
- c. Rabbit & Poultry Barn
- d. ~~Draft Horse Barn~~ *sheep Barn*
- e. Goat Barn

H. Parking Crew

1. Stay at assigned parking areas, with the green gate being the main headquarters.

IV. General Assignment of Duties

A. Command Post Headquarters

1. Fair Manager, Director of Parks, Recreation and Fair, City Police, City Fire Department, County Sheriff's Department, or State Police shall determine if a total or partial evacuation is necessary.
2. If a total evacuation is performed, two representatives of the above authorities should agree before evacuation is ordered.
3. Fair staff, along with sheriff's department, police and fire and

safety personnel shall make announcements and determine actions to be taken during the emergency.

4. Fair maintenance worker shall deploy all maintenance and seasonal workers to site where they are needed from the command post.
- B. Green booth entrance (livestock gate), blue booth entrance, red booth entrance, yellow booth entrance, commercial booth entrance and east white booth entrance areas.
1. Parking crew shall provide for emergency vehicle flow in and out of the gate area, maintain open traffic ways into and out of the grounds, and maintain orderly parking lot and pedestrian traffic that chooses to exit the grounds.
 2. The ticket sellers, counters, building superintendent and other parks and fair department staff deployed to these areas shall provide assistance to the parking crew and work to maintain orderly pedestrian traffic out of the grounds.
 3. The parking crew and fair staff shall work together to restrict access into the grounds by other than credentialed, authorized police, fire and safety personnel who are responding to the emergency.
 4. Those with radios shall maintain contact with the Command Post Headquarters and coordinate with other gate area personnel.

V. Bomb Threat

- A. Person answering call should try to get all information from the caller and complete the "Bomb Threat" form immediately.
- B. Call 911 and report incident.
- C. Contact Fair Manager and call an evacuation meeting to the Command Post Headquarters over the radio and P.A. system using the pre-established code name.

BOMB THREAT BY PHONE

CHECK LIST

Time call received: _____

Time call terminated: _____

Exact words of caller: _____

Time bomb is set to explode: _____

Where is it located: Floor _____ Area _____

What kind of bomb: _____

Description of bomb: _____

Why was it placed: _____

Description of Voice

Male _____ Female _____ Calm _____ Frightened _____

Young _____ Middle-aged _____ Old _____

Accent _____ Slang _____ Educated _____

Background Noise (Type) _____

Additional Information _____

_____Signature and Phone No. of Person
Receiving Call

Department _____

B: BOMBTHRT

CLALLAM COUNTY FAIR ADVISORY BOARD BY-LAWS

DEFINITION OF TERMS

This table of term definitions is intended to explain terms used in subsequent sections. They are meant to be somewhat generic so that as jobs change in title, ~~the Clallam County Administration Code and/or Fair Board Policy and Guidelines~~ Policy manual does not need to be changed each time.

"Board" means Clallam County Fair Advisory Board

"BOCC" means Board of Clallam County Commissioners

"Director" means Clallam County Parks, Fair & Facilities Director, ~~the position, either department head or division manager, who by organizational chain of command is the chief administrator or manager of the "Parks Department" facilities, activities, and properties.~~

~~"Parks Department"~~ "Clallam County Parks, Fair & Facilities" means the Department or Division that has been established by The BOCC to manage and operate the Clallam County Parks along with their facilities, programs, and properties. ~~It may be a stand-alone, County department or division of another County department, like Public Works.~~

"Special Election" means an election held to replace a vacated, elected officer Board position, due to resignation or removal for improper conduct of the office.

"Special Meeting" means unscheduled meetings called from time-to-time by the Board for a specific purpose. They usually address issues that need immediate attention or that need more time and discussion than can be handled in routine board meetings.

"Regular Committee" means an ongoing committee formed to work the year through. A member of the committee gives a report at regular fair board meetings.

"Special Committee" means a committee formed to address board concerns or issues that need more time, vetting, research, and discussion than can be handled in routine board meetings.

The Calendar year is January through December

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OFFICERS

The officers of the Board shall be a President, Vice-President, and Secretary. The Vice-President shall serve in the absence of the President. In the absence of both, the members present at the meeting shall elect a temporary president for the meeting. The [Fair & Special Events Coordinator](#) ~~Fair Manager~~ shall serve as the Clerk of the Board and provide staff support.

~~The terms of officers shall be for one (1) year from November 1 through October 31 the following year.~~ Officers may not hold the same office for more than two (2) consecutive years except the ~~s~~Secretary who may serve more consecutive years with Board approval. Nominations for officers shall be made at the regular October meeting. The President shall open the nominations for each office; President first, then the others; and any Board member may nominate candidates for an office. After all nominations have been made, the President shall close the nominations, and the Board shall vote by written ballot with a majority rule. ~~The process of elimination will be used if there is no clear majority vote.~~ Each office shall be nominated and voted upon before proceeding to the next office. Newly elected officers shall take office ~~on November 1st, at the beginning of the calendar year.~~

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DUTIES OF OFFICERS

President The President shall conduct meetings of the ~~b~~Board, keep order, be fair and impartial, and protect the rights of all board members and staff. ~~and is the chief executive of the Board.~~ ~~The President has all the powers and duties usually incident to such office and is responsible to appoint committees and to conduct the business of the~~ ~~b~~Board in collaboration with the executive committee between regular meetings. The President shall retain full right and responsibility of partaking in all deliberations and voting. ~~for a good and sufficient reason.~~ However, ~~the President~~ does not have the right of casting an additional deciding vote. ~~The President is part of the executive committee.~~

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Vice-President The Vice-President shall act for the ~~p~~~~P~~President in ~~his/her~~ their absence. ~~The Vice-President is part of the executive committee.~~

Secretary The Secretary shall keep the minutes of regular meetings and work sessions. The Secretary shall write up the minutes and submit them to the [Fair & Special Events Coordinator](#) ~~Fair Manager~~ at least ~~fourteen~~ (14) days prior to the next monthly meeting. ~~The Secretary is part of the executive committee.~~

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REMOVAL OF ~~ELECTED~~ OFFICERS FROM OFFICE

An elected officer (~~President, Vice-President, and Secretary~~) of the Board may be removed from office for improper conduct of the office. Charges against the officer and a time scheduled to hear the officer's rebuttal will be presented at a regular meeting, and the vote on the removal-

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 of the officer shall take place at a subsequent meeting in an Executive session. At least eight (8)
~~Board~~ board members need to vote in favor of the removal. A special election shall take place at
 the next board meeting following when a vacated officer ~~Board~~ position. ~~exists~~. The elected
 officer shall fill the unexpired term.

BOARD MEMBER TERM OF OFFICE

Board members shall be appointed to a four (4) year term and shall be staggered so that
 terms and overall board makeup are not all due during the same year. Board members who
 want to serve another term must, so indicate in writing and send to the Fair & Special Events
 Coordinator ~~Manager~~, who will then forward it to the BOCC.

BOARD MEMBER REPRESENTATION

Board positions shall consist of the following:

1. Agriculture At-Large/assigned as qualified
2. City of Port Angeles/appointed by City of PA
3. West End At-Large
4. East End At-Large
5. Port Angeles Chamber of Commerce/must be appointed by PACC
6. Grange/must be qualified
7. Home Arts/Hobbies & Crafts/Arts/Photography/assigned as qualified
8. Garden Clubs/must be qualified
9. 4-H Homemakers/appointed by 4-H Leader's Council
10. Livestock/assigned as qualified
11. Small Animals/assigned as qualified
12. Horse Groups/assigned as qualified
13. WSU Extension/appointed position
14. At-Large
15. At-Large

REMOVAL OF BOARD MEMBERS

The Board may, by a majority vote of its members, submit a recommendation of removal to
 the ~~BOCC Board of Commissioners~~ for any Board member who misses three (3) consecutive
 meetings in a calendar year.

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The BOCC may, by majority vote, remove any member of the ~~bb~~Board without cause. Member(s) removed by the BOCC shall be notified in writing. If the member represents another organization or government jurisdiction, that agency shall also be notified of member's removal in writing.

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MEETINGS

Regular meetings of the Board shall be held at a place and time determined by the Board. Regular meetings shall be open to the public ~~and are recorded~~. ~~The Board shall not start on an agenda item after 10:00 p.m. during a regular meeting.~~

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Motions made to change policy and procedures will be put on the agenda for the next regular meeting for action. It will be determined if the presented item needs to be vetted by a Special Committee.

In the event of the lack of a quorum at a regular meeting, ~~the presiding officer the President, Vice President or President pro tempore, in that order,~~ shall adjourn the meeting to another day, and it shall be a standing order that absentee members be advised ~~of the determination to hold such a recessed meeting that the meeting was canceled.~~

Special meetings may be called:

- (1) By action of the Board at a regular meeting.
- (2) By order of the President or, in ~~his/her~~ their absence, the Vice-President.
- (3) By written request of four (4) or more members of the Board,
- (4) By request of the Parks, Fair & Facilities Director.
- (5) By request of the Fair & Special Events Coordinator ~~Manager~~.

Written or phone notice for special meetings shall be provided to members of the ~~bb~~Board.

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MINUTES AND RECORDS

Minutes of all ~~regular official~~ meetings shall be kept and made part of a permanent record. The official minutes shall be approved by a motion of the ~~bb~~Board and shall be kept in a safe place and shall be made available to the public during open ~~fair~~ office hours. Once approved, the minutes shall be posted on the Fair website.

Each Board member shall be sent a copy of the meeting agenda and a copy of the previous meeting minutes seven (7) days prior to the meeting of the board. The Fair & Special Events Coordinator ~~Manager~~ shall be responsible for sending the documents to the ~~bb~~Board members ~~and appropriate staff~~.

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Meeting recordings will be stored on the Clallam County website with all other official county ~~b~~Boards and committee meetings recordings in compliance with the Washington State Open Public Meetings Act.

MOTIONS

Motions considered by the ~~b~~Board shall constitute a part of the minutes of the meeting. Motions shall be titled as to make them identifiable in the minutes for future reference.

QUORUM - VOTING

If a quorum consisting of at least fifty percent (50%), or a minimum of eight (8), of the ~~B~~bBoard's members is not present, any business transaction is null and void. Board members attending virtually will count toward a quorum. ~~At least eight Board members must be present at a regular Board meeting to constitute a quorum.~~

Voting by "ayes" and "nays" except when Board members may require a ballot or roll call vote.

A majority of those members present at the meeting shall pass motions.

Members shall disqualify themselves from voting on any matter which may involve a conflict of interest with their business, ~~employment, non-profit involvement and/or family members~~, and may abstain from voting. ~~for good and sufficient reasons.~~

FORMATION OF AGENDA FOR REGULAR MEETINGS

A copy of the agenda for each regular meeting shall be provided to each ~~b~~Board member ~~at least two (2) days in advance.~~

The Fair ~~& Special Events Coordinator -Manager~~ in consultation with the Board President and the ~~Parks, Fair & Facilities~~ Director shall prepare the agenda for regular meetings.

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Agenda items may be placed on the agenda by any ~~b~~B Board member by:

1. Contacting the ~~President,~~ Fair & Special Events Coordinator ~~Manager~~ or ~~Director~~ designee seven (7) days prior to the regular meeting date, so that the item can be placed on the agenda to be ~~emailed mailed-out,~~ placed on the Fair website, and advertised.
2. ~~The President, Fair Manager or Director.~~
3. By a request from the general public made ten (10) days prior to the date of the regular meeting so that it can be included on the agenda to be ~~emailed mailed-out,~~ and placed on the Fair website, and advertised.
- ~~3. By majority vote of the board during a regular meeting for an item to be included on future agenda.~~
3. Agenda items may also be placed on the agenda by the Fair & Special Events Coordinator ~~Manager~~ or Parks, Fair & Facilities Director.

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SPECIAL MEETINGS

Special ~~Mm~~ meetings conducted by the ~~b~~B Board shall be advertised publicly with location, date and time.

~~A special meeting before the board which, for any reasons cannot be completed at the time and place originally advertised may be recessed to a later date, and the announcement at such recessed meeting, and the time and place of such recessed meeting shall constitute a sufficient notice to all parties concerned~~

Special Meeting procedures shall generally be as followed:

- (1) ~~President~~ **Presiding Officer** and Parks, Fair & Facilities Director (or other **County** staff) to present a summary introduction to the factual background of the subject for the information of the members.
- (2) ~~President~~ **Presiding Officer** instructs the public regarding submission of factual, relevant and nonrepetitive material and requests that each speaker state ~~his~~ **their** name, address and interest in the subject.

~~(3)~~ ~~President~~ **Presiding Officer** instructs the public and invites **individuals** ~~proponents~~ to speak first, after which opponents and other interested parties may speak. Board members may pose questions through the **Presiding Officer** at the close of each presentation.

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~~(4)~~ **(4)** Special Meeting closed by ~~President~~ **Presiding Officer** with an indication for the public ~~of~~ **to** the procedures to be followed by the ~~b~~**Board**. If, for any reason, a special meeting cannot be completed at a single session, the adoption of a motion to recess to another time shall be deemed sufficient.

MEETINGS BETWEEN PARKS, FAIR & FACILITIES COUNTY DIRECTOR AND FAIR BOARD EXECUTIVE COMMITTEE

Should the **Parks, Fair & Facilities** Director need to call a meeting between regular scheduled fair board meetings to discuss items, the Fair Board President, Vice-President and Secretary will be contacted by text or email to attend this meeting at least **two (2)** days before the proposed meeting. The meeting should be in-person but an on-line option may be permitted.

VISITOR PARTICIPATION AT BOARD MEETINGS

The Board meets and acts as a voluntary public advisory body and citizens are welcome to attend Board meetings. **Public comments are outlined in the open public meetings act – (RCW 42.30.240).** Individuals or groups wishing to be heard ~~shall~~ **may** follow these procedures:

1. Correspondence or petitions, or public input may be presented to the Board ~~under that~~ at the time of "Public comment on agenda items" or "Public on non-agenda items" for up to **three (3)** minutes as called upon by the presiding officer. If additional time is needed, a motion and approval by the ~~b~~**Board** to extend the comment period time. Additional time must be part of the motion.

~~2. Agenda requests for board action shall be filed with the President, Fair Manager or Director ten (10) or more days before the Board meeting.~~

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2. ~~At the discretion of the President~~, Visitors may comment **only** on items listed on the agenda ~~when specifically asked for clarification or expertise by a bBoard member or staff member~~. Those wishing to comment should stand and identify themselves, and comments should be directed to the Board as a whole.

3. Approved 3/4/2009 – Revised and Approved by Fair Advisory Board 07/31/2024

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COMMITTEES

From time to time, the Board may establish standing or ~~advisory~~ special committees ~~by bBoard motion and approval~~ for the purpose of assisting the Board in carrying out its responsibilities as well as obtain the broadest possible community involvement and representation.

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The majority of committee members shall be ~~bBoard~~ members. The committee chair will be a current ~~fFair bBoard~~ member and the committee will vote to decide if it is beneficial to have members of the general public as part of the committee.

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ORDER OF BUSINESS

1. Call to Order/~~Roll Call~~

2. Determination of ~~qQuorum~~

2-3. Approval of the Agenda

3-4. Request for Modification/Approval of Minutes~~Disposition of minutes/Approval~~

4-5. ~~Superintendent~~/Public Comment on Agenda Items

5. ~~Unfinished business~~

5. Committee Reports

6. Special Committee Reports

6-7. Unfinished Business

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7-8. New bBusiness

8-9. Staff Reports

10. Parks, Fair & Facilities Director's Report

9-10. 11-11. Other Items

10-12. ~~Superintendent~~/Public Comment on Non-Agenda Items

11-13. Adjournment

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CONDUCTING MEETINGS

Robert's Rules of Order shall govern in the conducting of meetings of the Board unless the above is in conflict, in which case the above shall take precedent.

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HONORARY BOARD MEMBERS

Any Board member may nominate, and the Board by ~~60%~~ majority vote of those present at any regular Board meeting may designate, any individual person who has demonstrated special interest and assistance to the Clallam County Fair as an Honorary Board Member. An Honorary Board

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~~M~~members will be designated as such until October ~~November~~ of each year. At the October ~~November~~ meeting, the Board shall determine who should continue to be designated as Honorary Board ~~M~~members for the ensuing year.

Honorary Board ~~M~~members have no voting power and are not bound by the attendance or committee involvement policies of regular Board members.

A special "Honorary Member of Clallam County Fair" badge will be issued to each honorary member.

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BY-LAWS AMENDMENTS

These by-laws may be amended when a proposed amendment is submitted in writing to all ~~b~~Board members at a regular board meeting; the Secretary shall send out proposed change to all ~~b~~Board members not present within ~~five~~ (5) days after meeting; and an affirmative two-thirds ~~(2/3)~~ vote of the ~~b~~Board membership at the next regular meeting.

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Approved 3/4/2009 – ~~Revised~~ and Approved by Fair Advisory Board 07/31/2024 08/2024



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

March 16, 2026

Clallam County
Attn: County Treasurer
223 E 4th Street, Ste 3
Port Angeles, WA 98362

SUBJECT: 2026 State Allocation

The Washington State Department of Agriculture (WSDA) was appropriated \$2.25 million this year by the Legislature to be distributed to qualifying fairs based on their merit and a reimbursement of operating expenses.

On behalf of WSDA and the Washington Fairs Commission, I am pleased to inform you that Clallam County Fair's 2026 state fair fund allocation is **\$51,246.24**.

A check in the amount listed above will be issued to you from the Washington State Treasurer, unless you have updated your statewide vendor information to include automatic deposit into your bank account.

The fair fund was created under [RCW 15.76.115](#), which sets the amounts appropriated through the State Legislature as well as any specific instructions for use of the funds. In 2021, RCW 15.76.115 was updated to include subsection (e) which states "To support inclusiveness at fair events, a portion of the additional funds provided to fairs as a result of chapter 245, Laws of 2021 must be prioritized to be spent on educational programs and outreach that are reflective of the diversity within a fair's local population."

The Washington State Legislature has declared that it is in the public interest to hold agricultural fairs, including the exhibition of livestock, agricultural produce, products of the farm home, educational contests, displays, and demonstrations designed to train youth and to promote the welfare of farm people and rural living. We know your fair works hard to meet those goals and we celebrate your efforts to share the benefits of agriculture with all who attend your fair.

We appreciate the opportunity to participate in this very important process. Should you have any questions, please feel free to contact me at (360) 902-2043 or by e-mail at fairs@agr.wa.gov.

Best regards,

Anne Almonte
Fairs Program Administrator