



Clallam County Parks, Fair & Facilities Department

223 E. Fourth St., Suite 7
Port Angeles, WA 98362-3000

CLALLAM COUNTY FAIR ADVISORY BOARD

January 28, 2026
Regular Meeting Minutes

For More Details, Please See the Meeting Video Recording, Available on Our Website:

<https://clallamcowa.portal.civicclerk.com/>

A. Call to Order Board President Kelly called the meeting to order at 6:00 pm. The Board said the pledge of allegiance and Chair Kelly read the land acknowledgement.

B. Determine Quorum Chair Kelly confirmed there was a quorum.

Members Present: Chair K. Kelly, Vice Chair M. Greer, Secretary K. Martinez-Bailey, M. Bekkevar-Miller, J. Mowbray, T. Beckstrom, C. Heckenliable, K. Sirguy, C. Johnson, C. Paulson, T. Cozzolino, C. Paulson, L. Wilson, G. Winn, and two vacancies.

Members absent: Two vacancies.

Staff Present: Director D. Crawford, Fair & Special Event Coordinator A. Smith, County Administrator T. Mielke, Clallam and Fair Specialist A. Bronson.

Guests present: Joe Marceau, Paula Hunt, Josh Borte, and Laurie Davies.

C. Approval of Minutes/Request for Modification

Winn made a motion and Paulson seconded to:

Approve the minutes from the October 29, 2025 meeting.

Motion carried unanimously.

Correspondence Received

1. Master Plan Update- email
2. Fair Advisory Board By-Laws- Red-lined Document
3. 2027 & 2028 Fair Dates Discussion- email
4. 2026 215-A Fairgrounds Fee Schedule
5. 2025 Superintendent Requests & Actions- Document
6. Board & Committee Application-Joshua Borte

D. Public Comment on Agenda Items

No public comments were received.

E. Committee Reports

E1. Jr. Livestock Auction

Heckenliable spoke positively about new board members and president.

E2 4H/WSU Extension

Vice Chair Greer spoke about increased enrollment numbers and shared Clallam County 4-H was named as a finalist for a Community Award presented by the Port Angeles Chamber of Commerce.

E3. Rodeo- OPRA

Winn turned the update over to Joe Marceau, who spoke about the Olympic Peninsula Rodeo Association and grant work conducted over the winter. He said the group awarded their first time, Top Hand Award, in the form of a belt buckle and announced George Winn was their first recipient. Marceau provided updates on work to be done on the rodeo arena.

F. Special Committee Reports

F1. Superintendents

Vice Chair Greer said a meeting invite for the committee would be sent.

F2. Fairgrounds Master Plan

Director Crawford spoke about the Fair Master Plan and the relation to the Strategic Plan. Group discussion on judges, fees, and next steps.

F3. Fair Budget

Chair Kelly presented the agenda item and requested a report on the fair budget. Director Crawford said staff will provide the Board a copy of the 2026 Budget. He spoke about the County's budget and noted budget impacts, stating that overall there were no significant cuts.

F4. Fair Ribbons & Trophies

Paulson spoke about the ribbon inventory that was done and the need to consider a universal ribbon style to include the Clallam County logo, saying a single style would meet variable needs.

It was moved by Paulson and seconded by Johnson to:

Order one style of ribbon.

Motion carried unanimously.

Continued discussion of ribbon styles.

It was moved by Paulson and seconded by Bekkevar-Miller to:

Should there be a marginal cost difference between the single and triple ribbon, the triple style would be chosen.

Motion carried unanimously.

F5. Bylaw Committee

Chair Kelly presented the item and Director Crawford suggested a committee meeting to review the bylaws as he has some suggestions and for the bylaws to be brought back to the Board for reconsideration and approval.

F6. Exhibitors Guide Committee

Vice Chair Greer spoke about bio security updates and asked Director Crawford for his support to have Fair & Special Event Coordinator A. Smith attend future Exhibitors Guide meetings as staff will need to know the history when they respond to questions from the public. Vice Chair Greer spoke to the challenges of having a single veterinarian performing vet checks and that people and animals must wait a significant amount of time. She added that additional funding was needed for a second veterinarian and requested a second veterinarian be included in the Master Plan. Board discussion followed.

Vice Chair Greer stated that on Tuesday vet check will be 9-11am for auction poultry, auction rabbit, 4-H and FFA goat and sheep and from 2-6pm vet check will allow auction poultry, auction rabbit, 4-H and FFA goat, sheep, cattle, and swine. The committee strongly recommends small animals come in the morning.

Entry Forms Update

Vice Chair Greer reported on entry forms stating that there will now be separate entry forms for each animal species and stated an electronic form could save time and money. Director Crawford asked that she submit her numbers to him. Director Crawford spoke about internet access at the fairgrounds and named a number of sites that could be considered for WiFi.

F7. Camping Committee

Johnson and Wilson provided updates to the application process and stated that checks would no longer be accepted with the application, adding that payment would be required at check in time. Group discussion on communication to pet owners staying in the camping area. Director Crawford shared he is drafting something for the Fair Board's February meeting on service animals. Chair Kelly provided a copy of the RCW document pertaining to service animals to Director Crawford.

G. Unfinished Business

G1. Fair Dates

Coordinator Smith spoke to fair dates presented in the packet.

It was moved by Greer and seconded by Winn to:

The fair line up to be the 3rd full weekend including the third Saturday and Sunday in August each year.

Motion carried unanimously.

H. New Business

H1. Waterfowl

Board discussion on challenges and potential solutions in order to include water fowl at the fair.

It was moved by Bekkevar-Miller and seconded by Paulson to:

Not have water fowl at the fair until the County can fix the biosecurity issues associated with water fowl.

Motion carried unanimously.

I. Staff Reports

I1. Fairgrounds Fee Schedule

Director Crawford presented the agenda item and said it would likely be on the April agenda for the Board to make a recommendation for fiscal year 2027.

Board spoke about changes to the fee schedule, and indicated more work would need to be done prior to final County Commissioner review.

I2. Work Order Requests & Action Taken

Director Crawford spoke to the 2025 Superintendent Requests which included items that were budgeted for, items that needed to be taken care of before the fair and items that would need to be entered as a capital request.

Board discussion on needs to include improved lighting near the swine barn and additional lights on the east side of the area between horse barn #3 and the pig barn.

Director Crawford said additional updates would be provided prior to the fair and spoke to grants and an upcoming opportunity relating to a historic building.

I3. Directors Report

Director Crawford provided updates on a \$250,000 grant received to make improvements to the rodeo arena and said the board can expect regular updates.

J. Other Items

J1. Royalty

Fair Commissioner Davies provided royalty updates, stating there were six candidates running for 2026 fair royalty and spoke about the upcoming coronation to be held Saturday January 31, 2026 in the Home Arts Building. She added that Chair Kelly and Sylvia Strohm had organized a silent auction with funds to go towards royalty scholarships.

J2. Fair Board Vacancies & Superintendent Vacancies

Director Crawford provided information on recruitment work with hoped the Board could take action during their March meeting. He said there were ongoing recruitments for barn superintendents.

J3. WSFA Convention Report

Fair Commissioner Davies spoke about attendance as a Fair Commissioner at the Washington State Fairs Association Convention held in Wenatchee, WA October 23-25, 2026.

Chair Kelly shared her report which included an update on attendance at the Washington State Fairs Association Convention held in Wenatchee, WA October 23-25, 2026 and stated the 2027 convention is scheduled for October 22-24, in Wenatchee, WA.

She spoke about highlights including the keynote speaker Ian Hill, Founder of “You Make THE difference & National Initiative”, roundtable sessions and proposed improvements to the kid zone including ideas for volunteers. She spoke about ways to boost social media including highlighting a day-of-the-week feature post.

Chair Kelly spoke about service dogs and offered suggestions to improve communication, improved signage, including information in the exhibitors guide and Superintendent’s book, and potentially asking a dog kennel group to rent out cages.

She spoke about fairground ideas including opening day events and closed by sharing the following awards received:

- Clallam Fair – 1st place for scrapbook
- 3rd Place Best Agricultural Exhibit – WSU Extension for the Agriculture Building
- Best Use of Theme – t-shirt contest

J4. Commitment Recap –

Director Crawford provided the Commitment Recap, which included the following:

- A copy of the Master Plan, including the fees for superintendent, judges, budget for judges, etc. and the past Capital Plan will be provided to the Board by February 2nd.
- Service animal item to be placed on the February Agenda.
- Copy of the approved 2026 Fair Budget emailed to Board Members.

Director Crawford said he will have a WiFi update based on the input from the Board relative to locations in need of WiFi access and will need information on electronic software entry forms as presented by Vice Chair Greer.

K. Public Comment on Non-Agenda Items

No public comment was received.

L. Adjournment

It was moved by Winn and seconded by Paulson to:

Adjourn.

Motion carried unanimously.

Meeting adjourned at 8:31 p.m.

Kari Martinez Bailey
Secretary for Fair Advisory Board