



Clallam County Parks, Fair & Facilities Department

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

July 15, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, July 22, 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 Agenda Modification, Approval of Agenda & Previous 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. Fairgrounds Master Plan – Update – Fair Survey
 - 2. Fair Budget - Update
 - 3. Bylaw Committee

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- 4. Exhibitors Guide Committee
 - 5. Camping Committee
 - 6. Advertising/Public Relations Committee
- G. Unfinished Business
 - 1. Matt Edwards Memorial
- H. New Business
 - 1. Accommodation Request- 4H Member
- I. Staff Reports
 - 1. Director & Staff Report: Connectivity at the Fair, Fair Preparations, Service Animals at the Fair
- J. Other Items
 - 1. Royalty
 - 2. Commitment Recap
- K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- L. Adjournment

2027 Parks, Fair, Facilities
O Schedule D Requests

Budget	Budget Number	Budget Item	Title	One time or Ongoing expense	Description	Financial Impact	Negative Implications	Positive Implications
Fair	.31.0170	Signs	Fairground Signs	ongoing	Fairgrounds Signs - new & replacement signage	\$4,000	Public relies on signage to ensure safe and compliant conditions and accurate wayfinding. Failure to ensure proper signage leaves the county open to unnecessary risk	The public relies on signage to ensure safe and compliant conditions and accurate wayfinding. Signage is a basic amenity that the public expects
Fair	.41.0110	Superintendents and Judges	Super. & Asst. Super. Payment	ongoing	Additional payment for Super. and Asst. Super.	\$9,000	The county fair exhibition superintendents have not received an increase in over a decade. It is increasingly difficult to recruit and sustain volunteers. The county increased the judges' payments last year.	The county fair exhibition superintendents generally reinvest their payments into the exhibitions. The increase will benefit the county.
Fair	.48.0040	Equipment Repair & Maintenance	Generator & Light Service	ongoing	Preventative Maintenance and annual Service for generators and light towers	\$6,000	The generators/light towers serve a dual purpose: fairgrounds operations & emergency resiliency. Without proper perpetual service, the equipment will not be reliable in case of emergency.	Consistent annual service ensures that the equipment is available for unplanned and emergency utilization.
Fair	.35.5500	Information TechnologyEquipment	WI FI Fairgrounds	onetime	Phase 2 Fair WI FI installation	\$7,000	Lack of reliable internet service at fairgrounds negatively impacts the off-season utilization	Investment will encourage additional consideration for the fairgrounds as a viable event and conference site.
Fair	.41.0120	Police Protection/Parking	increased security & parking budget	ongoing	1. Provide increased fair security to address the service animal code compliance and coverage. 2. Increase contract rate to maintain fair parking	\$4,800	Securing sufficient security coverage is largely a financial issue. Insufficient coverage is responsible for public non compliance. Parking requires an increase in funding to maintain safe and compliant parking	Increased security will improve public code compliance, insure proper decorum, an proactively address timely issues. Parking is a foundational element to the fair operation. Increased funding will improve our ability to retain effective parties to perform the duty.
Fair	.31.0140	Lawn & Grounds Supplies	Improvements to lawn and grounds	ongoing	Make targeted improvements to fairgrounds lawns and grounds supplies	\$2,500	Fairgrounds landscaping is old and lacks aesthetics, which impacts the ability to market the property in the off-seasons	Improved Grounds Improvements will create increased visual interest and enhance marketability.
Fair	.35.0100	Capital Minor Equipment	Key Cafe Management & Control System	one time	Install Key Café- Key Management & Control System to better control and facilitate volunteer key Access	\$4,500	Volunteer key access is a serious issue that negatively affects volunteer morale.	Key Café Key Control System will better balance key security and unfettered volunteer access
						\$ 37,800.00 total Request		