



# Clallam County Parks, Fair & Facilities Department

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

January 20, 2025

**To: Clallam County Fair Advisory Board**

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, January 28, 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](http://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 360-417-2610 or via email at [Aspen.Smith@clallamcountywa.gov](mailto: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. Junior Livestock Auction
  - 2. 4-H/WSU Extension
  - 3. Rodeo – Olympic Peninsula Rodeo Association-Update
- F. Special Committee Reports
  - 1. Superintendents' Handbook
  - 2. Fairgrounds Master Plan - Update
  - 3. Fair Budget

Direct: 360-417-2610  
Main Office: 360-417-2291  
[Aspen.Smith@clallamcountywa.gov](mailto:Aspen.Smith@clallamcountywa.gov)

4. Fair Ribbons and Trophies - Update
  5. Bylaw Committee – Update
  6. Exhibitors Guide Committee- Update- Vet Check
  7. Camping Committee- Update
- G. Unfinished Business
1. Fair Dates - 2027 & 2028 - 3<sup>rd</sup> full weekend
- H. New Business
1. Topic- Waterfowl
- I. Staff Reports
1. Fairgrounds Fee Schedule – BOCC Approval
  2. Work Order Requests & Actions Taken
  3. Directors Report - WSDA Grant Status Report(s), Board Member comment request
- J. Other Items
1. Royalty - Update
  2. Fair Board Vacancies & Superintendent Vacancies
  3. WSFA Convention Report
  4. Commitment Recap
- K. Public Comments on Non-Agenda Items – Please limit comments to 3 minutes.
- L. Adjournment

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**Fairgrounds Master Plan Update & Committee**

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

**Date** Tue 1/13/2026 5:19 PM

**To** Cindy Kelly <ctkelly@olyphen.com>; megan@bekkevarfarm.com <megan@bekkevarfarm.com>; Greer, Melanie Rose <Melanie.Greer@WSU.edu>; meadowmuffinfarm@outlook.com <meadowmuffinfarm@outlook.com>; Kari Martinez-Bailey <kmbailey@cityofpa.us>; Sirguy, Katie <bksirguy@gmail.com>; laurieanndavies@aol.com <laurieanndavies@aol.com>

**Cc** Smith, Aspen <aspen.smith@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>

Good afternoon!

Aspen reminded me that the committee has requested that several facilities-related FAQs and Analytics be provided for the current Fair Master Plan Update effort. I am working diligently to respond to this request in time for the February FAB Meeting.

I appreciate the committee's efforts. At the same time, I need to remind the committee and probably the entire FAB that in the next two years, the county is going to seek capital budget funding/grant funding to engage a consultant with master plan development expertise to lead the FAB and County Staff in developing an entirely new comprehensive master plan. The project will take approximately a year and will require coordinated efforts of the FAB, County Staff, Fair Volunteers, Community Stakeholders, County executive leadership, and the BOCC. I strongly believe this is the most effective way to reimagine and retool our fair for the next decade(s).

At this juncture, several amendments to the existing plan are necessary to increase expenditures for judges, superintendents, and related positions. We can make strategic tweaks to other required elements as well. I am delighted to meet with the committee to discuss this in greater detail. I am available nights and weekends in addition to weekdays.

Have a pleasant evening.



**Don Crawford, CGM**  
*Director*

Clallam County  
Parks, Fair, & Facilities Department  
223 East Fourth Street, Suite 7  
Port Angeles, WA 98362-3000  
360.797.8283 cell



## 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 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 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 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 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.

## DUTIES OF OFFICERS

President The President shall conduct meetings of the 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 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.~~

Vice-President The Vice-President shall act for the ~~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 Manager at least ~~fourteen~~ (14) days prior to the next monthly meeting. ~~The Secretary is part of the executive committee.~~

## 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~~ 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 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 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.

## 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.~~

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 Director.
- (5) By request of the Fair Manager.

Written or phone notice for special meetings shall be provided to members of the board.

## 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 ~~B~~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 Manager shall be responsible for sending the documents to the ~~B~~board members and appropriate staff.

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

## MOTIONS

Motions considered by the 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 Board'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 board member **at least two (2) days in advance.**

The Fair Manager in consultation with the Board President and the Director shall prepare the agenda for regular meetings.

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Agenda items may be placed on the agenda by any board member by:

1. Contacting the **President**, Fair 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.

~~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 Manager or Director.

## SPECIAL MEETINGS

Special Meetings conducted by the 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 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.

~~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) Special Meeting closed by ~~President~~ **Presiding Officer** with an indication for the public ~~of~~ **to** the procedures to be followed by the 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 COUNTY DIRECTOR AND FAIR BOARD EXECUTIVE COMMITTEE

Should the 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 board to extend the comment period time. Additional time must be part of the motion.

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

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 board member or staff member.** Those wishing to comment should stand and identify themselves, and comments should be directed to the Board as a whole.

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## COMMITTEES

From time to time the Board may establish standing or ~~advisory~~ special committees **by board 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.

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

## ORDER OF BUSINESS

1. Call to Order/~~Roll Call~~
2. Determination of ~~q~~Quorum
3. Request for Modification/Approval of Minutes~~Disposition of minutes/Approval~~
4. ~~Superintendent/~~Public Comment on Agenda Items  
~~Unfinished business~~
- ~~5.~~5. Committee Rports
6. Special Committee Reports
- ~~6.~~7. Unfinished Business
  
- ~~7.~~8. New ~~b~~Business ~~8.~~9. Staff Rports
  
10. Director's Report
  
- ~~9.~~10. ~~11.~~11. Other Items
  
- ~~10.~~12. ~~Superintendent/~~Public Comment on Non-Agenda Items
  
- ~~11.~~13. Adjourment

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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.

## 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 person who has demonstrated special interest and assistance to the Clallam County Fair as an Honorary Board Member. An Honorary Board

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 Members for the ensuing year.

Honorary Board 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.

**BY-LAWS AMENDMENTS**

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

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**2027-2028 Fair Dates- Continued Discussion**

**From** Smith, Aspen <aspen.smith@clallamcountywa.gov>  
**Date** Fri 1/16/2026 11:05 AM  
**To** Crawford, Donald <Donald.Crawford@clallamcountywa.gov>  
**Bcc** Bronson, Angie <angela.bronson@clallamcountywa.gov>

*Do not reply*

Hi Don,

This is to address our Fair dates in the future and the standing alignment has been the 3<sup>rd</sup> FULL weekend (which would imply) Friday, Saturday, and Sunday.

Please see this years' calendar line up for example of why the Fair is seemingly late\* this year and why the dates have been discussed a few times. I'm to understand that that first week including a date in July (31) is an incorrect\* August weekend.

Next year- if we apply those same rules of the 3rd full week- beginning with Fri-Sun the Fair will be August 19-22, 2027. The following 2028 Fair will be August 17-20.

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# August 2026

September 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Thank you,  
AS

**Aspen Smith**

*Fair & Special Events Coordinator*

Clallam County Parks, Fair, & Facilities Department

Address: 223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

**Phone- County:** 360-565-2610

**Phone- Fairgrounds:** Mon, Thurs, Fri 8-1pm: 360-565-2725

Inquiring for our 2026 Fair - Barn Superintendents' application? Please visit:

[Fairgrounds | Clallam County, WA](#)

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2026		
<b>RENTALS – FAIR EVENT FEES</b>		
DAILY ADMISSION	FEE	REFERENCE / COMMENTS
Adult	\$12	
Seniors 80+	Free	
Senior 65-79	\$10	
Youth 6-12	\$8	
Active Military & Veteran	\$10	
Child Under 5	Free	
Student 13-17	\$9	
Thursday – Kids’ Day Children, Youth 6-12	Free	
SEASON PASS	FEE	REFERENCE / COMMENTS
Adult	\$36	
Senior 65-79	\$30	
Student 13-17	\$27	
Youth 6-12	\$24	
Active Military & Veteran	\$30	
Fair Vendor /Worker Tickets	\$12 per set/4 tickets in a set- max of 8 sets (except for Grange and Lions Club)	
Youth & Adult Animal Exhibitor	\$5 per person/week	
Guardian & Assistant Animal Exhibitor	\$5 per person/week	
Barn/Building Volunteer	\$5 per person/week or \$1.25 per daily ticket	
PARKING/CAMPING	FEE	REFERENCE / COMMENTS
Reserved Parking Pass Lot #1	\$50 per vehicle/Fair week	
Overnight Camping & Parking Pass Non-Utility site outside fence	\$ 48 per vehicle/Fair week	
Overnight Camping Area E Utility site inside fence, east side	\$90 per vehicle/Fair week	
Overnight Camping Area D Vendor/Carnival area, west side Lot	\$25 per vehicle/per night	

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2026		
Superintendent and 1 Assistant Superintendent Camping	50% of the rate of requested space	
<b>VENDOR BOOTH</b>	<b>FEE PER EVENT</b>	<b>REFERENCE / COMMENTS</b>
Merchants Building	\$350	
Wasankari Log Cabin	\$250	
Inside Space in a Building (10' x 10') (without power, excluding Merchants Building)	\$250	
Outdoor Space on Grounds (10' x 10') (without power)		
Informational Only - Non-Profit	\$200	
Commercial Only - Non-Food	\$250	
Electricity	\$50	
<b>FOOD VENDOR BOOTH</b>	<b>FEE PER EVENT</b>	<b>REFERENCE / COMMENTS</b>
Outdoor Only – (Counties include Clallam, Jefferson, Kitsap, Island & San Juan)	\$250 plus 18% of gross sales	
Outdoor Only – (all other counties)	\$250 plus 20% of gross sales	
<b>RENTALS – NON-FAIR EVENT FEES<sup>3</sup></b>		
<b>BUILDING</b>	<b>FEE</b>	<b>REFERENCE / COMMENTS</b>
Home Arts Building (6,640 sq. ft.)		
Non-Profit	\$450/day	Each building requires a \$600 refundable deposit.
Profit and Private	\$565/day	
Floral Building (2,340 sq. ft.)	\$300/day	
Exposition Hall (5,000 sq. ft.)		
Non-Profit	\$380/day	
Profit and Private	\$500/day	
Fair Kitchen (1,600 sq. ft.)		
Non-Profit	\$210/day	
Profit and Private	\$450/day plus 18% of gross sales, if concessioned	
Dining Area Only		
Non-Profit	\$80/day	
Profit and Private	\$180/day	

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2026		
Art or Agriculture Building (3,200 sq. ft.) Non-Profit Profit and Private	\$100/day \$200/day	
Merchants Building (3,200 sq. ft.)  Non-Profit Profit and Private	  \$100/day \$200/day	
ANIMAL BARNS	FEE	REFERENCE/ COMMENTS
Cat Barn Non-Profit Profit and Private	\$60/day \$120/day	
Dog Barn Non-Profit Profit and Private	\$60/day \$120/day	
Cattle Barn Non-Profit Profit and Private	\$60/day \$120/day	Some Barns have very limited availability from September through May 31.
Poultry/Rabbit Barn Non-Profit Profit and Private	\$60/day \$120/day	
Multipurpose Barn (Cattle Barn #2) Non-Profit Profit and Private	\$60/day \$120/day	
Sheep/Goat Barn Non-Profit Profit and Private	\$60/day \$120/day	
Swine Barn Non-Profit Profit and Private	\$60/day \$120/day	
Horse Barns Non-Profit Profit and Private  Non-Profit Profit and Private	\$12 per stall/day \$24 per stall/day  \$160 per barn/day \$210 per barn/day	3 Horse Barns available.
Arenas Dog Livestock Sheep/Swine Horse (Warm Up Arena included) Daily Use Fee Arena Surface Grooming	\$65/day \$65/day \$65/day \$240/day \$18/day \$130/each time worked/day	Daily Use Fee does not include Arena being worked and watered.

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2026		
Refundable Damage/Cleaning Deposit	\$600	
Miscellaneous Areas Food Court B KidZone North Parking Lot #2 East Camping Area D Wasankari Log Cabin	\$190/day \$190/day \$262/day \$180/day \$125/day	KidZone Rental excludes Wasankari Log Cabin and excludes Camping.
Carnival Non-Commercial	\$386/day plus \$386 Deposit	Excludes Camping. Cleaning/Damage deposit is refundable.
Commercial	\$655/day plus \$655 Deposit	
Non-Profit	\$180/day plus \$180 Deposit	
Information and Ticket Booths	\$25 each/day	
GRANDSTAND WITH ARENA		Grandstand Seating Capacity 1,600
First Day	\$955	
Each Additional Day	\$775/day	
Arena Only*	\$255/day	
Arena Water Use	\$300/event minimum	Fee in addition to Rental Fee; no use of water truck.
EVENTS THAT CHARGE ADMISSION/CONCESSIONS		
Admission Percentage Fee	18% of gross sales, in addition to Rental Fee	
Food Concession Fee- Carnivals, Grandstand, Arena, Stage Areas	\$180/day plus 18% of gross sales	
Refundable Damage/Cleaning Deposit Low Risk Event High Risk Event	\$1,200 \$2,850	Sample of low-risk event: horse show. Samples of high-risk event: demo derby, monster truck show.
STAGES	FEE	REFERENCE / COMMENTS
Center Stage	\$125/day	

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2026		
West Stage Area & Stage Profit and Private		Staff set-up mandatory and may include additional fee.
First Day	\$625	
Each Additional Day	\$510/day	
Stage Extensions		
First Day	\$150	
Each Additional Day	\$75/day	
West Stage- Stage PORTABLE Fee	\$5,000/3 Days	Must be within 5-mile radius of Fairgrounds. Staff supervisor included & present for set up & tear down of stage.
Refundable Damage/Cleaning Deposit	\$2,500	
MISCELLANEOUS EQUIPMENT	FEE	REFERENCE / COMMENTS
Interior Portable Stage	\$40section/day	Ten (10) 4' x 8' sections available.
Off-Site Round Table 60" Diameter	\$24/day	
Off-Site Rectangular Table 8' in Length	\$24/day	
Off-Site Chairs	\$3/each/day	
Picnic Tables	\$24/each/day	Rental Fee of grounds area includes 6 tables. Daily fee applies for any additional.
Benches	\$35/each/day	
OVERNIGHT CAMPING	FEE	REFERENCE / COMMENTS
Utility Site	\$42/vehicle/site/night	Includes use of restrooms, showers.
Non-Utility Site	\$36/vehicle or tent site/night	
VEHICLE STORAGE	FEE	REFERENCE / COMMENTS
RVs/Trailers/Boats/Cars		Available starting September 1 and ending May 31 the following year, and has first come, first served.
Vehicle/Equipment under 10' tall	\$5linear foot/month	
Vehicle/Equipment over 10' tall	\$6/linear foot/month Leasehold Excise Tax will be added to fees as appropriate <sup>2</sup>	

FAIRGROUNDS FEE SCHEDULE 215-A EFFECTIVE 2026		
MISCELLANEOUS	FEE	REFERENCE / COMMENTS
Additional County Staff Time	\$85 hour/per person	
Fair Grievance Fee	\$25	Fee refunded if Grievance is found in favor of Grievant.

- 1 50% off profit and private rental fees on all facilities when used by a 4-H or FFA sanctioned event.
- 2 The current Leasehold Excise Tax Rate is 12.84% and is subject to change without notice. This tax pertains *only* to Vehicle Storage.
- 3 Non-profit groups/vendors must have and provide a registered 501(c)(3) number.

Clallam County Ordinance: Chapter 23.06: “The Department has the authority to negotiate special rental fee contracts and set fees for large special group gatherings or overnight rallies based on costs of facilities used, number of participants, and risk of the programs involved.”

**\*\*Prices are subject to change \*\***

## **2025 Superintendent Requests – Action Taken**

### **AGRICULTURE BARN**

- Remove cedar paneling from wall – W/O created
- Paint interior – W/O created as budget allows

### **CAT BARN**

- Repair broken bench supports under north side bench – W/O created
- Fix exposed nails – W/O created
- Leaks on roof – W/O created to investigate

### **CATTLE BARN**

- Cattle arena boards are coming loose, some need replacing – W/O created to replace broken boards and repair as necessary
- Repaint announcers booth and repair – W/O created

### **HOME ARTS**

- Left closet door not aligning to close – W/O created to fix
- Floor is a bit uneven in center of room – W/O created to epoxy the floor
- Install wheels on case, wheels provided – W/O created

### **HORSE BARN**

- Speakers in Horse Barn #2 are hard to hear – Discussed with maintenance, unsure of how to resolve since individual speakers do not turn up or down on volume
- Sand and repaint the performance arena announcers booth and finish installing plexi-glass on the counters – W/O created to sand the booth and install plexi-glass, supply paint and supplies – horse volunteers will paint the actual booth per LaDona Wilson
- Lighting in Superintendents Office in Horse Barn 1 – need permission from Troy to install an outlet so that the office can be used during Fair for paperwork

- Trim bottom of stall door that does not close – W/O created

## **PHOTOGRAPHY**

- Paint the interior of the barn – W/O created

## **SHEEP/GOAT BARN**

- Paint walls – Capital project – or as funds allow
- Reset all panels so they match – Capital project (need to purchase new/more pens)
- Realign the west doors so they close – W/O created
- New gates on wash rack – The current gates do not keep animals inside and the gates are hard to open for the kids. They would like to have chain link panels like the dog barn has for their run – Capital or approval by Troy
- More feeders – Capital or approval by Troy
- 2 more milking stands – Capital or approval by Troy – if comes down to funds they would rather have the chain link panels
- Power outlet on the washrack side – Used for milking machines, clippers, blowers – extension cords will work – W/O to purchase and tag 3 cords for the Sheep/Goat Barn
- Plywood to hang down the center for posters and stall cards to hang from – Does not need to be plywood, can be anything that can support the weight of posters, ribbons, and stall cards – Need approval and ideas from Troy and maintenance as to what product to use
- Remove wool shelves and make a new pen – W/O to remove wool shelves and install some shelves in the pig shed, new pen requires funding.

## **SWINE BARN**

- One more row of LED lights towards the back of the barn – They only need lights for Tuesday night for haul – in, perhaps the light tower can be used.
- Covering for the arena and bleachers – Capital project
- Shelves in tack shed – W/O created using shelves from the goat barn
- Floor needs to be replaced in tack shed – W/O created



# CLALLAM COUNTY BOARDS & COMMITTEES APPLICATION

Email the Completed Application to:  
alexander.gordash@clallamcountywa.gov  
Clallam County Human Resources | Risk Management  
223 E. 4th St., Suite 16  
Port Angeles, WA 98362

If you are an appointed representative of a jurisdiction or organization (example: County, City, Tribal Entity, etc.) you only need to fill out Section A, sign and date directly below Section A.

### Section A.

<b>GENERAL INFORMATION:</b>	
Name (First, Middle Initial, Last): ██████████	Name of Committee: <i>Fair board</i> (Please make a Selection) <i>Small animal rep.</i>
Mailing Address: ██████████	Position applying for: <i>Fair board</i>
City, State, Zip Code: ██████████	Represented Jurisdiction or Organization: <i>Small animal</i>
Day Phone, Cell Phone, Evening Phone: ██████████	Email: ██████████
Emergency Contact: <i>N/A</i>	Emergency Contact Phone Number: <i>N/A</i>

### AGREEMENT & CERTIFICATION:

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY IN THE STATE OF WASHINGTON, THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION AND THAT THE INFORMATION GIVEN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE THAT SHOULD INVESTIGATION AT ANY TIME DISCLOSE ANY SUCH MISREPRESENTATION OR FALSIFICATION, MY APPLICATION MAY BE REJECTED, AND MY NAME MAY BE REMOVED FROM CONSIDERATION.

██████████  
SIGNATURE

DATE SIGNED:  
*Aug 28 2025*

If you are an appointed representative of a jurisdiction or organization (example: County, City, Tribal Entity, etc.), you DO NOT need to fill out section B, C or D.

**Section B.**

**EXPERIENCE, SPECIAL SKILLS & LICENSES:**

Summarize your experience, special skills and qualifications, including hobbies:

Previous fairboard president & member when left to deal with family matters & medical issue at that time, Ex Life long 4-H'er whom showed small animals at the fair, Ex Antique Equipt. super. Hobbies include restoring antique tractors, farming & animal husbandry

Place of employment, if employed:

City of Port Angeles

Volunteer experience:

Ex Board member Dry creek water, Dry creek grange, Paradise units mustang rescue, Rabbit barn assisting sister whom was super in a unoficial title, Antique Equipt. super extended 20++ years I think 28yrs Ex fair board, Ex fair Board president for 2 years. Sergeant & arms Elected position with Afeme union

Special training/courses (include computer training):

AAS criminal justice, Traffic Control Supervisor, flagging, wastewater cent, water cent, Erosion control, Forklift, CDL A - TANKER - Doubles & tripples, certified rigger, First Aid, Vault rescue, Hazwopper

Are you fluent in any languages other than English?  NO  YES

If yes, please list:

**Section C.**

**ADDITIONAL INFORMATION:**

Explain why you wish to serve on this board/committee:

to support the efforts of volunteers in charge of small animal projects due to the special place they hold in my heart due to my childhood upbringing in the 4-H program

Please describe your education/career background:

AAS in criminal Justice.

Since 09' serving the city of port Angeles Public works in various Departments



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Clallam County Human Resources | Risk Management  
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Port Angeles, WA 98362

### Section D.

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE FOLLOWING CRIMES AGAINST PERSONS (SEE BELOW):

Aggravated, first or second degree murder; First or second degree kidnapping; First, second or third degree assault; First, second or third degree rape; First, second or third degree statutory rape; First or second degree robbery; First degree arson; First degree burglary; First or second degree manslaughter; First or second degree extortion; Indecent liberties; Incest; Vehicular homicide; First degree promoting prostitution; Communication with a minor; Unlawful imprisonment; Simple assault; Sexual exploitation of minors; First or second degree criminal mistreatment; Child abuse or neglect as defined in RCW 26.44.020; First or second degree custodial interference; Malicious harassment; First, second or third degree child molestation; First or second degree sexual misconduct with a minor; Patronizing a juvenile prostitute; Child abandonment; Promoting pornography; Selling or distributing erotic material to a minor; Custodial assault; Violation of child abuse restraining order; Child buying or selling; Prostitution; Or any of these crimes as they have been renamed.

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Has (a) a dependency action, (b) a domestic relations proceeding, or (c) a disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor?

YES  NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

A Washington State Patrol criminal history search along with a search of the National Sex Offender database will be conducted. I understand that if I am selected, my volunteer position is conditioned on receipt of a satisfactory report from the above entities.

I certify under penalty of perjury that the above information is true, correct and complete. I understand that if I am selected, I can be discharged for any misrepresentation or omission in the above statement.

FULL NAME:

DATE OF BIRTH:

08/20/79

DATE SIGNED:

Aug 28, 2025

SIGNATURE OF APPLICANT