



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.

WASHINGTON STATE HUMAN RIGHTS COMMISSION

GUIDE TO SERVICE ANIMALS AND THE WASHINGTON STATE LAW AGAINST DISCRIMINATION



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Service Animals and the Washington Law Against Discrimination

The Washington Law Against Discrimination (WLAD) includes provisions prohibiting discrimination against persons with disabilities who use a service animal to assist them with the disability. RCW 49.60.040 defines a dog guide as a “dog that is trained for the purpose of guiding blind persons or a dog that is trained for the purpose of assisting hearing impaired persons.” RCW 49.60.040 defines service animal as “any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability.”

Service animals are utilized by persons with a variety of disabilities and in many different ways. Service animals may lead blind people or serve as the ears of a deaf person. They may also carry and pick up items, be used for balance, and provide warnings of impending seizures or low blood sugar. Service animals may allow persons with anxiety disorders, PTSD or other emotional illnesses to function in society by alerting their handlers to avoid anxiety triggers, by recognizing and blocking behaviors, or by stimulating the person to “snap back” to a conscious state. Service animals can remind handlers that it is time to take medication, and can summon help in the case of fainting or a seizure. The ways in which persons with disabilities use service animals are growing and evolving as we discover additional ways in which animals can be utilized by persons with disabilities.



Training

WLAD clearly defines a service animal as being “trained”. Training itself is not defined, and there is no requirement that the animal have a certain type of training, that the animal be certified, or that it be trained by a particular person or by a person having certification. Court cases have determined that the training needs to be more than obedience training or positive reinforcement that are given to family pets. A service animal must have training that sets it apart from a family pet; the service animal must be trained to do work or perform tasks to assist its handler with a disability.

This training requirement often eliminates “emotional support animals”, “therapy dogs”, and “comfort animals” from the definition of service animal. In fact, the definition in the law specifically excludes certain animals from being considered service animals: “The crime deterrent effects of an animal's presence and the provision of emotional support, well-being,

comfort, or companionship do not constitute work or tasks.” Before determining that an animal falls into one of these categories and excluding the animal, an inquiry should be made into what the animal is trained to do.



However, if you are in a housing situation, the above limitations do not apply. In housing, animals that do not meet the definition of service animal may still be allowed in a person’s dwelling, because in certain situations, assistance animals can be reasonable accommodations for persons with disabilities, with no training requirement. Please see “Housing” below for more information.

Service animals in places of public accommodation

RCW 49.60.215 prohibits discrimination in a place of public accommodation due to the “use of a trained dog guide or service animal by a disabled person.” WAC 162-26-130 requires “fair service in a place of public accommodation regardless of the use of a trained dog guide or service animal by a disabled person as well as because of the disability itself.” (Internal quotations omitted.)

Service animals must be allowed into all areas of a place of public accommodation where the general public is allowed – this includes dining and eating areas, restrooms, and areas where food is sold. A place of public accommodation cannot request that the service animal be removed unless it creates a risk of harm. This risk must be actual, and cannot be speculative or based on a fear of dogs. In addition, if an animal exhibits disruptive, poor or unsanitary behavior, it would not be considered a trained service animal, and can be removed.

Questions a business can ask:

First a business can ask if the animal is required because of a disability (i.e. is the animal a pet or is it a service animal). If the answer is no, or that the animal is a pet, the business can exclude the animal. If the handler answers that the animal is for a disability or is a service animal, the business can proceed to a second question.

Second, the business can ask what work or task the animal is trained to do, such as, “What is this animal trained to do for your disability?” The answer to this question will determine if the business needs to allow the animal or if it can exclude the animal.

- If the handler refuses to answer, the animal can be excluded.

- If the handler discloses their disability, but refuses to disclose what the animal is trained to do for them, the animal can be excluded.
- If the handler provides documentation or certification that the animal is a service animal, but neither the documentation nor the handler can explain what the animal is trained to do, the business can exclude the animal. (There is no state or federal service animal registry or certification process, so such documentation has no legal meaning and can be purchased on the Internet by anyone.)
- If the handler answers only that the animal can sit, stay, lie down, come when called, or do something else related to obedience and good manners, this does not indicate the animal is trained to provide services for a disability, and the animal can be excluded.
- If the handler answers that the animal makes them feel better, helps them calm down, eases their depression, or something similar, this would indicate that it is the animal's presence alone that helps the handler, and that the animal is not trained to do a task or provide a service. Because the animal does not meet the training requirement, the business can exclude the animal.
- If the handler answers that the animal is trained to guide them, help with balance or mobility, alert them to a condition (either physical or situational), pick up or carry items, remind them to take medication, get help, stabilize them during a seizure, redirect their attention from a trigger, or do some other task or provide some service that the person is unable to do themselves or helps with a disability, then the animal is a trained service and must be allowed.

Points to keep in mind:

- Service animals are not pets, so a “no pets” policy does not apply.



NO PETS
Except Service Animals

- A business cannot charge a fee for the service animal.
- A business cannot require documentation that the animal is certified, licensed or trained as a service animal. There is no such documentation issued by the state or federal government. The business cannot ask for written proof of disability or a medical note.
- The business also cannot ask that the animal demonstrate its tasks or duties.
- The business cannot ask the customer about the nature or extent of the disability, as this is private information.

- Generally, when it is apparent that the animal is working for a person with a disability, such as when the dog is guiding a blind person, or is pulling a wheelchair, the business should refrain from making an inquiry about the animal.
- Service animals are not limited to large dogs; small dogs and miniature horses often work as service animals.



- Service animals will often be identified with a harness or vest, but there is no requirement that the service animal have any identification.



- If an animal is identified as a service animal, the business must allow the animal into all public parts of the business, including where food is sold and eaten. The business cannot segregate the service animal and its handler to a particular part of the place of public accommodation.
- It is reasonable to expect that the service animal should remain in physical or voice control of its handler at all times, that the animal not defecate or urinate inside, and that the animal not bark excessively, be disruptive, run to people or jump on them, or act aggressively toward people. Keep in mind, however, that sometimes it is a service animal's job to warn its handler of surroundings or impending events, and it might do so with a bark or a growl.



- The service animal is there to provide a service; it is working. Therefore it should not be wandering around, socializing, eating at the table, or being fed. If this type of behavior occurs, the business can ask that it stop, and if the behavior continues, the business can ask that the animal leave. Service animals are highly trained, and the majority of service animal handlers will be very conscientious about their animal's behavior, and would not allow it to engage in inappropriate or disruptive behavior.
- Do not pet or speak to the service animal unless invited to do so by its handler. The animal is working and should not be disturbed. Do not allow employees to pet the animal.



Miniature Horses

A place of public accommodation shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

Misrepresentation of a Service Animal

Under RCW 49.60.214 it will be a civil infraction under RCW 7.80 for any person to misrepresent an animal as a service animal. The penalty for the civil infraction can be up to \$250.00. A violation of this section occurs when a person:

(a) Expressly or impliedly represents that an animal is a service animal as defined in RCW 49.60.040 for the purpose of securing the rights or privileges afforded disabled persons accompanied by service animals set forth in state or federal law; and

(b) Knew or should have known that the animal in question did not meet the definition of a service animal.

If someone falsely represents an animal as a service animal an enforcement officer may investigate and enforce this law by making an inquiry of the person accompanied by the animal in question and issuing a civil infraction.

An enforcement officer shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal: if the animal is required because of a disability and what work or task the animal has been trained to perform. An enforcement officer shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, or require that the service animal demonstrate its task. Generally, an enforcement officer may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for a person with a disability, such as a dog that is guiding a person who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability.

If a person refuses to answer the allowable questions, then it is presumed that the animal is not a service animal and the enforcement officer may issue a civil infraction and require the person to remove the animal from the place of public accommodation.

Housing

The U.S. Department of Housing and Urban Development (HUD) is the federal agency in charge of enforcing housing laws throughout the country, including anti-discrimination laws. In Washington State, the Washington State Human Rights Commission enforces fair housing laws. Under both the federal Fair Housing Act and the WLAD, a housing provider (including landlords, property managers, and home owner and condominium associations) cannot discriminate against persons with disabilities, and must reasonably accommodate persons with disabilities. A reasonable accommodation could include an assistance animal for a person with a disability; fair housing law does **not** have a training requirement for such animals. In order for a person to have an assistance animal as a reasonable accommodation, the person must have a disability, must request the animal as a reasonable accommodation for that disability, and must be able to show that the animal is necessary because of the person's disability, usually by presenting a note or recommendation from a medical provider. Emotional support animals and comfort animals would be included as a reasonable accommodation under fair housing laws. Therefore, if a person with a disability has a guide dog, assistance animal, service animal or an emotional support animal, that animal should be allowed into that person's dwelling despite a "no pets" policy. There should be no charge or "pet fee" for the service animal. Fair housing

laws do not limit the species of service animals; service animals could include dogs, cats, and other animals.



Employment

WAC 162.22.100 states, “It is an unfair practice of an employer...to request that a trained dog guide or service animal be removed from the workplace...”

If the animal is trained to provide a disability-related service to a person with a disability, an employer needs to allow the service animal in the workplace. These animals are not pets, so a “no pets” policy in the workplace does not apply. An employer can refuse to allow the service animal only if the animal poses an immediate or reasonably foreseeable risk or danger to people or property. Speculation that the animal poses a risk or danger is not enough to refuse the animal. Fear of dogs by other employees or by customers is not a valid reason for not allowing a service animal. If allergies are an issue, an employer must balance the need for the service animal with reasonably accommodating the person with allergies, often by separation if possible.



Service animals should be under the control of their owners. Service animals should not create sanitary problems or make loud noises. There are certain very specific types of medical and food service operations where certain animals can be excluded under certain circumstances. There is no requirement that the employer provide food, water, or toileting facilities for service animals.

If an employee requests to bring an animal to work to assist with an emotional or psychological disability, but the animal does not meet the training requirement in the definition of service animal, this animal would not be considered to be a service animal, but rather an emotional support animal. The employer needs to enter into a reasonable accommodation interactive process with the employee about the employee’s limitations at work and the need for a

reasonable accommodation, and whether having that animal at work is that reasonable accommodation. If it is determined that the animal is not a reasonable accommodation, then the employer must provide another effective accommodation to the employee.

If you need additional information, have additional questions, or wish to have training for your organization, please contact the WSHRC at 360-753-6770 or 800-233-3247 (TTY 800-300-7525). Additional information on this and other civil rights issues can be found on our website at www.hum.wa.gov. **This document does not constitute legal advice;** if you have a particular situation about which you need legal advice, you should contact your attorney.