

# M I N U T E S

## OCF FIXED ASSETS COMMITTEE

*April 11, 2022 Via Zoom*

MEETING CONVENED AT 11:00 AM

### **Present**

Committee members: Kevin Levy, Ruby Bauske, Craig Smith, AJ Jackson  
Liaisons: Dennis Todd – LUMP/Path Planning, Alexis Mattock - BUMs  
Staff: Sierra McComas, Site and Facilities Manager  
Other Attendees: Paxton Hoag, Mark Pankratz, Aaron Kenton & Firecat Tom, Ann Bennett-Rogers.

### **Minutes Review and Approval**

Kevin moved and Craig seconded the approval of the Minutes of the March 2022 Committee meeting. Motion passed unanimously.

### **Agenda Review**

The Committee agreed to take the Compost Project Update out of Old Business. Kirsten will have a report after the permit is submitted to Lane county (expected in May).

### **Announcements**

The Notes from the Storage Subcommittee will be added to the .net webpage, but not reviewed or approved by the Committee.

Looking ahead on the schedule, the July FAC meeting falls on the day following the Fair. Therefore, the July meeting will be canceled.

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### **Staff and Liaison Reports**

**BOD (AJ):** Proof of covid vaccination will be required for each volunteer in work parties on the Fair site and in Main Camp. Vaccination card images can be submitted to the Fair at [safety@oregoncountryfair.com](mailto:safety@oregoncountryfair.com) along with Fair Crew affiliation. If not verified by May 1, volunteers will have to validate their vaccination status with the Junk Yard Dogs in person upon entering the Fair site.

FAC Committee members agree to comply with this requirement before the May 1 deadline.

**Executive Director (Kirsten):** Aj reported from notes sent to him by Kirsten:

- Pest control in progress on the Yurt and Dug's Green
- Dishwasher for Durables Crew was purchased but not yet installed. However, the durables Crew coordinator indicated that the dish & utensil cleaning operations are not ready to relocate to the winery building. They're considering an alternative of using compostable wooden forks for the Fair.
- All septic systems on Fair site were pumped
- New storage containers/trailers have been purchased; Dug's Green sites are been cleared and footings installed in preparation for delivery.

**Site Manager (Sierra):**

- All appliances at Dug's Green were inspected last week. Frayed wiring has been replaced
- H&B electric scheduled to be at the Hub on the last day in April to upgrade electrical service there.

**BUMs (Alexis):** No report this month

**Peach Power (Peaches):** No report this month

**LUMP/Path Planning (Paxton reporting for Dennis Todd):**

- Path Planning is researching specific areas in Zavanadu to highlight BIPOC and LGBTQ+ advocacy. They also are scoping out locations for additional hand washing/sanitation stations throughout the Fair.
- The LUMP Manual is in progress, including description of permitted land use purposes for each parcel of real estate.
- Path Planning researching design and location of a second bridge over to the Far Side. \$5,000 was budgeted in 2022 for this work.
- Paxton also mentioned the development of a new event space in the Veneta area, in the location of the old Camp Wilani on Bolton Hill Road south of town (not near the Fair site). That parcel of land is zoned as "parkland", different from the various Fair parcels' designation.

**Other reports:**

- AJ reported for Ann Rogers: Call Archeology before you dig on the Fair site! We have indigineous artifacts in that ground that we must preserve for posterity.
- Kevin suggested that the Committee table discussion of holding closed sessions at the Board Committee level.
- Aaron reported that the Fair is ramping up planning for controlled burns to manage understory vegetation. The Native peoples used this technique to remove unwanted vegetation and reduce wildfire risk.

**Old Business**

**Board Liaisons from Fixed Assets Committee:** AJ reported that Colleen Bauman resigned from the Fair Board of Directors last month. She represented the Committee to the BOD. Craig moved and Kevin seconded to name AJ as the second BOD representative from the Fixed Asset Committee. Motion passed unanimously.

**Rehab of residence at Dug's Green:** Kevin reported that the Committee toured the house at Dug's Green and agreed to spend the \$15,000 rehab budget primarily on health & safety items (such as plumbing and electrical repairs) to make the space usable for Fair crews at the 2022 Fair. Aaron commented that if flooring and painting are planning, it's best to do the paint BEFORE the flooring. Ruby suggested that the chimney be screened soonest to avoid nesting of swifts, which will make the fireplace unusable until it is cleaned.

**Outer Limits Winery Building:** Kevin reported that the septic drain field at the winery building was inspected and found blocked. The Residence Subcommittee will look into replacing the drain field in fall 2022.

**Storage Subcommittee:** AJ reported that the next project for the Subcommittee is long-range planning for storage throughout the Fair, including the needs of each crew. Thom Landfeer told AJ that the Ware House and Yurt area is the most appropriate location for long-term storage, land-use wise. Paxton thanked site operations staff member Jeff for quickly finding space to store the Photo ID equipment this spring.

**Facilities Handbook:** Craig reported that the Facilities Handbook will not be a ‘book’ but a dynamic database tracking all sheets on the Fair properties. When he and Sierra draft a format, they will present it to the Committee for review and comment. Sierra mentioned that she has located all the work lists from the previous Facilities Manager, and will consolidate them in one place. Ruby suggested that Craig and Sierra plan for reporting as part of the design of the database. This will make it easier to get to the facts quickly.

**FAC Committee Meetings:** Ruby committed to planning the monthly zoom calls for the remainder of 2022.

AJ suggested that since covid rules are relaxing, we could meet in person and use zoom to connect with others not on site.

Sierra reported that Alice’s can be booked for hybrid Committee meetings.

Paxton mentioned that the Fair Office in Eugene also has hybrid meeting capacity (camera and broadcast equipment known as an ‘Owl’). The only drawback to the Eugene location is parking. Craig would like to consider making every other month an in-person/hybrid meeting.

AJ requested Ruby to check in with the Fair Office staff on which months Alice’s is available for FAC meetings during the usual scheduled dates and time, for the months from August through December 2022.

## **Review of Action Items and Deadlines**

**Next meeting** Monday May 9, 2022, 11 AM to 1 PM

**Meeting evaluation:** AJ complemented the Committee dr the amount and quality of its work. He also gave kudos to the Friends of the Committee who contribute so much.

## **Adjournment**

Meeting adjourned at 12:25 PM

*Minutes by Ruby Christina Bauske*