

# MINUTES

## OCF FIXED ASSETS COMMITTEE

*September 19, 2022 Via Zoom*

MEETING CONVENED AT 11:00

### **Present**

Committee members: Sandra Bauer (facilitator), Ruby Bauske, Craig Smith, AJ Jackson, George Braddock. Absent: AJ Jackson, Kevin Levy

Staff: Kirsten Bolton, ED; Sierra McComas, Site and Facilities Manager

Other Attendees: Paxton Hoag, Tom Gannon, Ann Bennet-Rogers.

### **Agenda Review**

No changes.

### **Minutes Review and Approval**

Craig moved and Ruby seconded the approval of the Minutes of the August 2022 Committee meeting. Motion passed unanimously.

### **Announcements**

Ruby reported that she will send a Doodle poll to Committee members and staff to determine the best time for rescheduled monthly Committee Meetings. The current calendar shows October 10 at 11 AM for the next Meeting. She will notify Fair Office staff to revise the Meeting date schedule.

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### **Updates**

1. **Shuttered Venue Opportunity Grant (SVOG):** Kirsten reported the grant money must be spent before March 2023. \$150k of the \$291 committed has been spent:  $\frac{3}{4}$  of the Fair's commitments are complete.
2. **Dug's Green House Remodel (DG):** Work was completed to make the entire house usable for Fair Operations this year. Other remodeling tasks at DG can't be funded via SVOG because replacing the clutch on the tractor (used for compost recycling throughout the year) takes priority for the limited SVOG capital funds. Therefore, some of the remodeling has been postponed to later in the year as our financial situation becomes more clear. DG house remodeling tasks still to be completed:
  - a. Gutters (contractor to complete before winter)
  - b. Paint (completed by staff before March)
  - c. Flooring (completed by contractor before spring 2023). The old carpet is gone!

3. **Durables' Dishwasher Installation at Winery:** \$7.5K is reserved for the current bid for electrical wiring for the installation, but the plumbing bid is not yet in. Staff estimates 6 weeks to installation once bids are accepted.
4. **Chillville Roof:** The roof membrane needed to repair the leak has been received.
5. **Far Side Road:** now on the defer list due to other priorities.
6. **Far Side Bridge:** The need for a new, built-to-code bridge from the Fair to Far Side camping was noted by the County in our 2022 Outdoor Assembly Permit, so it must be planned and built ASAP. The 100-foot riparian set-back on both sides of the river will impact the Fair's event footprint. Discussion followed.
  - a. Tom: The road to the Far Side was promised to the City of Veneta. Kristen responded that the driveway has been completed. Veneta corrected their easement, so there is no timeframe for required completion.
  - b. Sandra: What if we remove some of the 2700 campers at the Far Side. Kirsten responded that we may need to reduce our footprint while bridge construction is in progress. Ann appreciated Sandra's suggestion.
  - c. Paxton: LUMP studied the Far Side bridge. He will get a status report on their research at their monthly meeting tomorrow.
  - d. Sierra: The government permitting process for building the bridge will require a Riparian Modification Permit, then a temporary building permit which requires an approved engineer's certification.
7. **Emerald Ash Borer Beetle (EAB) Impact on Infrastructure:** Sandra introduced the topic. At their next monthly meeting, LUMP will hear a report about the most recent Oregon Department of Forestry (ODF)'s planning to prevent/mitigate the EAB infestation expected in the next 4 years. Sierra noted that the Fair may need to move camping out from under trees to more open areas due to prevention/mitigation activities.
8. **Compost Barn on the Outer Limits:** Ann presented a status report on behalf of the Recycling Committee. It is inserted below:

COMPOST REPORT, SEPTEMBER 2022: "2022 has been a year of many new beginnings, and that is certainly true for the Oregon Country Fair's Compost Program. After a two plus year hiatus the Recycling Crew, along with support and guidance from Management, successfully moved the Fair's compost operation to its new home at the Outer Limits/Winery property. This big step required many changes in the collection and transportation of the collected materials, requiring safe, creative and flexible solutions on many fronts, while performing the necessary composting operations in the absence of supportive infrastructure.

In addition to the successful relocation, the Recycling Crew has made great strides in pursuing methods of improving the composting process and producing soil from paper and other commercially compostable materials.

Commercially compostable products are mostly carbon based and successful composting depends on accessible nitrogen. To address this challenge Recycling crew has been working with liquid EM1 (beneficial microbes) and the creation and application of Bokashi (EM1 inoculated material, generally bran and molasses) to help decomposition. These microbes consume different material as well as each other's waste, helping to break down needed nitrogen and make it accessible for the health of the soil while simultaneously increasing the rate and heat of decomposition.

EM1 products really began being used in the OCF's composting in 2019, in which 25 gallons were used, in comparison to over 100 gallons in 2022. The increase in the amount of EM1 in the 2022 pile has produced excellent results.

The processing of compost involves turning (aerating) and watering the pile, which introduces oxygen that the microbes need to thrive. The compost piles have been turned by Recycling Crew volunteers twice a week since July 10. Turning the piles twice a week interrupts the egg laying cycle of flies in addition to providing oxygen and moisture to feed the microbes. The turning of the piles moved to a weekly schedule after the Teddy Bear Picnic.

During the pre fair period Recycling Crew took the food scraps generated by pre fair kitchen and layered them with donated Bokashi in lidded 55 gallon barrels. These barrels fermented during the entirety of pre fair and then were mixed in with the paper compost as it was generated and inoculated with the EM1 spray during the aeration and watering process. Gustav, from construction crew and Teraganix, graciously volunteered his time, expertise and the Bokashi used in the treatment, and Kyle and Aryeh from Mycophyte Solutions provided their volunteerism and knowledge of EM1 beneficial microbes and their application.

The combination of these techniques, the institutional knowledge of all 3 of these volunteers as well as the experience and passion of Recycling Crew Coordinator Thom Barr, has brought the Fair's Compost Operation to the next level. Success is being demonstrated on a scale unmatched by festival or commercial composting operations.

Upon a recent visit to the compost site with representatives from the DEQ and the County, the OCF was given enthusiastic feedback and support for the work being done. The decomposition of both the paper and food grade compost piles this year has been expeditious due to the rapidly reproducing microbial colonies which create substantial heat. (temperatures for both piles have ranged from 138 degrees to 148 degrees!)

At the time of this report the piles are already turning to soil. The Recycling Crew hopes that both piles will be reduced to soil by the end of October.

Working with EM1 and Bokashi treatment is integral in addressing the concerns about leaching of pathogens and contaminants. To fully determine the success of this year's composting a test of the soil is recommended. The past piles have been tested for typical metal contaminants such as arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver as well as for nutrient levels, providing assurance of the relative cleanliness of the soil and monitoring the presence of nutrients. An additional test for microplastics and dioxin would be advantageous as both of these contaminants are prevalent in waste products and would give a more complete picture of the compost program's successes and areas where work is needed.

The Recycling Crew is eager for the next step of work on the Compost Facility to begin. The siting of the operational pile was chosen this year to not compete with the area permitted for construction. With the permit already in hand, the next step of getting the area for the slab excavated and then poured should begin promptly to allow for curing of the concrete slab before the season changes. Many of the hurdles and concerns faced and voiced about this year's operation will be mitigated by the appropriate infrastructure.

With every improvement in the process there are tremendous advances in quality. The Recycling Crew will continue to work towards the Oregon Country Fair's goal of producing quality soil from what has been called waste and stewarding our land for 7 generations and beyond."

- a. Kirsten: Bids in progress for concrete pad construction. Staff estimated ~100K total for the slab, the bar, and solar collectors. She noted that concrete can be poured in winter in this climate, if the site is not puddled or frozen. Compost can be turned on dirt in the meantime with minimal damage to site.
  - b. Tom: Tom suggested using airport runway-grade asphalt. Discussion followed regarding the relative risk to damaging concrete vs asphalt.
9. **Storage:** Sierra reported that most storage trailers are full, including the new ones, but there is space reserved for the Culture Jam materials. The new storage gave us more dry indoor storage at the Warebarn. We now can work on vehicles indoors in the winter. Space at Andyman's is available, but it's not the best. It could be useful in emergencies.
  10. **Alice's Wonderland:** Most of the buildings at Alice's are in good shape. The property needs septic risers and moss treatment on the roofs, which will be completed before winter.
  11. **Eugene Office at 442 Lawrence Street:** Craig asked the question whether it is best to sell the property, or maintain it for continuous use by the Fair? Kirsten reported that repairs have been completed at 442, but much delayed maintenance and painting still needed. There will be investment needed to ready it for sale. Craig suggested that we get a roof inspection and ask Kevin Levy to draft an appraisal. Discussion followed about leasing/buying warehouse/office space in town compared to keeping and maintaining the Fair Office at 442. Paxton reported that there were property searches for an in-town warehouse in the past, and they generally showed that it was more fiscally responsible to keep and use 442 for Fair staff in town.
  12. **Project-specific Fund-raising:** This topic came up in discussion of the Fair Office. Kirsten reported that specific fund-raising requires the creation and maintenance of Restricted Fund accounts, where these monies cannot be spent for any other purpose by the Fair. Instead, net revenues raised by fund-raising events such as a proposed September public event on site will be for the general fund.
  13. **Budget Committee (BC) Update:** Kirsten reported that staff will do more prep work for the BC this year. For example, they recently completed a report on Completed Projects for the BOD.  
**Ruby to ask Kirsten to obtain report for the FAC**  
The budget process is staff (gathering info from crews) proposes the annual budget BC--BOD.  
Unspent 2022 budgeted funds will carry into 2023. She is expecting a return to annual Actual Budgets, which builds on previous years' expenditure history.
  14. **Facilities Handbook:** Craig stated that the project needs a new name and integrated technology that will accommodate searches for assets and their value and maintenance history. He sent materials to the Committee for review. Sandra is looking for records that can be used to examine repairs history for each asset to create a "maintenance record". Ruby suggested that rather than building a custom excel spreadsheet for this database, that the Fair look at existing software that could provide all the functionality

without having to build and maintain a custom DB. Kristen responded that staff is skilled at created databases. Ann offered to help in tracking historical assets and their locations. She added that the Winery property (Outer Limits) was not purchased by the Fair for parking, but for its proximity to the Fair site, and for its potential. Tom added that the City of Seattle plans budget-wise for future maintenance for each fixed asset when it is purchased.

**15. Upland Kitchen:** Paxton wats to bring back the Community Center project (with related Restricted Funds) as a path to moving the Fair Kitchen out of the wetlands for the long-term.

**16. Electric Power at Zenn Acres:** ??? brought up a concern about electric capacity at Zenn Acres, and unauthorized use of power (for phone charging) during the Fair. General discussion followed, but no action item or follow-up resulted.

**Old Business:** all topics covered in Updates

**New business:** all topics covered in Updates

**Review of Action Items and Deadlines from previous meetings:** no time to complete the review

**Next meeting** Monday October 10, 2022, 11 AM to 1 PM via zoom (may be moved; check the Fair Calendar on the .net site for actual time/date

**Meeting Adjourned at 1:00**

*Minutes by Ruby Christina Bauske*