

MINUTES

OCF FIXED ASSETS COMMITTEE

February 13, 2023 Via Zoom

MEETING CONVENED 6:04 PM

Present

Committee members: Sandra Bauer & Kevin Levy (co-facilitators), Ruby Bauske, Craig Smith, AJ Jackson.

Absent: George Braddock

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

Other Attendees: Paxton Hoag, Heather Kent, Tom Gannon, Aaron Kenton & Firecat.

Agenda Review

Move formal election of Committee Officers to Old Business. Vote was unanimous to approve.

Minutes Review and Approval

Craig moved, AJ seconded to approve the Minutes of January 16 regular meeting, and Special Meeting held on February 2, 2023. Vote was unanimous to approve.

ED & Site Manager's Update on Capital Improvement Plan:

Kirsten reported that Capital Improvement Project (CIP) proposals will be accepted for review and recommendation by the Budget Committee through the end of this month. Final approval of the 2023 CIP plan will be adopted by the Board at their March meeting.

Kirsten's Updates:

- A. Politics Park: Rehabilitation of restrooms near Main Stage. Discussion of plans for new designs, including multi-gendered design and stall labeling. Ruby suggested respect for those who need these changes and full adoption of ADA (Americans with Disabilities Act) guidelines.
- B. Winery Residence: Demolish of uninhabitable Vintner's House. tear-down permit to be requested of Lane County to demolish the house in October, after salvaging useful appliances and fixtures. If the house is demolished in

2023, no replacement needs to be built in any timeframe to preserve the use of this agricultural property as a site for housing. Lane County rules will change in 2024, however. If the demo happens after 12/31/23, then a replacement dwelling must be built within 12 months to preserve the use as housing.

- C. HUB Roof: Reinforce structure to support solar panels. Staff expects this to be a two-year solar panel project, with the first year focussed on repair of the roof to support the solar panels to be installed during the second year.
- D. Winery Parking: Develop gravel parking lot (3p spaces) on land cleared of grapevines. With the addition of new functions such as Durables at the Winery building, more parking for staff year-round is needed on that site. Ruby suggested planning for spaces for people requiring accommodation though ADA (location, space labeling, etc.)
- E. WHAT?! Barn Repair: Tree fell on it, and it needs to be fixed. The first bid estimate was \$20,000 to repair. Insurance may cover some of this cost, but unclear how much.
- F. Dug's Green Rehab: On-going rehab of residence at Dug's Green. Staff decided to postpone rehab of the West wing of the building until after the Fair. In the meantime, three new windows have been installed, and plans for painting and flooring complete before June.

Sierra's Updates:

- A. Emerald ash borer (EAB) Response: Actions by the Fair to detect, stop the spread of, and deal with the damages caused by the EAB infestation. Site surveys indicated that ash trees, the EAB's target, represent 70% of the Fair's woodland, specially in the original Aero Road property, which includes most of the event footprint, Main Camp, and parking lots. In addition to the damage that requires immediate response to destroy infest trees and wood, the Fair is concerned about the loss of legacy shade in this large area.
 - a. The Fair LUMP Committee created a subcommittee for EAB response. Dennis Todd is facilitating the subcommittee's email update list.
 - b. Sierra will develop the written draft response plan with the LUMP.
 - c. State Department of forestry officials will tour the Fair to survey woodlands for EAB response this spring.
- B. Pit Toilets: Changes to Fair Guidelines to emphasize that private porta-potties, including pit toilets, are not appropriate on Fair properties at any time. Discussion followed on the availability of toilet facilities on the properties during the off-season. Sierra reported that there are 9 year-round

bathroom facilities. Committee discussed posting signs at Main Camp and other off-season parking areas to direct people to the nearest year-round bathroom facility.

Old Business

1. (Best Practices) ELECTION OF COMMITTEE OFFICERS: Craig moved, and AJ seconded to elect the following slate of Committee Officers:
 - a. Co-chairs: Sandra and Kevin
 - b. Scribe/Recording Secretary: RubySlate passed unanimously.
2. (Best Practices) ADOPT OCF BEST PRACTICES ADOPTION FOR FAC : Craig moved, and Kevin seconded to adopt the Committee Best Practices for Fair Committees. Motion passed unanimously.
3. (Best Practices) FINALIZE ANNUAL FAC WORKPLAN: Committee briefly discussed the timing of some of the topics in the FAC Workplan. Ruby agreed to make the changes before sending it to the Best Practices Work Group.
4. BACK-UP SCRIBE FOR APRIL 2023 FAC MEETING: Craig volunteers to cover for Ruby in the April FAC meeting.
5. STORAGE SUBCOMMITTEE: AJ reported that the Subcommittee plans to meet soon to start developing a long-term strategy for Fair storage.
6. RESIDENCE SUBCOMMITTEE: Covered in Kirsten's report above.
7. COMPOST PROJECT: Staff reported that the Compost Barn is being readied for a compost pour when the weather conditions are right.
8. FIXED ASSETS DATABASE: Craig reported that a fixed assets inventory is being assembled by Sierra as she discovers documentation. It is likely to be an excel spreadsheet system, including reports.
9. EMERALD ASH BORER IMPACT ON INFRASTRUCTURE: Covered in Sierra's update above.

10. OTHER FIXED ASSETS TO MONITOR:

- a. UPLAND KITCHEN: Sandra reported that an initial estimate for new construction of an upland kitchen is out of the question given the Fair's finances.
- b. THE RITZ INFRASTRUCTURE: Kirsten reported that the Ritz' concrete pour for which she had asked the Committee's opinion has been stopped due to other concerns over conflict with the Fair Guidelines with the current Sauna rehab project.
- c. MAIN STAGE REMODEL: Discussion centered on flexibility before spending a large amount on rehab at the Main Stage due to the danger of EAB infestation in that area. EAB could remove most of the shade surrounding the Main Stage area.

New business

1. ANNUAL FAC WORKPLAN FOR ADOPTION: covered in Old Business

Next meeting Monday March 13, 6 PM to 8 PM via zoom

Meeting Adjourned at 7:55 PM

Minutes by Ruby Christina Bauske