



78th Street Heritage Farm Advisory Team Meeting Minutes



Thursday, September 19, 2024, 4:00PM to 6:00PM
Public Works Operations Center, Conference room B-1,
4700 NE 78th Street, Vancouver, WA 98665, and
Virtual Meeting via Microsoft Teams

Advisory Team: Sandra Brown, Bill Fickett, Lisa Bayautet, Carol Levanen*, Rachel Feston

Clark County: Amy Arnold, Lynde Wallick, Matthew Baum, Zane Karver, Kevin Tyler

Farm Programs, Neighbors, Public Members: None.

* Not Present

4:01 PM Called to Order/Introductions

Matthew called the meeting to order and board members, county staff, and any online participants introduced themselves.

4:03 PM Approval of Meeting Minutes

There is currently not quorum so the Minutes will have to wait to be approved.

4:03 PM Farm Operations Report/Plan – Matthew Baum

Zane discussed that he's been out of office but gave updates that the pump should be working now, that everything is growing, and that the Food Bank has started their carrots. Matthew, Sandra, and Zane discussed updates regarding the Latinos United plot indicating they have done workshops for families in the area and have mixed vegetables and raised beds.

Matthew discussed various updates including that the farm is entering its harvest season, and that the Heritage Farm Partners meeting is scheduled for October 17, 2024. Sandra and Matthew discussed how information is being tracked at the farm and Matthew indicated that partners are supposed to be doing quarterly statements that will hopefully be shared at the Farm Partners meeting.

4:07 PM Farm Operations Guidelines updates – Matthew Baum

Matthew discussed the changes he's made in the Farm Operations Guidelines report including the names, the hierarchy, and the direction of a few things indicating that the manual will stay in effect until the wetland project or sustainability plan are implemented.

Matthew also discussed requests from some of the farm partners to expand or change the footprint they are working in, indicating they need to use the application process for this; Matthew and Sandra discussed the timeline those applications are reviewed in. Matthew and

Kevin also indicated the leases for farm partners are still being reviewed by the county's legal department.

Lisa, Matthew, and Sandra discussed some typos/changes in the Farm Operations Guidelines regarding the use of the Farm Site Advisory Committee and the Heritage Farm Advisory Team. Matthew asked the Advisory Team to review this manual and let him know if there are any further revisions.

Sandra and Matthew discussed the reapplication process for partners to expand or change their focus and the importance for those partners to have accurate information about their projects.

4:17 PM Farm Lease Review – Matthew Baum

Matthew indicated the leases are not ready yet and Sandra and Kevin discussed the process for determining the lessees fee structures.

Bill, Matthew, and Zane discussed whether the farm partners are obligated to have cover crops and when this occurs, weather dependent.

4:17 PM Public Comments

Matthew discussed the email from Kirk Gresham with the Heritage Farm Foundation regarding the installation of four EV (electronic vehicle) charging stations in the parking lot at the farm. Matthew indicated this decision must wait until a new Parks Division Manager is hired with the county and Kevin encouraged Kirk to come to future Advisory Team meetings with more information about this. Sandra discussed the fundraising efforts and Kevin said the county will need to work with Facilities Management on this.

Lynde discussed that the Department of Commerce may have funding resources that can be utilized and explained the process of approvals for that. Matthew, Sandra, and Lynde also discussed that a proposal is needed first to review with the county's timelines and Facilities Management group.

4:21 PM Open Forum – Questions and Answers

Lynde discussed the Heritage Farm Wetland Restoration project's review status and construction timelines indicating she'll discuss its impacts with the farm partners at the meeting in October.

Sandra discussed that the Heritage Farm Foundation received a donation to replace the old tractor at the farm and Lisa, Bill, and Zane discussed the brand of tractors being considered, the donation amount, and the possibility of selling some of the other equipment they have now.

Lynde, Kevin, and Sandra discussed the possibility of promoting the farm partners fundraising efforts or other updates on the county's social media sites and the process this entails.

Matthew encouraged the Advisory Team members again to review the Farm Operations Guidelines report and let him know within the next two weeks if there are corrections.

Matthew, Kevin, and Amy discussed how many people equal quorum for the Advisory Team.

4:28 PM Approval of Meeting Minutes

Rachel arrived so the Minutes may now be approved.

Time	Action Item
4:28 PM	MOTION BY: Sandra Brown SECOND BY: Bill Fickett
	MOTION: Motion to adopt these Minutes, as submitted: July 18, 2024 Minutes
	DISCUSSION: The Minutes have been approved.
	IN FAVOR: All OPPOSED: None ABSTAINED: None

4:28 PM Continued: Open Forum – Questions and Answers

Matthew reviewed the Farm Operations Guidelines updates again for Rachel, and Sandy and Matthew discussed the Heritage Farm non-profit reference on the front page.

Bill, Matthew, Kevin, and Zane discussed whether the wetland/marsh acreage to the east of the farm was purchased and what it will be used for.

4:40 PM Adjournment

Submitted by Amy Arnold, Secretary

All meetings are scheduled from 4:00 PM to 6:00 PM

DRAFT

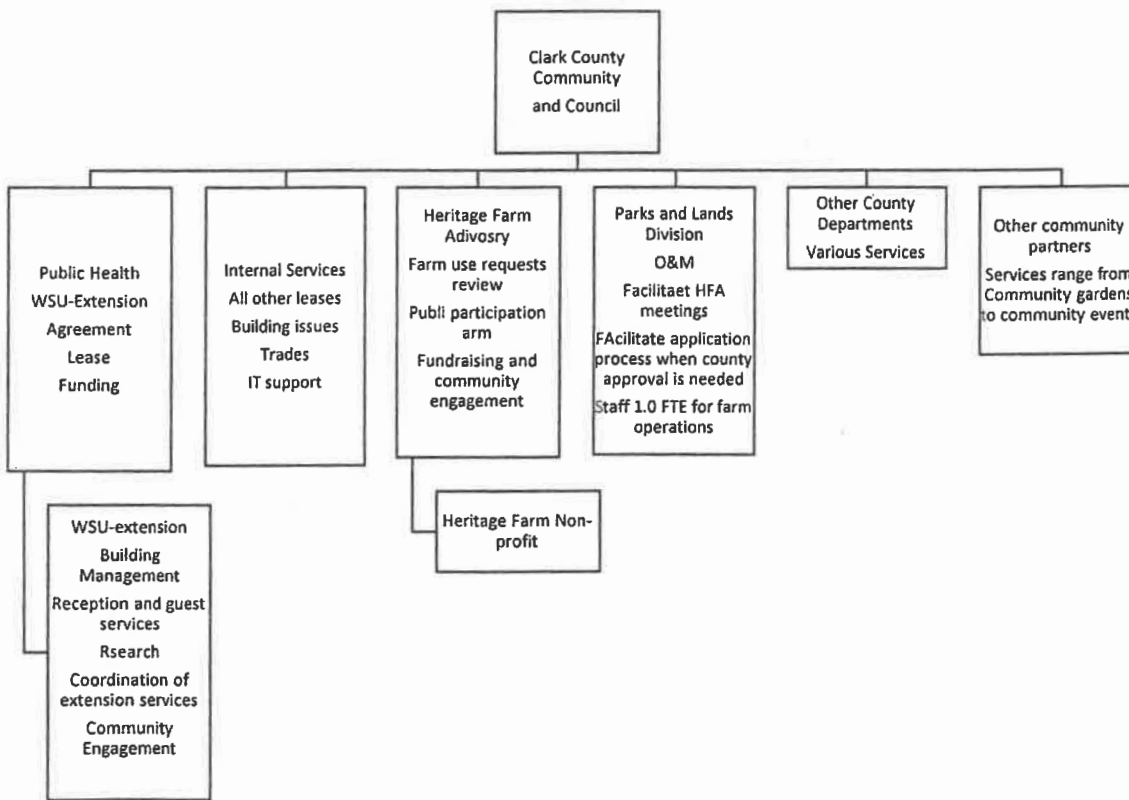
EXHIBIT B
78th STREET HERITAGE FARM OPERATIONS MANUAL

Purpose of the Manual

The 78th Street Heritage Farm Operations Manual is a first-stop reference for policies, guidelines and expectations of Clark County staff, farm partners and programs undertaken at Heritage Farm. It is also a resource for information that should be considered as prospective farm users develop and vet proposals for use of the farm.

Heritage Farm Management Structure

Organizational Leads and Duties (primary stakeholders)



The 78th Street Heritage Farm is a Clark County property. Many arms of the county are involved in the day-to-day management of the farm. Below is a summary of key partners and their roles related to the farm operations, management, and community engagement. It should be noted that the farm does not have one-point person managing all aspects of its operation. The farm is a collaborative organization with primary oversight and community functions vetted and put forth by the community-based farm advisory committee.

Clark County Health Department – Manages the overarching agreement between Clark County and Washington State University enabling the state to operate an extension program in the county.

The program areas where extension services will be provided to the county and the compensation Clark County provides to Washington State University Extension (WSU Extension) for those services are articulated in the overarching agreement. The Health Department also maintains a composting demonstration site on the farm, teaches master composter classes and help with occasional grants for minor repairs and developments.

Clark County Public Works, Parks Division – Is responsible for program planning, policy facilitation and serves as a communications liaison with other county departments, public advisory committees and farm users. A part-time Program Coordinator 2 spends 10% of their time on supporting programming side of the parks and lands portfolio. In addition, the division oversee daily maintenance, specifically major cultivation tasks, field mowing, use of heavy equipment, maintenance and minor repairs of tools and equipment. A full-time farm operations specialist is located on site and oversees and keeps records of pesticide use and assures that farm users follow all safety protocols. A certain percentage of the specialist's time directly supports farm operations for farm users including assistance with cultivation, irrigation, fertilization and harvest, advice on cropping, planting, pest control and harvest operations. The specialist also provides a security presence during regular work hours. In addition, Parks is responsible for negotiating and administering leases of buildings and lands with farm users including WSU extension, Clark County Food Bank, Master Gardeners Foundation, Latinos United and other partners

Clark County Internal Services – Is responsible for the buildings and infrastructure within the farm. Structural repairs, electrical, plumbing, HVAC, irrigation system, maintenance, remodeling and repair of all structures and major county equipment, such as tractors, lies with Internal Services.

Clark County Community Planning, Historic Preservation – Staffs the Clark County Historic Preservation Commission. The 78th Street Heritage Farm is on the National Register of Historic Places, the Washington Historic Register and the Clark County Historic Register for its sequential history as the Clark County Poor Farm, a home and working farm for Clark County's indigent population, and as a Washington State Agricultural Experiment Station. The Clark County Historic Preservation Commission administers listings on and de-listings from the Clark County Historic Register. Any proposals to modify historical attributes or change the context in which they are located, including modification or razing of historic structures or development of new structures in designated historic locations will require an appropriateness review by the Clark County Historic Preservation Commission.

Clark County Public Works, Clean Water Division – Provides direct financial support to WSU Extension for Living on the Land classes to educate rural residents about rural non-point sources of water pollution and measures that can be instituted to minimize water quality impacts. Clean Water has also attracted grants to build the new parking lot at the farm which uses several porous pavement approaches to promote groundwater infiltration and minimize urban stormwater runoff. Clean Water has also attracted a grant to design and construct a wetland restoration project along Cougar Creek which flows through the farm.

Washington State University Extension – Is the primary tenant of the main administration building where Extension staff offices are located, and many classes and programs conducted. Extension is an important public point of contact for the farm given the quantity and diversity of activities WSU sponsors. WSU staff provides public reception services during weekly scheduled hours . The reception desk screens, tracks and directs callers and visitors to farm partners (i.e. Parks, Food bank, WSU Staff, etc.) Extension coordinates conference room use for the main administration building and, through their Master Gardener program, oversees leasing and maintenance of community garden plots. They also coordinate the scheduling and use of a small classroom building, the large greenhouse and any onsite farm activity. Washington State University Extension research scientists also use several acres on the farm for agricultural research.

Farm Site Advisory Committee – Is the principal public advisory body to Clark County regarding the 78th Street Heritage Farm. The Committee, at times referred to as the Farm Advisory Committee or Farm Advisory Board, was appointed by the Clark County Council in 2011 after the development of the initial Master Plan (2010). Sponsors wishing to use the farm, whether for an ongoing program over the course of a year or longer, or a one-time event, submit a written proposal to the committee. The committee reviews all written proposals, conducts in-person interviews (when appropriate) with prospective sponsors and evaluates proposals for consistency with the Master Plan Vision and Guiding Principles and Farm Operating Principles. The committee then recommends approval or denial of farm use proposals and submits recommendations to Parks staff. If ongoing program recommendations are approved, project sponsors enter into leases through Clark County’s Internal Services Department. If one-time events are approved, the Farm Site Advisory Committee assures event sponsors are responsible for, and execute, sound logistics for the event including, traffic control, parking, sanitation, security, etc.

Friends of the Farm Foundation – Is a 501(c)(3) non-profit organization whose mission is to financially support Heritage Farm through memberships, space, facilities and event sponsorships, fundraising activities and grantsmanship. Together with the Farm Site Advisory Committee, the Friends are engaged in strategic planning for the farm to move the farm to greater financial self-sufficiency.

Heritage Farm Advisory Team – Is an information-sharing forum for Heritage Farm. Facilitated by Clark County Parks, members include Clark County staff, the Farm Site Advisory Committee, the Board of the Friends of the Farm Foundation, and representatives of the major partners at the farm including WSU Extension and the Clark County Food Bank. Public meetings of this group are held every other month, starting in January of each year, on the third Thursday. At each meeting the Farm Site Advisory Team reports out their recommendations regarding proposals for use of the farm and new proposals received and under review. Clark County staff, The Friends of the Farm Foundation and major farm partners also report on recent and planned activities.

WSU Extension – Is the primary tenant of the main administration building. Extension provides public reception duties during posted business hours and schedules conference room and classroom use in the main building and outbuildings used for those purposes. Many programs are conducted under the auspices of WSU at the farm. For example, the WSU master gardener program sponsors many programs including the blueberry and table grape experimental plots on

the hill, the strawberry demonstration beds, a Northwest bluebird survey, numerous bat boxes, and the community garden. WSU extension research scientists also manage the Heritage Orchard and several research plots around the farm. WSU maintains the weather station. 4H activities also fall under the WSU umbrella.

Facility Management Decision Making

The Heritage Farm Site Advisory Committee, in consultation with the Program Coordinator 2 and Farm Operations Specialist, organize meetings or facilitate conversations when farm management issues or key decisions arise. These meetings and/or discussions commonly include issues pertaining to field and facilities allocation to farm partners, tools equipment and materials storage, safety measures and diligent execution of farm use agreements. Certainly, other topics may arise that warrant collaborative discussion.

Access and Operating Hours

While Clark County owns the 78th Street Heritage Farm, few public access improvements have been made at the location. A public use trail is on the master plan but has not been constructed. As such, the access to the farm is limited. The main building and parking lot are open during normal business hours, 7:00 AM to 5:00 PM Monday-Friday. WSU-extension provides central reception area.

Public access is not allowed beyond the chain link gate leading to the farm shop and greenhouse complex or on gravel-surfaced roads leading to the Heritage Orchard and agricultural fields. Members of farm partners are allowed access beyond the gate for partner-sponsored volunteer activities and events. Parking is restricted to the two parking lots to which public access is allowed, unless members have physical challenges which require them to pass through the gate. Members and volunteers are to use the pedestrian gate to access the shop/greenhouse complex. Team leaders of partner organizations may request cardkeys from Clark County's Internal Services Department to enter the shop/greenhouse complex and agricultural fields, but will have to provide justification for the need, proof of identity and liability waivers in order to be issued cardkeys.

Individuals leasing plots in the community garden may access their plots dawn to dusk, seven days a week. Community gardeners park in the two public access parking lots and access their plots by walking uphill from the main administration building parking lot to their plot. Wheelbarrows are generally available at the bottom of the hill to facilitate transport of gardening tools and materials up to community garden plots.

Vehicle access must be requested by contacting parks and lands farm operations specialist.

Anyone driving at the farm must have a valid driver's license. There is no driving on the fields. The speed-limit anywhere on the farm is 10 mph.

All dogs are restricted from the Heritage Farm site except for service animals. Comfort animals are not allowed.

Equity and Inclusion

Clark County is an equal opportunity employer and prohibits discrimination and harassment based on race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability, HIV or Hepatitis C status, the use of a trained dog guide or service animal by a disabled person (no comfort animals), sexual orientation/gender identity, veteran status or any other status protected by law.

Many ongoing programs support underrepresented and underserved populations within the community. Farm partners must assure that equity and inclusion are institutionalized in their job recruitments, programs and program activities.

Safety

Safety is a paramount concern at Heritage Farm. All farm activities must be done with careful consideration to safety, including that of the individual, other farmers, neighbors, county and partner staff, any visitors to the farm, as well as farm equipment and infrastructure. Periodic safety inspections are undertaken by Clark County Internal Services, the Clark County Fire Marshall, and Clark County's Safety Officer. Clark county staff should be alerted immediately if dangerous conditions are observed.

Much of the heavy equipment used at Heritage Farm is owned by WSU Extension or the Clark County Food Bank, including several tractors, the forklift, the combine, the bed-shaping mulch layer and gators. Such equipment requires operator training prior to use. Smaller power hand tools such as chainsaws and mowers also require training prior to use on the farm. It is the responsibility of farm partners to assure their tools and equipment are kept in safe operating condition and that their staff, program participants and volunteers comply with all training requirements and comply with all safety protocols.

Clark County owns the newest tractor with disc harrow and flail mower attachments and a pick-up truck. Access to other heavy equipment for use at the farm is available through Clark County Parks Operations including ditch-witches, trench diggers etc. A number of power tools are located in the farm shop. All county-owned heavy and power equipment is to be operated solely by the Farm Operations Specialist and other trained county employees. County-owned hand tools such as shovels, rakes, wheelbarrows etc. may be used by farm partners.

Requests for use should be submitted to the Farm Operations Specialist and those using the equipment are responsible for returning the tools to the appropriate storage areas in a clean and sound condition after use. In no case shall hand tools be borrowed for use off the farm premises. No alterations to county-owned or WSU-owned equipment should be made without prior consent of the county.

Safety Gear

Clark County, farm partners and their program staff and volunteers working in the agricultural fields must use good judgment when it comes to wearing basic safety gear. This includes, but is not limited to:

- Appropriate clothing (sturdy, protective, not too loose, and good coverage; raingear as needed).

- Proper footwear (no open-toe shoes or bare feet; boots preferred).
- Gloves as needed.
- Eye and ear protection when operating machinery.
- Dust mask or respirator when working in areas with poor air quality.
- Hat and sunblock as appropriate.
- Compliance with all public health safety requirements relating to food washing and storage, and all public health emergencies such as the Covid 19 pandemic.

Farm partners are responsible for purchasing and using their own safety equipment and always having it available at the farm. They are also responsible for developing program contingencies to respond to federal, state and local health guidance during public health emergencies.

Those not following safety protocols can lose their use of the farm on a temporary and in extreme cases, permanent bases.

Safety Facilities

The 78th Street Heritage Farm is equipped with several safety facilities as shown in the following table.

Equipment	Locations	Hours of Accessibility	Comments/Maintained By
First aid kits	Inside shop	8am-5pm	Farm operations specialist
Fire extinguishers		24/7	Facilities Management
Bathrooms/portable toilets	Inside pedestrian gate Along main driveway	24/7	United Site Services
Trash bins	Trash dumpster located near shop	24/7	Clark County Parks
Handwashing stations	2 seasonally (Jun-Nov)	8am-5pm	Clark County Food Bank
Cardiac defibrillators	N/A		
Eyewash stations	Office		

Major Program Partners

Major partners with program operations at Heritage Farm include:

- Clark County Food Bank/Churches in Partnership
- Master Gardeners Foundation
- Partners in Careers
- Northwest Queen Bee Rearing Club
- Latinos United
- Community gardeners

Clark County Food Bank –Cultivates the most land of any partners for the purpose of food production for immediate consumption. The Food Bank and its affiliated organizations, such as

Churches in Partnership, lease ten acres at the farm. Fresh produce is distributed to underserved and hungry populations throughout the county by a significant network of charitable organizations.

Master Gardener Foundation – Manages a portion of the greenhouse complex on the farm and cultivates a one quarter-acre organic garden with much of the food produced distributed through the Clark County Food Bank network. The Master Gardener Foundation is a 501(c)(3) non-profit organization whose mission is to support gardening education and research. It is a distinct organization from the WSU-Extension Master Gardener Program, although the two collaborate extensively on common goals and objectives. A major fundraising event for the Master Gardener Foundation is the annual Mothers' Day plant sale. With proceeds from that sale, and other fundraising activities, the foundation provides grants to support other programs and activities at Heritage Farm and elsewhere.

Partners in Careers – Is a 501(c)(3) non-profit organization, is dedicated to helping people achieve self-sufficiency through specialized job training and employment services. Roots to Road, a program at Heritage Farm, offers small-scale farm training to people in Partners in Careers programs. The majority of former participants are veterans, but they are expanding the program to include at risk youth. The one-acre plot is farmed by the participants. A portion of the annual harvest is distributed to program financial supporters and a portion of the produce goes to local food banks and pantries.

Northwest Queen Bee Rearing Club – Operates a small queen bee rearing hive at the east end of Heritage Farm near the wetland complex and an associated one-acre pollinating field. Pollinator bee populations have crashed in recent years. The goal of the club is to acclimate queen bees to northwest climate and growing conditions with a goal of rebuilding bee populations to support plant propagation in the northwest.

Partner Responsibilities

Contractual Agreements - It is essential that all programs enter into contractual agreements to provide goods or services. This allows the county working in cooperation with the Farm Site Advisory Committee, to establish sound, businesslike arrangements with program operators and to document expectations of all parties. The county may provide some farm support services for program operators but may charge for these services. Specific requests for county support must be included in farm use and farm event applications vetted by the Farm Site Advisory Committee. Other than approved county support services, program operators are expected to be self-sufficient.

Lease Agreements - All ongoing programs approved by the Farm Site Advisory Committee are required to execute a lease agreement with Clark County. The lease is a legally binding contract and covers issues pertaining to land allotment, payment, termination, fees, and other pertinent issues.

Insurance Coverage - All program and event sponsors are required to carry at least a million-dollar liability insurance policy that covers both general and product liability. Program and event sponsors will provide Clark County with a Certificate of Liability Insurance that lists Clark County as "additionally insured."

Meetings, Gatherings, & Participation - As in all situations with shared space and facilities, it is critical that program participants communicate effectively and work with a cooperative spirit. The Farm Site Advisory Committee, in cooperation with Clark County, may set up meetings to help facilitate open dialog and to develop schedules, determine protocols, resolve conflicts, build community, and improve the overall Heritage Farm experience.

It is customary for many programs to have an end of year gathering to discuss the season and celebrate successes and community. End of the year gatherings hosted at Heritage Farm are considered one-time events and should be vetted through the county Program Manager/ Parks Operations/ Business Services

Record Keeping – Keeping accurate records of pertinent farm activities is important. Program participants are expected to keep metrics pertaining to yield, the number of classes and activities sponsored, the number of program participants served, volunteer hours contributed and successes/failures. This information is aggregated by the Farm Site Advisory Committee into a year-end report. This report is important to document the community value contributed by Heritage Farm and its program sponsors and to recruit additional interest and financial support for the farm.

Storage – Storage for tools and equipment owned by program sponsors should be described in lease agreements. Depending on the scale of storage needed, space may be rented or will be allowed open access to defined areas. Program sponsors are prohibited from modifying, constructing or erecting structures of any kind at Heritage Farm unless vetted through a farm use application by the site advisory committee. This includes, but is not limited to, greenhouses, sheds, and shade structures. A request to add a structure must be reviewed by the advisory committee and the county and should be submitted to the Program Coordinator. All approved structures must be broken down and removed from the premises at the conclusion of a client's lease, or in some cases, at the end of each season unless otherwise agreed to by Clark County.

Clark County does not provide custodial services to greenhouses and indoor storage areas. Program sponsors are responsible for safely organizing work areas and clean-up after each day of use.

Staging of equipment, materials, and other farm resources (including compost and other bulk resources)—those that don't belong in an enclosed storage area—must be done within a sponsor's leased area or within a pre-agreed zone directly adjacent to a leased plot. Weed management and mowing of any storage area outside of a sponsor's leased acreage will be the responsibility of the sponsor.

Heritage Farm is not equipped with any food storage areas and sponsors are responsible for the transport of produce off-site to appropriate cleaning and distribution facilities. The carrot washer is owned by the Clark County Food Bank and it is responsible for complying with food safety practices aimed at minimizing risk of contact and spreading of food-borne illnesses.

Compost - Composting bins are available for use by program sponsors in the following locations:

- Southeast of the community garden
- East of the greenhouse complex

Sponsors are encouraged to compost and should transport garden debris from their leased plots to the bins each day of plot maintenance. The farm operations specialist will periodically turnover materials in the bins to continue the breakdown of the organic materials. Sponsors may also incorporate debris into their plots as green manure to improve fertility of the soil.

Sponsor Employees, Volunteers and Visitors -Sponsors are responsible for ensuring they operate within these guidelines the farm and comply with the terms of their lease. Volunteers may utilize tools or equipment under the supervision of a program sponsor lead. Any tool or equipment requiring training can only be used after training is completed.

Sponsors are responsible for any visitors or helpers they bring to Heritage Farm. This includes employees, volunteers, guests, students, contractors (e.g., deliveries), specialists, or anyone else associated with and acting as agent of the program sponsor. Uninvited guests are not allowed outside of the common areas adjacent to the main administration building.

Parks and Lands Staff duties checklist

Part-time Program Coordinator - .01 FTE

program planning

policy facilitation

parks communications liaison with other county departments

public advisory committees' facilitation

Farm Operations Specialist – 1.0 FTE

farm maintenance

major cultivation tasks

field mowing

use of heavy equipment

maintenance and minor repairs of tools and equipment

keeps records of pesticide use and assures that farm users follow all safety protocols.

Cultivation

Irrigation

Fertilization

advice on cropping, planting, pest control and harvest operations.

Provides a security presence during regular work hours.

From: [Kevin Tyler](#)
To: [David Stipe](#); [Matthew Baum](#); [Amy Arnold](#)
Subject: FW: Heritage Farm
Date: Monday, August 5, 2024 8:56:36 AM

From: Kirk and Peggy Gresham <llamacollection@msn.com>
Sent: Friday, August 2, 2024 1:14 PM
To: Kevin Tyler <Kevin.Tyler@clark.wa.gov>
Subject: Heritage Farm

EXTERNAL: This email originated from outside of Clark County. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hope you're doing well. Long time.

I'm the treasurer of Friends of the Heritage Farm Foundation. Our main mission is to raise funds to help support the operating costs of the farm.

We have come up with a proposal which we would like some feedback from you. We would like to install 2 stands, four units, of EV charging stations at the farm. The layout seems ideal in that it's accessible 24/7 with easy access, off street connections. We do not know if the county has any other sites like this and what the procedure to proceed would be.

If you could direct me in the right direction, I would pursue the possibility.

THX

Kirk Gresham

Sent from [Mail](#) for Windows