



# 78<sup>th</sup> Street Heritage Farm Advisory Team Meeting Minutes



Thursday, January 16, 2025, 4:00PM to 6:00PM  
Luke Jensen Sports Complex, in the LJSP Bud Van Cleve Community Room  
4700 NE 78<sup>th</sup> Street, Vancouver, WA 98665, and  
Virtual Meeting via Microsoft Teams

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

**Clark County:** Amy Arnold, Matthew Baum, Ross Hoover

**Farm Programs, Neighbors, Public Members:** Judie Stanton, Matthew (CCFB), Kirk Gresham, Kristine Perry, Josh Jones, Monica Zazueta

\* Not Present

## 4:01 PM Called to Order/Introductions

Matthew called the meeting to order and folks in the room and online introduced themselves.

## 4:02 PM Approval of Meeting Minutes

Time	Action Item
4:02 PM	<b>MOTION BY:</b> Lisa Bayutet <b>SECOND BY:</b> Sandra Brown
	<b>MOTION:</b> Motion to adopt these Minutes, as submitted: November 21, 2024 Minutes
	<b>DISCUSSION:</b> The Minutes have been approved.
	<b>IN FAVOR:</b> All <b>OPPOSED:</b> None <b>ABSTAINED:</b> None

## 4:02 PM Farm Operations Report/Plan – Matthew Baum

Matthew discussed that Zane’s job position will be reclassified allowing him to obtain more certifications and move some of the heavier equipment at the farm. Matthew also discussed that the farm is in winter mode, the calendar on the website has been updated, the Wetland Restoration project is still on track for Spring or Summer of 2025, and the request to have the road by the research area graveled is now under way. Bill and Mathew discussed the Wetland Restoration project further regarding access to the site.

## 4:05 PM Farm Operations Guidelines updates – Matthew Baum

Matthew discussed there aren’t updates because the leases are still being reviewed by Legal. Sandra and Matthew discussed if fees are applicable for farm partners regarding these leases.

## 4:07 PM Public Comments

Matthew gave instructions for how to participate.

Monica Zazueta introduced herself and discussed her communication difficulties with the county regarding the grant she was awarded from the city for a proposal of a victory food project and one acre of land at the farm. Matthew said this request was sent to Legal and Business Services for review, but he would follow-up on it and notify her. Sandra, Monica, Matthew, and Josh discussed the one acre plot she was authorized to use on the farm. Monica, Carol, and Sandra discussed that she was granted an extension of time to spend the funds, and Ross offered assistance in drafting an extension letter.

Monica also indicated that the location of the meeting is wrong on the Agenda and Amy apologized.

Judie Stanton asked for the status of the Operation Manual in the chat and Matthew said he already spoke on that.

#### **4:24 PM Open Forum – Questions and Answers**

Lisa and Matthew discussed the process for someone who is interested in beginning a relationship at the farm, and Carol and Matthew discussed who the farm partners are. Sandra, Matthew, and Carol also discussed the timeline for the application that folks fill out.

Kirk introduced himself and discussed the possibility of installing EV (electric vehicle) stations at in the parking lot to try and offset expenditures for the farm, indicating that he had an engineer scope the work and provide proposals. Matthew said he would check with Facilities to see if they have this project on their list. Carol and Kirk discussed the costs for this project.

Kirk also discussed that the Friends of the Farm received a grant for the children's garden that's being installed at the farm.

Judie, Sandra, and Matthew discussed the annual report that's collected from the farm partners and that a newer version needs to be created and approved before it can be sent to them.

Josh, Matthew, and the Advisory Team members further discussed the project application that's available on the website and its process.

Sandra and Matthew discussed inviting the farm partners to these meetings to help educate the Advisory Team about what's going on at the farm. Lisa, Ross, and Carol also discussed having joint meetings between the Parks Advisory Board and the Heritage Farm Advisory Team.

Carol, Matthew, and Sandra discussed whether the county has a process for marketing for the farm and whether there's an orchard there.

Ross discussed the division name change from "Parks and Lands" to "Parks and Nature", and Sandra and Ross discussed that the Lands division will be more focused on the railroad, forestry, and legacy lands.

Lisa, Matthew, Kristine, and Ross discussed whether the farm is protected under a historic preservation or if it's considered a legacy land.

**4:56 PM Adjournment**

Submitted by Amy Arnold, Secretary

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

DRAFT



# 78<sup>th</sup> Street Heritage Farm Advisory Team Meeting – Online Chat



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Luke Jensen Sports Park in the LJSP Bud Van Cleve Community Meeting Room, and  
Virtual Meeting via Microsoft Teams

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Amy Arnold	Welcome to the Heritage Farm Advisory Team meeting. If you're joining remotely, please mute yourself. *mute not must
Judie Stanton	What is the status of the Farm Operations Manual?
Matthew (CCFB)	I can attest to what Josh is saying about the meeting with Hector and the Food Banks willingness to navigate what a partnership could look like with a short time period and planting already taking place.
Judie Stanton	We used to fill out annual report but haven't received a request this year. Quarterly reports were mentioned at the last Advisory meeting. Will there be more direction coming?
Judie Stanton	Thanks!
Matthew (CCFB)	Food Bank would be willing to come to that meeting with program information. If the Committee wants to draft any questions, we'd love to have answers prepared.
Amy Arnold	Thank you for joining!

**Heritage Farm**  
**Yearly Project Summary**  
**Program Year: 2023**

**DUE: January 25, 2024**

Return to Sandy Brown, [browns@wsu.edu](mailto:browns@wsu.edu) or leave in mailbox at WSU Extension office at Heritage Farm.

Project Name: \_\_\_\_\_

Project Lead/Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- 1) Program Goals:
  
- 2) Describe what you did this year and progress toward your goals.
  
- 3) Describe the community impacts, benefits, or outcomes of your project? (i.e., Benefit to how many people/families in Clark County, general community impact, financial impacts, educational impacts on those working at Heritage Farm and in the community, general outcomes, etc.)
  
- 4) If growing produce, how many pounds of produce were harvested in 2022.
  
- 5) What were your educational efforts and who was the audience?
  
- 6) Do you plan to renew for the 2023 year?
  
- 7) Please describe any changes to your project? This should include goals, audiences, changes to landscape of your project area or additions to project area, etc.
  
- 8) Number of volunteers who worked with your project in 2022: \_\_\_\_\_
  
- 9) Total number of hours all volunteers worked with your project in 2022: \_\_\_\_\_  
(Approximate number is ok. i.e., 50/per volunteer or a total number for all volunteers collectively)

10) Describe outside funding that has supported your project.

- a. Cash donations \$ \_\_\_\_\_
- b. Grants \$ \_\_\_\_\_
- c. Equipment and/or tools (list item and actual cost or value)
- d. Other supplies (describe them and value or actual cost)

11) Do you have paid staff that work on the project at Heritage Farm. If so, describe their role or job on the farm, and the monetary value of their work. If more than one, then combine the monetary value

12) What other community groups did you partner with in 2022? What are their roles (on site work, planting, harvesting, donations, etc.)?

13) What pieces of farm equipment do you use from the Heritage Farm?

14) If you use farm equipment, who operates it and how do you select them?

15) Do you use the services of the Farm manager during the year? (To till, plant, clean fields, etc.) If so, describe what you have him do and about how many hours do you think?

16) Do you have new needs from the Heritage Farm? (More space, storage, support, access etc.)

17) Other information you would like to share with us.

Please share 2-3 photos of your project that you would like to share.