

River District Farm Vision and Scope of Work

General Vision and Scope of Work

Develop and operate a small urban farm on property located in the River District master planned community for the benefit of the River District community. The vision is to provide access to local plant and produce and build a community of support for the garden farm. The farm includes a greenhouse (constructed); about 50,000SF of tilled vegetable beds; a small orchard of 50 trees planted in 2021; a high tunnel vegetable growing facility (to be constructed); a tool and equipment container; and a produce processing, cold storage, and farm stand facilities. The work on the farm will be done under the direction of Greenstone staff. The goal is to develop an economically sustainable farm serving the local River District and Liberty Lake community.

Farm Goals for 2022

1. The farm greenhouse will be planted and open. Some plants from the greenhouse will be used as starts for the vegetable beds with the balance sold to farm "members".
2. The high tunnel will be installed in time for the 2022 growing season.
3. Necessary farm equipment will be purchased (see Exhibit 1) and a storage container installed.
4. Vegetable beds will be prepared and planted according to a seed purchase and farm plan with the goal total farms sales of not less than \$100,000, including greenhouse sales.
5. The vegetable processing, cold storage and farm stand will developed for the 2022 farm season.
6. A farm website and online virtual farm stand and social media sites will be developed and operation for the 2022 farm season.
7. A CSA program for 2022 will be developed with not less than 25 shares.
8. A farm membership program will be developed with a goal of 100 members.
9. The farm stand will be open on a weekly basis from June through September.
10. A farm volunteer program will be initiated with local residents.
11. Three community farm events will be planned.
12. Relationships with other local farms will be developed to expand products offerings (for example eggs, fruits, corn and other products not available from the farm).

Work Tasks and Schedule

1. January-February:
 - a. Complete set up of the greenhouse
 - b. Develop farm planting plan including a harvest plan to meet financial goals, bed layout and planting schedule.
 - c. Plant the greenhouse with assistance from Whitney Jacques.
 - d. Identify and purchase necessary farm equipment.
 - e. Develop a plan and workflow for the vegetable processing, cold storage and farm stand facilities, including necessary equipment.
 - f. Complete order for purchase of processing, cold storage and farm stand facilities.

- g. Complete the farm revenue plan including Greenhouse sales, CSA, farm membership and online farm sales.
 - h. Commence work on website and virtual farm stand.
2. March:
- a. Tend the greenhouse
 - b. Prepare vegetable beds for planting, including the installation of irrigation and required fencing.
 - c. Complete installation of equipment container
 - d. Complete installation of high tunnel
 - e. Complete installation of the processing, cold storage and farm stand facilities.
 - f. Begin the equipment fit out in the processing, cold storage and farm stand.
 - g. Website and virtual farm stand online and functional.
 - h. Begin process of establishing relationships and product offering from other farmers
3. April:
- a. Tend Greenhouse, with first greenhouse sales at end of month
 - b. Begin planting of high tunnel and vegetable beds, consistent with planting plan, for early season crops.
 - c. Complete the equipment buildout in the processing, cold storage and farm stand facilities.
 - d. In early April begin the sales of CSA and Farm memberships.
 - e. Manage the farm website and social media sites.
 - f. Begin the development of a volunteer program for the farm.
 - g. Identify three farm events and begin the planning and scheduling of the events.
 - h. Complete the installation of farm signage and interpretive signs.
4. May:
- a. Tend the greenhouse and complete the sale of plants by months' end.
 - b. Continue planting of the high tunnel and the vegetable beds.
 - c. Tend the vegetable beds and make plans for harvest.
 - d. Assure the processing, cold storage and farm stand are fully operational
 - e. Continue sales of CSA and farm memberships until goals have been reached.
 - f. Manage the farm website and social media sites. Prepare for the opening of on-line selling. Finalize pickup dates and locations.
 - g. Continue volunteer program development
 - h. Continue farm event planning
 - i. Finalize agreements with off site farmers
5. June:
- a. Replanting of the greenhouse for later season plantings and greens
 - b. Continue planting in the high tunnel and vegetable beds
 - c. Tend and harvest vegetable beds
 - d. Processing vegetables for storage and sale
 - e. Begin delivery of CSA shares
 - f. Open farm stand for weekly sales
 - g. Commence on line sales
 - h. Manage the farm website, online store and social media sites
 - i. Implement farm events and volunteer programs
6. July and August:

- a. Same tasks as June
- 7. September:
 - a. Same tasks as June
 - b. Complete CSA program by months' end (16 weeks)
 - c. Begin planning for 2023 farm expansion
 - d. Close greenhouse
 - e. Begin Fall cleanup of farm
- 8. October:
 - a. Same as September tasks.
 - b. Farm stand and online buying remains open.
 - c. Continue greens and vegetable sales for as long as product is available.