

Dillon Valley Elementary School Based Community Greenhouse Garden Proposed Operational Guide

PART 1A: **What is the level of commitment from SPA and the Steering Committee, not just initially, but over the long run? Will SPA always maintain a presence on the committee?** SPA is committed to being on the Steering Committee and co-chairing this community garden greenhouse project for no less than two years. After two years, SPA with the Steering Committee, will reassess involvement and develop a transition plan pending necessity of SPA's continued presence on the Steering Committee. The Steering Committee is committed to serving for one-year and mentoring the following year. Please refer to attachment A "DVE Garden 5 Year Plan."

How often will you [the Steering Committee] meet and for how long? Regular Steering Committee meetings are held on the 2nd Wednesday of every month from 5:30-6:30 at Dillon Valley Elementary. In addition, committees and sub-groups meet on an as needed basis.

How will finances be allocated and managed? SPA will be the fiscal agent for the greenhouse and community garden project for no less than two years and then the Steering Committee will reevaluate. The garden will have its own budget, managed by the Steering Committee's Treasurer.

How will you deal with issues and solve problems? As per attachment B - "Proposed By-Laws Section VIII Voting", the Steering Committee votes based on majority rule. The majority rule must be voted by no less than 3 people.

In general, how will you operate? Refer to the attached attachment B - "Dillon Valley Community Greenhouse Garden Proposed By-Laws".

PART 1B: **How will the Steering Committee deal with changes in membership?** All Steering Committee members currently are committed to a minimum of one year of service and a year of mentorship following their year of service. If a member must resign due to unforeseen reasons, a new Steering Committee member will be voted in.

How will you recruit new members? New members will be recruited via DVE, PTSA, word of mouth, SPA's website, e-mails lists, posted fliers and the Summit Daily.

Are there any plot holders on the Steering Committee? Although there are no plots currently available, Steering Committee members have expressed, with enthusiasm, interest in becoming plot-holders.

How will you allocate plots to the community and for how long? Plots will be allocated on a first come first serve basis. Plot holders may be grandfathered from year to year as long as rules are being adhered to.

PART 1C: **What is the maintenance plan for the greenhouse and gardens?** SPA will have a signed contract with the chosen contractor requiring the contractor to commit to greenhouse maintenance for a minimum of one year. Plot-holders and volunteers will be assigned various maintenance tasks for the gardens such as weeding. A budget for maintenance will be devised.

How will you deal with vandalism and maintenance issues? Who will do the work? There will be locks and signage. The Steering Committee will self-police and will encourage community unity. Plot-holders and other volunteers working in the gardens will be required to maintain and keep the area clean. The Steering Committee's maintenance committee will develop a maintenance plan and reevaluate as needed.

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Who will be the contact for issues? The Steering Committee Co-chairs are the first point of contact for issues. See attachment C – “Steering Committee Contact List”. SPA’s Director may be contacted if needed.

How will you insure that the garden area and the greenhouse remain weed-free? Weeding will be a required maintenance duty for the plot-holders to be outlined in the rules & regulations. A weeding schedule will be developed for plot-holders and volunteers.

PART 2: **We would like a list of the current Greenhouse Steering Committee members and their contact information.** See attachment C “Steering Committee Contact List”.

PART 3: **Will any of the garden plants or produce be for sale? If yes, how will you deal with commercial operations? Will plot holders be required to seek the proper permits or licenses if they are selling their produce at a farmers market?** The current goal of the Steering Committee is to ensure that the garden is built and functioning and that plot holders are growing food for themselves and their families. As per Summit County code, produce is not allowed to be sold on-site at a community garden. This code may change in upcoming months and if it does then selling produce can be reevaluated.

PART 4: **How will we deal with public access? What hours will the plots be available for community use? What months will the plots be available for public use? Will the community be allowed to access the plots when school is in session? Will the area or the greenhouse be locked at night? If so, who will lock it?** Public access will be encouraged during “off-times”. The initial garden season will be May through October. As of yet, official hours have not been voted. It is open for discussion with DVE. It was suggested to open after sun rise and close at dusk. The greenhouse and community garden can be locked at night. A committed volunteer will be responsible. A few Steering Committee members that live very close already volunteered to help open and close (lock) the garden.

PART 5: **There are already parking issues at Dillon Valley Elementary. Where will people park to use the gardens, especially during the months of May, August and September, when school is in session?** The Steering Committee will encourage walking and biking and will have written parking restrictions guidelines. For example, there will be no parking between 8:30-9:00am and 3:30-4:30pm while school is in session. This was discussed with Shelly Martinez.

PART 6: **What percentage of the plot area and the greenhouse will be for student/staff use?** Pending final design plans, Shelly Martinez requested half of the greenhouse for student/staff use. The other half will be used for the community.

ANSWERS TO QUESTIONS FOR SPA:

1. Should this project be approved to proceed, it is o.k. with SPA to sign the construction contract between SPA and the contractor.
2. Currently, the start-up budget is \$20,000 from LiveWell Colorado. Any additional contingency money will have to be fundraised.
3. SPA will manage the construction of the gardens and greenhouse.