



Agenda

CITY CLERK'S OFFICE

DATE 12/5/14 TIME 8:55am

SERVED BY Jessie Esparza

RECEIVED BY Alia Harting

MUNICIPAL TREE BOARD
A SUBCOMMITTEE OF PARKS AND OPEN SPACE ADVISORY COMMISSION
The Barn at Frenchy's Field
Friday, December 12, 2014
10:30 am

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes of October 16, 2014
5. Old Business
 - a. Update on Emerald Ash Borer, meeting Ash Tree identification, etc.
6. New Business
 - a. Review applications for new Municipal Tree Board members- Action Item
 - b. Goals and Objectives for 2015
 - c. Earth Day and Arbor Day Discussion
7. Public Comment
8. Date and Time of next meeting
9. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

INDEX OF
CITY OF SANTA FE
MUNICIPAL TREE BOARD

A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

DECEMBER 12, 2014

<u>ITEM</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
1. CALL TO ORDER		1
2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA	Approved	1
4. APPROVAL OF MEETING MINUTES October 16, 2014	Approved	1-2
5. OLD BUSINESS		
a. Update on Emerald Ash Borer/Ash tree identification	Discussed	2-3
6. NEW BUSINESS		
a. Review applications for new MTB members- Action Item	Approved	4
b. Goals and Objectives for 2015	Discussed	4-6
c. Earth Day and Arbor Day Discussion	Discussed	7-8
7. PUBLIC COMMENT	Discussed	8
8. CONFIRM DATE AND TIME FOR NEXT MEETING	January 14, 2015	9
9. ADJOURN	12:35 p.m.	9

**MEETING MINUTES
FOR THE
CITY OF SANTA FE
MUNICIPAL TREE BOARD**

**A Subcommittee Of
The Parks and Open Space Advisory Commission**

FRIDAY, DECEMBER 12, 2014

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Municipal Tree Board, a subcommittee of the Parks and Open Space Advisory Commission, was called to order by Tracy Neal on this date at approximately 10:30 a.m. at Frenchy's Barn, Corner of Osage and Agua Fria, Santa Fe, New Mexico.

2. ROLL CALL

Roll call indicated a quorum as follows:

Members Present

Patrick Torres, Chair (arrived later)
Tracy Neal
Sandra Taylor

One vacancy

Members Absent

Staff Present

Richard Thompson, Parks Division Director

Others Present

Robert Wood, Water Department
Linda Shafer, Executive Director, Railyard Stewards
Elizabeth Martin for Charmaine Clair

3. APPROVAL OF THE AGENDA

Ms. Taylor moved to approve the agenda as published. Mr. Neal seconded the motion, which passed by unanimous voice vote.

4. APPROVAL OF THE MINUTES- October 16, 2014

Mr. Neal asked Mr. Wood what has to be done to get the new list on the Parks website.

Mr. Wood said he would talk with Ms. Esparza, because she was to exchange the old plant list for the new one.

Mr. Thompson said he would send Mr. Neal the link. He explained there are two different pages that go to the recommended list; one through Parks and Watershed and another through Public Works/Parks. He thought Ms. Esparza does not update the website, but he would check.

Ms. Taylor moved to approve the minutes of October 16, 2014 as presented. Mr. Neal seconded the motion and it passed by unanimous voice vote.

5. OLD BUSINESS

a. Update on Emerald Ash Borer (EAB) meeting: Ash Tree identification, etc.

Mr. Wood said Mr. Torres sent out PDFs this morning and nothing is specific to New Mexico. He suggested the Board work on coming up with something more local and direct the information to tree contractors.

Ms. Taylor asked how Mr. Wood would propose that be done. Mr. Wood suggested having an open meeting and invite contractors.

Mr. Thompson suggested getting on the agenda for Think Trees. Mr. Wood replied that Think Trees had already planned a presentation and an update on the EAB.

Mr. Neal said he wondered about the training there will be for people working in the parks. He thought it would be good to connect with people like Mary (Schruben); representatives of local groups, local parks and homeowners associations, etc.; people who are interested.

Mr. Wood said the city has a portal for that. He said Mr. Thompson could be interviewed by the PIO (Public Information Officer) and clips could be used of what to look for on the EAB. He noted that in other communities the misidentification of the pest is key and proper identification will be crucial.

The Committee discussed the EAB and common pests and how they are identified.

Mr. Thompson said Parks will identify talented individuals to channel into arboriculture and they will have very specific training. There will also be monitors in the field who will learn to identify a tree in stress and symptoms.

Mr. Thompson said Parks is in the budget process now and a new organizational chart will be presented. The mowing throughout the parks and mowing equipment will be consolidated at a huge savings and that will reduce the vehicle fleet. The temporary workforce will be used there, because that is Parks most predominant activity in the summer months.

Mr. Thompson said infrastructure, structural repair, arboriculture, landscape and irrigation will be reflected in the organizational chart and budget. Training will begin with Talk Trees and impromptu ISA practicum and theories, etc. and include training on the EAB.

Mr. Thompson said the Extension Service has the monitoring covered and Parks will work with them and the USDA and follow interagency lead.

Mr. Wood said a lot of funding was previously provided through the Quality of Life. Mr. Thompson replied he anticipates using the Quality of Life money on trees.

Mr. Thompson said in regard to Mr. Neal's e-mail about why Parks is planting ash trees; it is because the trees are on hand and need to be planted. He said suitable replacement species would be looked for in the interim.

Mr. Wood said the city has been lax on the EAB control to identify fire wood. He said the most important is for the purchaser to be able to identify the wood and know what to look for and who to call. He suggested working as a committee to develop a plan to propose to POSAC. He thought the plan might result in a resolution for training and identification etc.

Mr. Thompson said that could be broader with education and PSAs (public service announcements). The Quality of Life fund could be used as a funding source and the Mayor's Information Office could help. He said it could be a package deal with education and selection of an arborist.

Mr. Wood said the Board does not have a lot of experience pushing forward a broad program. He said taking a small item, identifying that and setting a path of work would give the Board experience on bringing something broader to the table.

Mr. Neal agreed. He said that could be one of the Board's goals and objectives for 2015. He said there are other states have passed ordinances to restrict fire wood.

Mr. Thompson said Popewell chose not to limit the movement of firewood, but rather to educate the consumer. He said another was the use of clear plastic to cover the wood so the larvae could not find holes to leave.

Mr. Wood said once an area is identified as infested, there is a federal requirement for a firewood quarantine; but the bad part is that is going in and out [of the state].

Mr. Neal asked if the meeting had been set for the ash tree identification. Mr. Wood replied he has not been contacted by Parks, but has a presentation ready. He offered to present to the Board ahead of time and do a presentation at POSAC. He said he is not sure when he can get on the agenda.

6. NEW BUSINESS

a. Review applications for new Municipal Tree Board members- Action Item

Mr. Neal questioned if he and Ms. Taylor should vote on the new members, even though they make a quorum. Mr. Thompson suggested they should move ahead with the applications.

Ms. Taylor said she reviewed both applications. She said Catherine O'Brian has been interested in the Municipal Tree Board for several years and Tim Michael seems very qualified on paper. Mr. Neal added that he and Ms. Taylor both know Ms. O'Brien and she will be a great addition.

Mr. Wood suggested Board members interview the applicants if there were questions.

Ms. Taylor moved that Catherine O'Brien be invited to become a member of the Municipal Tree Board. Mr. Neal seconded the motion, which passed by unanimous voice vote.

Ms. Taylor moved that Tim Michael be invited to interview with the members of the Municipal Tree Board.

The Board discussed how to proceed with the interview of Mr. Michael and whether the application deadline should be extended.

The motion to invite Mr. Michael to interview died for lack of a second.

Ms. Taylor said it would be nice if a letter came from the Parks office as an invitation for Ms. O'Brien to join. Mr. Thompson agreed and said he will send the letter after the Tree Board members sign it.

Term limits were discussed for the Municipal Tree Board members.

b. Goals and Objectives for 2015

Mr. Neal asked what is meant in the goals by *facilitate*; what the role of the MTB is in a tree inventory.

Mr. Wood said he proposed that to identify a budget, either for a contractor or to do in-house. He said he had suggested a maintenance inventory to identify tree hazards and the required maintenance.

Ms. Taylor said she recalled that the agreement was that Parks personnel would be trained on identification and do a park by park inventory, while doing maintenance. She said Mr. Varela created a spreadsheet for that. She said the Quality of Life funds have been used for years for activities like that and everyone had agreed that should continue. She said the Board also talked about activities and using neighborhood associations, Railyard Stewards, etc.; anyone interested in doing identification.

Mr. Neal agreed, but said everything listed is for Parks and he isn't sure how MTB fits into the picture.

Chairman Torres entered the meeting at this time.

Mr. Thompson talked about with community involvement. He said there are problems with the breakdown of accurate identification; vitality; appropriateness and planting situations of the trees, etc., Almost always that devolves to a limited number of paid staff who are dedicated to a tree inventory.

He said a position for an urban forester will be funded within the roster and will be in the 2015/16 budget process. He said what the Board could do is gather civilians and facilitate sample inventories.

Mr. Neal said he was really unclear about what Mr. Thompson was saying. He said he could not determine when Mr. Thompson would hire an urban forester. He said Mr. Thompson also talked about doing limited surveys with volunteers. He said he is unclear what the purpose would be, if eventually a city urban forester will conduct a complete inventory.

Mr. Thompson said he intended the public inventory to be trees on public land. He said the role of the urban forester will be future based and where "train the trainer" and dissemination of information would be important. He said he is talking about 4 or 5 people who would complete a comprehensive public tree inventory by June, with a trained professional. He said there are 68 parks and some could be done in an hour.

Mr. Neal clarified the goal for the Board: to put together volunteers to inventory every park in the city within the next year. Mr. Thompson replied that he thought "they could get there."

Ms. Taylor noted that a lot of money had been spent for the supportive technology. Mr. Wood replied that the program that will be used is free-ware.

Mr. Thompson said Mr. Wood has mentioned equipment, but he has not seen the hardware/software measurements and will track that down.

Mr. Neal said in that regard, the resources need to be identified as well as who will train the trainers and work with them in the inventory. He asked again what role MTB would play.

Mr. Thompson said he is asking the Board to commit to recruit, screen and identify volunteers. He said he will look at whether the Parks Department can hold workshops without a public notice.

Mr. Wood volunteered for training in his available time on weekends.

Ms. Taylor pointed out that the Board had exactly the same conversation in June of this year. She said her notes indicate there was a question of protocols and she assumes the training will address that.

Mr. Thompson said he believes in keep it simple; make it fun and a social activity. He offered to send the protocol to Ms. Taylor. He said he is not looking to get a scientific survey.

The Board discussed workshops and issues with quorum.

Mr. Neal turned the chairing of the meeting over to Chair Torres at this time.

Chair Torres apologized for his late arrival. He said two or three of the 2014 goals will carry over to 2015 and the Board could start with those: the facilitation of the tree inventory, inclusive of A and B and the process to reestablish a five-member board, which they would act on today; and that left C to do.

Mr. Neal explained that because he and Ms. Taylor both new Catherine O'Brien well, they had voted to accept her on the Board. He said they did not know Mr. Michael and discussed having an interview with him prior to voting.

Chair Torres said he does not know Mr. Michael well, but went through the Master Gardener Program with him. He thought Mr. Michael would be a committed Board member since he is a committed Master Gardener.

Ms. Taylor said Mr. Michael is obviously willing to learn. Mr. Thompson added there are two other requirements adequate time and electronic connectivity. Chair Torres said Mr. Michael has both.

Chair Torres said if there were ideas for 2015, the Board could entertain them.

Mr. Neal said he had thought the selection of new board members would be done today, but can be carried to 2015. He asked if there should be a deadline to complete the Tree Board University training.

Chair Torres asked if April 30, 2015 was realistic and everyone agreed it would be.

Mr. Thompson suggested a goal for the Board be to learn how to raise funds.

Ms. Taylor asked to review the list in January. Suggestions could be e-mailed to the chair.

Chair Torres noted that Jennifer [Dann] at State Forestry said nothing has moved forward.

c. Earth Day and Arbor Day Discussion

Mr. Wood said he and Ms. Shafer discussed joining activities at the Railyard and he thought that a good idea. He said having a multiple event calendar works better than one big one.

Mr. Thompson agreed. He said Parks will align with Keep Santa Fe Beautiful on Arbor Day, Earth Day and Community Day. He added the order for seedlings and saplings for distribution had been done.

The Board discussed the seedlings/saplings give away.

Ms. Shafer from the Railyard Stewards talked about the previous year's Earth Day. She said there were about 30 tables with all kinds of conservation groups. She said the groups were supposed to pay \$25 for their space, but that never happened. She said she has inherited the event. She said something similar could be done, but she wanted to organize the event in case there is a need for funding or sponsors.

Mr. Thompson asked Ms. Shafer if she will take the lead on coordinating and planning the event. Ms. Shafer replied she had not planned that. Mr. Thompson asked if the MTB wanted to entertain the idea. He said Parks has laid the groundwork for Earth Day, Arbor Day and Community Day with Gilda at Keep Santa Fe Beautiful.

Ms. Taylor said for all three events educational things are critical; EAB and the tree inventory, etc.

Mr. Wood said New Mexico has a lot of ISA members and there has not been a tree climbing exhibition in the state in the last 4 to 5 years. He suggested looking at bringing the competition back. He said inspections of some trees would have to be done, but the activity could bring a lot of community support to the Tree Program.

Mr. Thompson said that is part of the state convention and the New Mexico State Forestry Council.

The members discussed the event.

Mr. Neal said a handout is needed for the tree giveaway with instructions about the tree: the size, the conditions, etc.

Mr. Thompson offered with the Board's permission, to work with Mr. Wood to develop the tag. The members agreed.

Ms. Taylor asked the status for the Tree City application that is due on 1 December.

Mr. Thompson said December 31st is the deadline and sections one, two and four are complete. He said work is being done on the cost allocation per capita and Mr. Wood provided the proclamation. He said the application will be submitted on time.

Mr. Thompson said regarding the Growth Award; there was no growth in the forestry outreach in 2014. He said he has asked to apply with that statement and resume aggressive outreach in 2015 and reapply.

Mr. Neal asked about receiving a copy of the application. Mr. Thompson replied that he could send the members a copy today. He said the only changes were to names: his name replaced Mr. Wood's and Mayor Gonzales' name replaced the previous mayor.

Mr. Neal said Mr. Wood said in the last meeting that everyone is a member of the Urban Forestry Council, but Santa Fe does not have representation. He asked how Santa Fe could get representation.

Mr. Wood suggested Mr. Neal contact Jennifer Dann for directions, as the official source.

Chair Torres asked if Mr. Neal had interest in being a representative.

Mr. Neal said he is interested in finding out what the Council does and if being represented on the Council would add anything to the Tree Board work.

7. PUBLIC COMMENT

Ms. Shafer said the Railyard Stewards would be happy to work with the city and support Arbor Day and Earth Day. She asked what the next steps would be.

Mr. Wood suggested that he and Ms. Shafer, with Mr. Thompson's assistance, work to formulate an outline for the program by e-mail and develop a plan. Then they could get together as a group.

Mr. Thompson pointed out that does not have representation from the Tree Board.

Mr. Neal said it appears the Board will need to coordinate with the Parks Department for Arbor Day and Community Day. He said he is not clear whether the Board will also work with Mr. Thompson and Keep Santa Fe Beautiful and on Earth Day.


Mr. Thompson said he would love to see the Tree Board involved for Earth Day for the recognition and to broadcast what the city does and believes. He said he would ask that the Board consider being involved in all of the events.

8. DATE AND TIME FOR NEXT MEETING - January 14, 2015 at 10:30 a.m.

9. ADJOURNMENT:

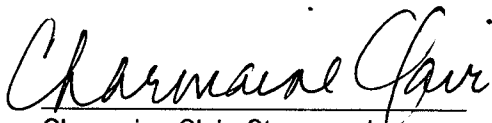
Having no further business to discuss, the meeting adjourned at 12:35 p.m.

Approved by:



Patrick Torres, Chair

Submitted by:



Charmaine Clair, Stenographer