



Agenda

CITY CLERK'S OFFICE

DATE 4/10/15 TIME 8:42am

RECEIVED BY Jessie Esparza

RECEIVED BY Alicia Hartig

**MUNICIPAL TREE BOARD
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION**

The Barn at Frenchy's Field

Wednesday, April 15, 2015

10:30 am

Amended Date

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for March 19, 2015
5. Old Business
 - a. Tree Board University
6. New Business
 - a. Discussion on Urban Agriculture Representative to POSAC representing MTB-Action Item
 - b. Review Dates and Time for Future Meetings
 - c. Discussion in regard to doing a tree inventory, an action item was suggested-review and establish data sets for the survey, verify resources available, cement meeting date and authorize a public service announcement
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.



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CITY CLERK'S OFFICE

DATE 4/8/15 TIME 12:16pm

REVIEWED BY Jessie Esparza

APPROVED BY Alicia Kating

MUNICIPAL TREE BOARD
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CITY OF SANTA FE
MUNICIPAL TREE BOARD

A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

APRIL 15, 2015

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

A Subcommittee of Parks and Open Space Advisory Commission

WEDNESDAY, APRIL 15, 2015

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 Patrick Torres, chair 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
Tracy Neal
Sandra Taylor
Katherine O'Brien

Members Absent

Staff Present

Gary Varela, Parks Division

Others Present Schruben no

Robert Wood, Water Department
Mary Schruben, Rancho Siringo Neighborhood Association
Andy Otto, Santa Fe Water Shed Association
Elizabeth Martin, recorder 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-March 19, 2015

On page 4, the third bullet: "Ms. Booth pointed out that the resolution creating the Municipal Tree Board mandated the Board: *"complete a comprehensive tree policy as to resolution"*...was clarified as *per* the resolution...

Page 4, the last bullet: "Mr. Thompson said the kind of inventory they can do that is affordable is a couple of volunteers on a Saturday shooting trees for DBH (depth, breath, height). DBH was corrected to mean *diameter at breast height*.

Mr. Neal moved to approve the minutes of March 19, 2015 as amended. Ms. Taylor seconded the motion, which passed by unanimous voice vote.

5. OLD BUSINESS

a. Tree Board University

Chair Torres said he wanted to focus on the goal that the Board set to try to accomplish the Tree Board University training this month for members online.

Ms. O'Brien asked how to access the Tree Board University and Mr. Wood explained the path.

Chair Torres said the Board will discuss the program at the next meeting. He offered Ms. Taylor the use of his office to access the website.

6. NEW BUSINESS

a. Discussion on Urban Agriculture Representative to POSAC representing MTB-Action Item

Chair Torres said from the minutes it appeared that the chair of POSAC proposed the Board have one representative that can represent both interests. He said it would be hard to guarantee there would always be that type of representation on POSAC. He said he spoke with Mr. Neal and Ms. O'Brien about serving on POSAC when he steps down and feels confident both could be a representative. He said that will have to be at their comfort level.

Ms. O'Brien said she does have an interest in urban ag', but her time is limited.

Mr. Neal said he thought an email from Ms. Booth indicated it would not be necessary for one person to represent both interests.

Chair Torres said he wasn't sure how to interpret the email and decided to leave the issue on the table.

Mr. Neal said he could not do both not only because he has no interest, but also because he does not have the background. He thought unless the new member has that passion, the person would not come from the Tree Board.

Mr. Wood asked Mr. Neal if he just represented the Tree Board on POSAC, would he be interested. Mr. Neal replied he would. Mr. Wood suggested that Mr. Neal express that to Ms. Booth.

Chair Torres confirmed that Board consensus is to recommend that POSAC keep the positions separate at this time. He asked if the Board wanted to vote on the matter.

Ms. Taylor suggested Chair Torres just let Ms. Booth know about the Board's discussion.

b. Review Dates and Time for Future Meetings

Chair Torres said a recommendation at the last meeting was that the Board considers meeting dates and times for future meetings prior to when POSAC meets in the month.

Mr. Neal said the Board will not know once POSAC is reconfigured as PARC, if they will keep the same meeting schedule. Ms. Taylor pointed out the meeting schedule is published through the end of the year as the third Tuesday of every month.

Mr. Neal suggested meeting the first or second week of the month, which is prior to POSAC meetings.

Chair Torres said June might be his last meeting if he and Ms. Taylor step down. Ms. Taylor confirmed she plans to do that.

The members agreed they would meet on May 14th and June 11th starting at 3:00 p.m.

Mr. Varela said he will give Ms. Esparza the meeting information and reserve the building.

- c. Discussion in regard to a tree inventory and action item: review and establish data sets for the survey; verify resources available; and confirm meeting dates and authorize a PSA (Public Service Announcement).

Ms. Taylor asked Mr. Varela if the training was scheduled that was discussed for May for the inventory.

Mr. Varela said it is not, but he and Mr. Thompson discussed Saturday. He said he talked with Mr. Thompson about training under the shelter at Ragle Park where the trees are diverse. He said Mr. Thompson has the equipment for recording the data and said that he would like a small group first. He said the group will be trained and then help each other to identify species, etc.

Mr. Neal asked if monitors would be used.

Mr. Wood replied that would be advanced for the first meeting. He said volunteers don't have a lot of expertise and will need to go back to basics; what is a tree; leaf types; is the tree deciduous, etc.

Mr. Neal asked if volunteers would work off of paper.

Mr. Varela thought that Mr. Thompson had iPads. He said the training will be for the general public with just Mr. Thompson and himself from Parks.

Ms. Taylor said there are volunteers: she and Ms. Martin, Ms. Schruben, Ms. Booth and Mr. Neal. She suggested Mr. Varela get the training scheduled as soon as possible.

Mr. Otto said the Fishing Derby is on the 16th of May.

Mr. Varela said the Derby will have Parks staff there, but he and Mr. Thompson would not need to attend. He said he and Mr. Thompson will put the data sets together for the survey.

Mr. Neal moved that the Municipal Tree Board authorize Mr. Varela to draft and send out a Public Service Announcement. Chair Torres seconded the motion, which passed by unanimous voice vote.

The Board discussed the size of the training group and decided there should be 12 people.

Chair Torres said he would probably come to the training for support.

Ms. Taylor asked that Mr. Varela inform Mary Schruben, who is very interested, as well as her neighborhood.

Mr. Otto said there is also the Adopt a River Program teams of volunteers. He said he would love to send his volunteer coordinator for training and she could train their volunteers.

Mr. Varela thought that would be great. He said at some point he will have to inventory along the river. He said he would work with Ms. Esparza on the PSA this afternoon.

Chair Torres suggested the PSA go out by next Friday (April 24) to give them three weeks. Mr. Wood said it should be sent to the Board for review.

Mr. Neal asked the number of iPads the Parks Department has and was told there might be three. He asked how training will be done with three iPads; will they break into three groups. Mr. Varela offered to confirm the number of iPads and get back to him with more information.

Mr. Wood suggested they bring personal equipment like diameter tapes.

Ms. Taylor asked if tapes could be used like sewing measuring tapes. Mr. Wood replied they could, but math would be involved. Ms. Taylor said at the first meeting they could discuss what people might need to invest in and whether a neighborhood association doing inventory should buy a tape, etc.

Mr. Varela said a relescope would be good to have, but is expensive. He explained the tool tells the height and diameter. He said the Forest Service used clinometers for the same purpose.

Mr. O'Brien said there might be a smart phone app now.

The members talked about instruments that could be useful in a tree inventory.

Chair Torres asked what other resources the Board should consider.

Mr. Wood suggested gloves, safety glasses, an orange hat/vest/T-shirt, etc. to identify a person as a park worker.

The Board discussed how long the training meeting would be and decided two to three hours. Ms. Taylor suggested having a limit on the amount of training time.

7. PUBLIC COMMENT

Mr. Andy Otto with the Santa Fe Watershed Association said a tree inventory sounds great. He said a Watershed goal is to do a vegetative plan for the riparian zone of the river eventually, especially for invasives, but a tree inventory would be first. He said they feel that before something is taken out, they need to know what to put back in.

Mr. Wood said he has two possible things for a future agenda. He said one of his goals is to be the first in New Mexico to get "Tree Campus USA". He explained that Tree Campus is an associate type program that works in the same way as Tree City USA and would work with the Tree Board and be another good source of people. He said he would like to discuss the requirements, which are on the Arbor Day Foundation website, at a future meeting and to develop a list of schools to approach.

Mr. Wood said he couldn't think of the other item for the agenda, but would submit that via email.

Mr. Varela said Ms. Esparza will send the PSA to the Board for review via email by the end of day tomorrow and members can respond through email.

Ms. Taylor asked how many of the Parks personnel are trained in the inventory process.

Mr. Varela said at this point he didn't think there was anyone. He said Parks is implementing an arborist and will have a tree crew. He said they do plan to train some employees, but he is not sure of the status.

Ms. Taylor asked to confirm that Parks will hire an arborist.

Mr. Varela said he wasn't sure they would actually hire an arborist, but personnel might be moved that already does that work. The employee will receive the training needed and be the central point of contact. He said Mr. Thompson is adamant about implementing a tree crew and wants to get away from using outside contractors and instead use money for in-house training, etc.

Mr. Wood said it all depends on budget and the other side of that is insurability and liability.

Mr. Neal said the Board had discussed an Arbor Day planting in Railyard Park on the twenty-fourth. He asked if that has been scheduled.

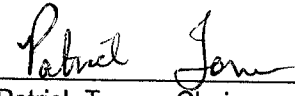
Mr. Varela said after talking with Mr. Thompson he would ask him to send Mr. Neal an email on that.

8. DATE AND TIME FOR NEXT MEETING- Thursday, May 14 at 3 p.m.

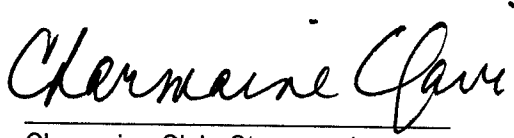
9. ADJOURNMENT:

Having no further business to discuss, the meeting adjourned at 11:25 a.m.

Approved by:


Patrick Torres, Chair

Submitted by:


Charmaine Clair, Stenographer