



Agenda

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MUNICIPAL TREE BOARD

A Subcommittee of the PARC (Parks & Recreation Advisory Commission)

The Barn at Frenchy's Field

2001 Agua Fria Street

Wednesday, February 24, 2016

10:00 a.m. – 12:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes of January 27, 2016
5. Old Business
 - A. Review Plans for upcoming Train-the-Trainer Session February 27, 2016
6. New Business
 - A. Report on Urban Forest Council Initiatives – Tracy Neal
 - B. Plans for Arbor Day Activities – Richard Thompson
7. Announcements
8. Public Comment
9. Date and Time of next meeting- Wednesday, March 23, 2016 10:00 am
10. Adjourn

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**SUMMARY OF ACTION
MUNICIPAL TREE BOARD
THE BARN AT FRENCHY'S FIELD
2001 AGUA FRIA STREET
Wednesday, February 24, 2016, 10:00 am**

| <u>ITEM</u> | <u>ACTION</u> | <u>PAGE</u> |
|---|-------------------------------|--------------------|
| CALL TO ORDER | | 1 |
| ROLL CALL | QUORUM | 1 |
| APPROVAL OF AGENDA | APPROVED | 1-2 |
| APPROVAL OF MINUTES January 27, 2016 | APPROVED | 2 |
| <u>OLD BUSINESS</u> | | |
| REVIEW PLANS FOR UPCOMING TRAIN THE TRAINER SESSION, February 27, 2016 | INFORMATION/DISCUSSION | 2-4 |
| <u>NEW BUSINESS</u> | | |
| REPORT OF URBAN FOREST COUNCIL INITIATIVES | INFORMATION/DISCUSSION | 5-6 |
| PLANS FOR ARBOR DAY ACTIVITIES | INFORMATION/DISCUSSION | 7-10 |
| ANNOUNCEMENTS | INFORMATION/DISCUSSION | 10 |
| PUBLIC COMMENTS | INFORMATION/DISCUSSION | 10 |
| DATE AND TIME OF NEXT MEETING Wednesday, March 23, 2016, 10:00 am | INFORMATION/DISCUSSION | 10 |
| ADJOURN | ADJOURNED | 11 |

**MUNICIPAL TREE BOARD
THE BARN AT FRENCHY'S FIELD
2001 AGUA FRIA STREET
Wednesday, February 24, 2016, 10:00 am**

1. CALL TO ORDER

The meeting of the Municipal Tree Board was called to order by Chair Patrick Torres, at approximately 10:00 am, on Wednesday, February 24, 2016, at The Barn at Frenchy's Field, 2001 Agua Fria Street, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Patrick Torres, Chair
Tracy Neal
Katherine O'Brien
Athena Beshur

MEMBERS ABSENT

Tom Dominguez, Excused

OTHERS PRESENT

Richard Thompson, Parks Department
Victor Lucero, Parks Department
Carlos Sanchez, Parks Department
Mary Schruben
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Ms. Beshur said she would like to add an item to the agenda to add more dates for training.

Mr. Thompson said his intention was that this training would be for trainees and the Board. He suggests that they set dates separate from the meeting. Do it at the park with the volunteers that are there.

Mr. Neal said that makes sense to me. So we won't add anything.

MOTION A motion was made by Ms. O'Brien, seconded by Mr. Neal, to approve the agenda as presented.

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES
 January 27, 2016

Mr. Neal said on page 4 about mid page, it should be Honey Locust Borer.

MOTION A motion was made by Mr. Neal, seconded by Ms. Beshur, to approve the minutes as amended.

VOTE The motion passed unanimously by voice vote.

5. OLD BUSINESS

A. REVIEW PLANS FOR UPCOMING TRAIN THE TRAINER SESSION,
 February 27, 2016

Chair Torres said the training will be Saturday at the Water History Park. We will give notice that we will have a quorum of this Board to conduct training. In the future he is supposed to get permission from Legal to do this kind of thing.

Mr. Thompson said we will talk to them today as well.

Chair Torres said we are scheduled to meet at 11:00 am.

Mr. Neal said he had gone and looked at the park. He said it was pretty small and he has no idea how many people we will have. He is trying to figure out how we can inventory it. At the Railyard we had a huge area we could split up. He is not sure how to do it with a bunch of people in this small park.

Ms. Beshur said from the Master Gardner program we will have eight including her.

Mr. Thompson said he needs to give his deepest apologies. He had said he had a 30 minute Power Point on tree inventories however, he cannot find it. He thinks that may have been a better place to start. The Train the Trainer training we are doing is not to do a volume of trees. The idea is not to make everyone an expert. We are going to talk through species. The idea is to look at the ground, the root flare, damage to the bark and conflict issues. We will also look at clearance issues and get it on a piece of paper. We can do that with a large number of people and a limited number of samples. He will concentrate on training. He thinks this is a perfect venue and size.

Mr. Thompson said he would like to get permission to get into the museum on the park property. He does have a Power Point on creating an urban management plan that he can show and that might be helpful. If we can give them a sample of what the end result is it might help. We did not really have the end game identified. From these data sheets we will. He will be there Saturday.

Mr. Neal said so you have a Power Point that shows them how to do the inventory. Is there a way to set it up for them to see the Power Point.

Mr. Thompson said the Power Point has maps with locations and graphic representations of sample inventories and of an urban forestry management plan. It is not rocket science. We could do the presentation but the product is the only thing in the presentation for the inventory.

Ms. Beshur said that is a great idea if we can have the reason why we are doing it. That will garner more interest and hopefully these are the people who will carry on the project. Hopefully you can find the one on inventories. If not, the data sheet you gave us is helpful.

Mr. Thompson said that is on Ragle Park, the first quadrant that we did. He plugged in the data and produced that sheet.

Ms. Beshur showed the handout and asked that we have that at the training.

Ms. O'Brien said that is a good idea.

Mr. Neal said we will have the same sort of entry sheets that we had for the Railyard Park, right. How many kits will you have.

Mr. Thompson said yes, the same as we used in Railyard Park. We will have information for diameter and circumference. We need to develop this program which may best reside in the Master Gardner program. We can split up so we don't have to post the quorum. We can use small groups and we don't have to do inventories always on Saturday. We can do them whenever the volunteers can. We can map the City after the training and assign quadrants. We can send out teams and visit with them and collect data sheets occasionally.

Mr. Neal said one of the things that came up at our last meeting is what your priorities are for which parks.

Mr. Thompson said his priority is the Santa Fe River Park. Ashbaugh Park and Torreon Park as well. We can get them on paper and throw our Master Plan at the inventoried park.

Mr. Neal said he was trying to get a sense of what he wanted. Do you want to

finish Ragle.

Mr. Thompson said he wants the entire City done eventually. There are organizational issues we can settle here or within the team of volunteers. Which parks to do next should be up to the teams. The Watershed Association can be given the charge to do the area they want to do. We can separate out the volunteers into smaller groups.

Ms. O'Brien said that makes sense. The more trainers we have the better, then we can approach the community.

Mr. Neal asked who will be there from the Board. Board members raised their hands.

Ms. O'Brien asked will we be measuring the width of the canopy.

Mr. Thompson said that is a measure and height is a measure.

Ms. O'Brien said we could do the DBH plus the spread. Diameter Breast Height.

Mr. Thompson said height is an easily missed item. Caliper offers more information for management.

There was a discussion about why when the three or more Board members are together in one place there has to be a notice of a quorum.

Mr. Neal said we can have one person in each park that can really identify the trees.

Ms. Beshur said maybe for the next training we divide up and start leaving it to the others to take over. For the next date choose two parks so the Board can divide up. Or three parks.

Ms. Beshur asked Richard is it possible for us to take a look at the Urban Forest Management Plan.

Mr. Thompson said the one he has is from another city.

Ms. Beshur said she thought he had one for here.

Mr. Thompson said he can show her the document. It is a budget document. Our plan will start with the tree inventory. This one is for a forest as a whole.

6. NEW BUSINESS

A. REPORT OF URBAN FOREST COUNCIL INITIATIVES

Mr. Neal said at the Think Trees meeting he spoke with Jennifer Dann, the Forestry Service person who heads the Urban Forest Council for the State. She asked him if he wanted to join the group. He went to their meeting in Albuquerque. What they are doing fits right in with what we are doing. They got a grant called the Western Landscape Scale Restoration Grant. It is focused on the inventory of trees in historic areas. They are starting with the thirty three County seats. If anyone is good at grants we could look at that for here. The other thing they are doing is meeting once a quarter. They talk about budgets, actions and things like that. This year Jennifer proposed that they have actual meetings devoted to doing things. On June 8th they are going to have a tree inventory workshop. He will clarify where and the time with Jennifer and let everyone know.

Ms. O'Brien said maybe one more of us could come with you.

Chair Torres said yes.

Mr. Neal said they mentioned that the Community Forestry Assistance Grants would be issuing proposals soon. There is a change in how they are doing these grants, only government entities can apply. The basic thrust is to support communities in developing their own forestry programs. Part of the thrust is to make a case for planning and investment in forests. Maybe we could get something like that for Santa Fe.

Mr. Thompson asked is there an action item attached to this.

Chair Torres said we could propose something to act on in the future

Mr. Neal asked is there someone in the Parks Department who is good at grants who has been doing this kind of thing for the City.

Mr. Thompson said the City has a grant writer in Public Works. David Chapman. He does not write grants, he manages them and helps staff through the application process.

Mr. Neal asked how do we proceed getting part of this grant.

Mr. Thompson said he heard him mention two grants.

Mr. Neal said yes.

Mr. Neal said to clarify, there is the Forestry Assistance Grant that awards

\$15,000 per grantee. They have \$45,000. There is \$10,000 for Community Forest Planting with \$2,500 going to each grantee. There is also the LASR grant. Landscape Scale Restoration Grant. \$299,756 with a required match of \$300,000.

Mr. Thompson said that is the one that the State Forestry Division obtained. They will administer those funds. It is a Federal grant. We will wait for the call for local applications on that one.

Ms. Martin volunteered to help with the grant.

Mr. Thompson said he would ask that a member of the Tree board be designated, a member of the Park Division and David Chapman to work on that with Ms. Martin's volunteer help.

Ms. Beshur said maybe it would behoove us to work through one of these so all of us become trained on how to do this. We could then designate one person for the next one.

Mr. Neal said he is not sure we want to bring in David to talk to us and he is not sure if we want to be trained if we have a volunteer grant writer. He does not think he needs to learn that skill.

Mr. Thompson asked what is the deadline for applying for the grants.

Mr. Neal said they are assistance grants. He did not write down anything about a deadline.

Mr. Thompson said we can schedule a workshop and notify of a quorum or designate a Representative from here. Either is a workable plan.

Ms. Beshur said she would like the Board to have input into what they want from the grant and how to best use the money.

Mr. Thompson said we will shoot for a month from now depending on the deadlines.

Ms. O'Brien said that is good and find out the deadlines.

Mr. Thompson said Federal research and grant opportunities are almost always funded through governmental entities. The objective for that LASR is incredibly important to us.

B. PLANS FOR ARBOR DAY ACTIVITIES

Mr. Thompson said it is a requirement from our Tree City USA designation to do Arbor Day activities. Mr. Sanchez is the Special Events Coordinator for our Department. We have had a couple of visits regarding Arbor Day activities. It is the last Friday in April. The requirement is that we need to publish an invitation to an activity, plant a tree and have a member of the Governing Body in attendance. If we want to widen that Mr. Sanchez is skilled and equipped for that. If we want to reach out to public schools, have multiple planting sites or give away we can do that. We would like to be proactive as to what we give away. Arbor Day is one of the three events where we have historically given away tree seedlings. Want to get away from that a bit.

Mr. Neal asked are you proposing anything else instead of tree give aways.

Mr. Thompson said we have a statute in the State code that prohibits us from giving anything of monetary value to a citizen that will be used for private land. We sign a statement with the government that nothing we give out will be used on private land. We give away literature, we can have a raffle of large trees to be planted in a park or public space of their choosing. The idea is to promote tree planting in the community.

Mr. Neal asked can we get the public involved in sponsoring trees to be put in the parks.

Mr. Thompson said someone promoted the idea of giving trees an email address. We were approached by the George O'Keefe museum to get an email address for a couple of trees and then they would get them a following. The idea of getting trees on a personnel basis is to understand the organism.

Ms. Schruben said the presentation by the County for the stretch from here to Siler said they are going to be doing the planting this fall. That is a great spot for people to sponsor a tree. Then the next stretch is Siler to Airport. They will do that next year. That would be a great way to get neighborhoods involved. Get them an email so they can monitor the tree.

Mr. Thompson said that is what we are thinking . We are shifting from entitlement to stewardship. We are open to other activities.

Mr. Neal asked have you picked a specific park yet.

Mr. Thompson said no.

Ms. Schruben asked does the whole event have to happen on that one day.

Mr. Thompson said it can start on that day and be spread out. The question for

the Board is do we want the Board to be involved in the Arbor Day celebration or do we just get a report back to you from the City.

Mr. Neal said at the Urban Forest Council meeting one of the people asked what Santa Fe is doing for Arbor Day. He is not sure how much the Board should be involved unless we have suggestions. Is there some sense of the Board to make suggestions as a Board.

Chair Torres said in years past, Board members have been in attendance for tree planting or distribution of seedlings at Community Day.

Mr. Thompson said that is fine. Branching out and doing multiple locations on different days we would be relying on the Tree Board to designate parks and schools where we will do this and you are most welcome at events and participation in Community Day. We talking about giving away mud balls with native seeds inside at Community Day and wild flowers and grasses.

Ms. Beshur said she agrees with the idea of doing something instead of the seedlings hand out. One of her missions is that we diversify and encourage diversification of trees and shrubs and encourage the use of water harvesting. What about If we choose a section that has a retention basin and plant three trees and five shrubs or something in that one spot and pick a park or a school to do that as a demonstration of what we want to see.

Mr. Thompson said you bet. We can provide the locale and the material, a source of water and the crew. At what level does the Tree Board want to be involved in the planning, the site and the species selection.

Ms. O'Brien said one or two of us could be there to talk to the people who come about why we are doing this.

Mr. Thompson said anyone on the Board who wants to help is welcome. We can execute the plan.

Everyone was fine with that.

Mr. Thompson said we can have multiple venues on multiple days.

Mr. Neal said it seems this could be useful as a training event for the Master Gardeners if it is a demonstration and let the Master Gardeners come and get credit for that.

Ms. Beshur said it sounds like that is a project and she does not know if we want to introduce one more project for this year. Projects require approvals, paperwork and a lot of work.

Mr. Neal said he thought the Master Gardeners could just come and observe it.

Ms. Beshur said or we become a speaker at a continuing education event.

Mr. Thompson said maybe we can start with plantings on the 3rd week in April and we could do some during the week. We have one more meeting before we have to publish the activities and notice for Arbor Day.

Ms. O'Brien said she thinks it would be nice to have conformity of what we do. Maybe two or three plantings at the same site.

Mr. Thompson said that is a good idea.

Mr. Neal asked is there a park already at this time where water collection is present.

Mr. Thompson said both Torreon and Ashbaugh have a slope.

Ms. Beshur said Ragle Park has at the entry a retention basin and right now there is just a Russian Olive in it. She is concerned about this being a showcase this year on the wealthier side of town.

Mr. Thompson said the multiple venue thing would help with that. We could stage one in each district. We can finalize that at the March meeting.

Ms. Beshur said that sounds good, do it well in one space. Then replicate that in other places.

Mr. Thompson said we would publish that we are doing it. He asked the Board to consider this as an action plan. He asked Ms. O'Brien and Ms. Beshur to devote some planning time with Mr. Sanchez.

Mr. Sanchez said you mentioned involvement in Community Day. If you go to the City website and the Parks site there is a page for involvement on that. It is on May 14th.

Mr. Neal asked what happens on that day.

Mr. Sanchez said we have it on the Plaza 8:00 am to 9:00 pm. We have information tables from 10:00 am to 3:00 pm and entertainment on the band stand. You could have a table there. Just go to that site for an application.

Mr. Thompson said we have a release indemnification form that is required of all volunteers. We will need everyone to sign a release on Saturday. He will bring the forms.

Chair Torres asked do you have it electronically.

Mr. Thompson said yes. He will also bring the map on Saturday as well the forms.

Mr. Neal asked are we going to divide up the park or just go as a group.

Ms. O'Brien said we are going to do it like we did Ragle Park.

Mr. Thompson said that is correct.

7. ANNOUNCEMENTS

Chair Torres welcomed Athena Beshur and Tom Dominguez to the Board.

Mr. Neal said he has been called out on many, many tree doctor calls and he is seeing so many problems with trees being planted improperly and taken care of improperly. He is going to have a class on trees and managing trees. At the Arbor Day event do we want to hand out a one page on how to plant trees.

Mr. Thompson said we have done that historically. On the species label we put two websites on the back. That was the idea. He does not like handing paper out. He likes giving links to electronic documents. He would like to move the Parks program to QR codes eventually. We can hand out a double sided print out of how to plant and how to prune.

Mr. Thompson said Tracy, you said you needed to print out a large document for the LASR. We do have a mass copier and printer and a budget for it so any documents you want in the packet we will print out double sided for you.

8. PUBLIC COMMENTS

Mr. Thompson said he wants to thank the Board for devoting their time and Mary for attending meetings.

9. DATE AND TIME OF NEXT MEETING

Wednesday, March 23, 2016, 10:00 am

10. ADJOURN

MOTION A motion was made by Mr. Neal, seconded by Ms. O'Brien, to adjourn the meeting.

VOTE The motion passed unanimously by voice vote.

The meeting adjourned at 11:30 am.



Patrick Torres, Chair



Elizabeth Martin, Stenographer