



Agenda

DATE 12/11/13 TIME 12:10pm
PREPARED BY Bob Wood
REVIEWED BY [Signature]

MUNICIPAL TREE BOARD
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION
The Barn at Frenchy's Field
Corner of Osage and Agua Fria
Tuesday December 17, 2013
5:00 p.m. - 6:00 p.m.

1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of the Meeting Minutes from 08/20/2013.
 5. Old Business – Robert Wood
 - Funding Sources / Quality of Life Status – update.
 - Municipal Tree Board – Member update – Goals – rebuilding the board.
 - Grant Funding Sources. Re- Leaf Grant 2014 results.
 6. New Business - Robert Wood
 - Open discussion – Goals and objectives for Municipal Tree Board.
- Public Comments
7. Agenda Items for next meeting
 8. Confirm date and time for the next meeting

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CITY OF SANTA FE
MUNICIPAL TREE BOARD
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

DECEMBER 17, 2013

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1. CALL TO ORDER		1
2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA	Approved	1
4. APPROVAL OF MEETING MINUTES March 18, 2013	Postponed	1
5. OLD BUSINESS		
• Funding/ Quality of Life Status Update	Discussed	1-2
• MTB – Member update/Goals/rebuilding	Discussed	2-3
• Grant Funding Sources-Re- Leaf Grant 2014 results	Not discussed	3
6. NEW BUSINESS		
• Open discussion: Goals/Objectives for MTB	Discussed	3-6
7. PUBLIC COMMENTS	None	6
8. AGENDA ITEMS FOR THE NEXT MEETING	Discussed	6
9. DATE AND TIME FOR NEXT MEETING	February, 2014	6
10. ADJOURN	6:00 p.m.	6

**MEETING MINUTES
FOR THE
CITY OF SANTA FE MUNICIPAL TREE BOARD
A Subcommittee Of
The Parks and Open Space Advisory Commission**

TUESDAY, DECEMBER 17, 2013

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 Sandra Taylor on this date at approximately 5:00 p.m. at Frenchy's Barn, Corner of Osage and Agua Fria, Santa Fe, New Mexico.

ROLL CALL

Roll call indicated a quorum:

Members Present

Zander Evans
Tracy Neal
Sandra Taylor

Members Absent

Patrick Torres, Chair (excused)

Staff Present

Robert Wood, IPM Program Manager

Others Present

Charmaine Clair, Stenographer

APPROVAL OF THE AGENDA

Mr. Evans moved to approve the agenda as presented. Mr. Neal seconded the motion and it passed by unanimous voice vote.

APPROVAL OF THE MINUTES- August 20, 2013- Postponed

Mr. Wood said he didn't get the minutes out in time and asked to postpone the approval until the next meeting.

OLD BUSINESS

- Funding/ Quality of Life Status Update

Mr. Wood said the funds have been received and are being administered and changes have been made in the way the funds are being spent. He said an example is a \$3000 line item for equipment

rental; Parks doesn't rent a lot of equipment. The item was moved to line item *Membership, Registration and Training*. The funds will be used for crew to attend trainings such as *Think Trees* and NMSU; programs within the County, short courses and membership in the Native Plant Society.

Mr. Evans asked Mr. Wood how he decides which training staff would do.

Mr. Wood said training is limited within the state and *Think Trees* is the top training within the state. He has been working with the Native Plant Society to send some of his staff through tours, which give one-on-one plant identification.

Mr. Neal asked how many staff members attend *Think Trees*.

Mr. Wood said a dozen staff members are budgeted this year, but previously about 9 were able to go. He said he rewards staff with additional training if they show the ability and desire to learn. He said he has about 45 people in his crew, but none are dedicated to urban forestry or pruning. He works with each of the 5 districts to train the lead personnel and on-site crews.

Mr. Neal asked if any of the crew is training to become a certified arborist.

Mr. Wood said "at this point, no," but his hope is the City would sponsor that. He said explained that the test is designed and administered based on experience. He said the guys need more in-house training and are not ready.

Mr. Evans asked the turnover of the 45 person crew.

Mr. Wood said about 15 seasonal staff. He said a few of the staff have been a seasonal employee for ten years and others are working toward becoming full time. He has pushed to get the certificates given for in-house training as a weight to be used in the job hiring process for part-time to full-time.

Ms. Taylor clarified the grant amount of \$75,000.

Mr. Wood said it was \$72,000 with a slight rollover and \$3000 is for training this year. The purchase order for contract work is approved for \$23,000 and good for one year. He said contracts now have to go through an RFP process and bid at a quarter of \$1 million for 4-5 year term.

Mr. Wood said he wants the RFP to go out in June/July in order to be completed by September 2014. He said contracts are for a one year term and if the \$50,000 is not exceeded, the contract could be extended.

- **Municipal Tree Board – Member Update/Goals/Rebuilding**

Mr. Wood said he announced at the POSAC meeting that he is resigning with the City of Santa Fe and moving to Water Conservation. He has been informed that the City does not have a City Forester. He said his position is IPM Program Manager and the paperwork to increase his responsibility and salary was done, but never went further.

Ms. Taylor said based on a discussion at the POSAC meeting, they would follow-up to get that moving.

Mr. Wood said an urban forester is required in order to qualify for certain grants in the state/federal/regional. He is unable to apply for grants, which cuts his funding.

Mr. Evans asked Mr. Wood how moving to Water Conservation would change what he does.

Mr. Wood said he would concentrate on water conservation instead of pest control and urban forestry. He said he would follow his new director and do what they say, but knows one of the director's concerns is also in the area of urban forestry.

He said the MTB will hopefully remain intact. The City still has an urban forest and areas of concern that need to be brought to POSAC; aging urban trees; defining areas of liability and the City's areas of responsibility.

Ms. Taylor asked if that would be put in an exit report. Mr. Wood replied he would, but might not be done by his last day this Friday.

Ms. Taylor said Mr. Wood will be missed. She expressed her appreciation for everything he has done and for leading the Board.

Mr. Evans agreed and said Mr. Wood has been a driver on the Board. He asked Mr. Wood if he could provide insight on how trees are managed in Santa Fe. He asked if someone else should be pulled in to provide that. He said otherwise the Board might not be of much use.

Ms. Taylor said POSAC would officially send a letter in January about the Urban Forester position, which is critical to maintaining the Tree Board, and important to the City and grant opportunities.

Mr. Wood said he has been able to make a difference and he is slated for "a slew" of training this year through the Rail Yard Park. He would teach basics such as how to prune and plant information, etc. and as long as he talks about water conservation, can continue the training. His new position would have a budget to make that work.

He said Santa Fe is on the cusp of going from a town to a city and is growing and needs specialization in areas like urban forestry, water conservation, storm water management, etc.

- Grant Funding Sources-Re- Leaf Grant 2014 results- Not discussed

NEW BUSINESS

- Open discussion: Goals/Objectives for MTB

Ms. Taylor said everyone has a list of goals and objectives from earlier discussions. She asked if there were comments or questions or if anyone wanted to reprioritize the list.

Mr. Neal asked if "*develop a plan to replace aging trees*" includes the park trees.

Mr. Wood said different areas of the City mature at different times. He said in the historical district some of the trees within the street right-of-way belong to the City; outside the district, the ownership of the trees belongs to the adjacent business/homeowner. He said in both cases the responsibility of maintenance is usually the property owner, but no one tells them that.

He gave an example of the Santa Fe historical Museum; a state property with location of the tree in a City right-of-way. The owner of the property is responsible for the trees, but had not exercised the right because they were unaware of that.

Mr. Wood said he talked with the maintenance administrator and told him the City would remove the tree and plant a new one at City expense. The owner only has to water the new tree and then the City would be able to plant the type of tree they want. He said the overlap situation with property owner/maintenance responsibilities should be addressed.

Mr. Neal said there needs to be more communication with the homeowner.

Mr. Evans asked who would do that without an urban forester. He said looking at the Board Mission Statement it seems ... "study, investigate, develop, update annually and oversee the administration of a written plan"- it doesn't say *who* would write the plan. He thought it assumes that Mr. Wood would write the plan.

Mr. Evans said without an urban forester it is hard to believe the Board could hash out and collect the data required by the plan. He said that wasn't what he thought he signed up for. He voiced his concern that if there isn't anyone doing the work of urban forestry; having advisors-which he sees as their role-doesn't have any merit.

Mr. Wood said that is why the City needs the position, but the City has to decide their direction. He cautioned the Board that the decision would in some ways, be based on financial resources.

Mr. Neal asked where the plan is and if a plan was ever written.

Mr. Wood said "no." He said there was a Roundtable of about 20 people who decided on a list of what should come first. The top priority on the list was metrics; what does the City have and not have; what needs to be replaced, etc.

He said he has been working with the City of Philadelphia, which has completed a tree map and has decided that is the direction he wants to go. He said the City can't afford qualified foresters to do the work; they need community involvement. He thought with the app for phones and a little training, homeowners could snap pictures and pass them on to an administrator. The administrator could complete the type of tree, size etc. and build the data base.

Mr. Evans asked what the Board could do and if it made sense to continue to meet; or meet to advocate with the main goal of the City filling the position of Urban Forester.

Mr. Wood said the City still has an urban forest, whether they have the urban forester position. He sees that as a position of the Board, even without the urban forester.

Ms. Taylor said meetings are normally scheduled every other month and the next meeting would not be until February. She said by then there should be information on the status of the position and possibly someone to cover Mr. Wood's responsibilities, if not the title. She agreed the Board needs a person to give them direction.

Mr. Neal asked if the Board should put together something to give POSAC that states the need for an urban forester.

Ms. Taylor said "yes" and she and Mr. Torres had talked about that. She said she sees that as a one page letter written by MTB members to POSAC. She said she is waiting for Mr. Torres to take the initiative on the wording of the letter.

Mr. Evans said that is a useful, concrete task where the Board could contribute. He suggested Board members attend the January POSAC meeting.

Ms. Taylor agreed. She said she would ask Ms. Esparza to add Board members to the list to be notified of POSAC meetings and they would receive the minutes and agenda.

Ms. Taylor said she envisioned nothing happening until after the New Year and if members did not hear from Mr. Torres, she would send suggestions for the letter. She said if the position isn't funded, the Board should insist the City recognize the position and accept the job description.

Mr. Wood said MTB is a subcommittee of POSAC, which is a Parks Board. He said an urban forester serves city-wide. He said part of the problem he sees is all of his resources come through Parks; even though he serves outside of that, whether in facilities or other groups. He said there has to be a mechanism to make that work and funding wouldn't change until the GRT changes.

Ms. Taylor said those things should be included in the letter the Board writes.

She said another piece is that Chapter 14 has a section on what businesses are required to do in terms of landscaping; dead trees etc. She said dead trees are never removed and is never enforced. She asked if a forester would be involved with that type of thing.

Mr. Wood said that would be a function of the Land Use code and code enforcement. He said that is another crossover area that requires another department to fund the operation.

Mr. Evans said he thought part of that is that there is a partnership and he would guess that the urban forester wouldn't want to be the "cop;" the code enforcer. He said someone already has that job for other parts of the code.

Ms. Taylor said one thing on the list that has been done is #3; there is a recommended list. She asked if Mr. Neal did the list.

Mr. Neal said he did a basic recommended woody plant list that included trees. He revised that in 2012 and has continued to revise it, but thought the list on the City's website is the old list from 2001. He said he revised the list to take into account projections for the effects for climate change and took things off he thought would not make it in the future.

Mr. Wood said the current list Mr. Neal provided him was passed on to Land Use and Water Conservation and Parks and then passed on to the web designer.

Ms. Taylor said she would ask Ms. Esparza to follow up to get the list updated. Mr. Wood offered to supply Ms. Esparza with the list and the legend.

Mr. Evans said the main goal of the City is to take responsibility of the urban forest and how they choose to do that is dictated partly by budget, etc. He said the Board could help with that.

Ms. Taylor said they could work on the letter after the first of the year and if Mr. Torres is too busy, she would be in touch.

PUBLIC COMMENTS – There were none

AGENDA ITEMS FOR THE NEXT MEETING

Ms. Taylor said items would be the letter for POSAC and suggestions could be submitted to Mr. Torres with a copy to everyone.

DATE AND TIME FOR NEXT MEETING – February 2014

ADJOURNMENT:

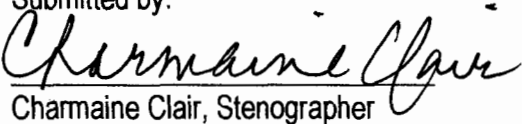
Mr. Evans moved to adjourn the meeting. Mr. Neal seconded the motion and the motion passed by unanimous voice vote.

Having no further business to discuss, the meeting adjourned at 6:00 p.m.

Approved by:

Patrick Torres, Chair

Submitted by:


Charmaine Clair, Stenographer