



Agenda

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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 August 20, 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 03/19/2013.
5. Old Business – Robert Wood
 - Funding Sources / Quality of Life Status – update.
 - TCUSA Goals – completed and targets.
 - Arbor Day Activities – update on completed activities.
 - Municipal Tree Board – Member update – Goals – rebuilding the board.
 - Grant Funding Sources. Re- Leaf Grant 2014 proposal/timeline.
 - Roundtable outcomes – continuing grant responsibilities.
6. New Business - Robert Wood
 - Tree Board University – update – completion/questions
 - Grant Funding Sources. Re-Leaf Grant 2014 proposal/timeline.
 - New Board Member - application review.
 - 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

AUGUST 20, 2013

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2. ROLL CALL	Quorum	1
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4. APPROVAL OF MEETING MINUTES March 18, 2013	Approved	1
5. OLD BUSINESS		
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• TCUSA Goals – completed and targets	Discussed	2
• Arbor Day Activities- update on completed activities	Discussed	2-3
• Municipal Tree Board Member update: Goals and Rebuilding the Board	Discussed	3
• Grant Funding Sources: Re-Leaf Grant 2014 Proposal/timeline	Discussed	3-4
• Roundtable outcomes: continuing grant responsibilities	Not Discussed	4-5
6. NEW BUSINESS		
• Tree Board University – update – completion/questions	Postponed	5
• Grant Funding Sources: Re-Leaf Grant 2014 proposal And timeline	Postponed	5
• New Board Member - application review	Postponed	5
• Open discussion: Goals/Objectives for MTB	Postponed	5
7. PUBLIC COMMENTS	None	6
8. AGENDA ITEMS FOR THE NEXT MEETING	Discussed	6
9. DATE AND TIME FOR NEXT MEETING	October, 2013	6
10. ADJOURN	6:02 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, AUGUST 20, 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 Chair Patrick Torres on this date at approximately 5:15 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

Patrick Torres, Chair
Zander Evans
Tracy Neal
Sandra Taylor

Members Absent

Staff Present

Robert Wood, IPM Program Manager

Others Present

Charmaine Clair, Stenographer

APPROVAL OF THE AGENDA

Mr. Neal asked about the action on the Tree donation program and if that would be discussed.

Mr. Wood said that didn't go out and he would get the information sent; it is a list of links of examples in different communities.

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

APPROVAL OF THE MINUTES January 15, 2013 and March 19, 2013

January 15, 2013

Ms. Taylor moved to approve the minutes of January 15, 2013 as presented. Mr. Evans seconded the motion and it passed by unanimous voice vote.

March 19, 2013

Mr. Neal moved to approve the minutes of March 19, 2013 as presented. Ms. Taylor seconded the motion and it passed by unanimous voice vote.

OLD BUSINESS

- Funding/ Quality of Life Status Update

Mr. Wood said the money is not in the accounts yet, but would be; funding sometimes is as late as September or October. The amount should be about the same as last year. He said safety equipment for training is targeted.

- TCUSA Goals – Completed and Targets

Mr. Wood said most items for the goals have been completed. The MFI attendance qualified the City for the additional points for the Growth Award and the tree planting and Arbor Day activities set the City up for the Tree City USA this year.

He said Kelly Washburn (the contact person for Tree City USA) left the Forest Service and her position would be advertised. He said things are on hold, but the City's submission for this year doesn't have to be in until later this year.

Mr. Wood said he has offered his assistance to Ms. Washburn's supervisor.

- Arbor Day Activities- Update on Completed Activities

Mr. Wood said he hoped to have a list but was not able to get that completed. He said there were several Arbor Day activities. One held in May at the Community Day event had booths set up with tree giveaways. There were tree giveaways and tree plantings at several parks, including the Rail Yard and Ashbaugh and a total of seven trees (maple, cottonwood and conifers) were planted.

Mr. Wood said Parks concentrated on conifers and trees were given at two locations; the Recycle Day at GCC (Genoveva Chavez Community Center) and Community Day. The supplier of the trees ran out of stock, but Keep Santa Fe Beautiful purchased a large variety and funded the City through that.

Ms. Taylor asked if instructions and descriptions of the tree characteristics had been included.

Mr. Wood said specific planting instructions were not given but he was able to give everyone information on the trees; conifers don't grow quickly and ponderosa pines should not be planted near a sidewalk, etc.

Mr. Wood said the planting instructions that came with the trees were given at the GCC event.

Ms. Taylor said she feels strongly about giving things away without instruction. She said they see all the time where ponderosa pine is planted within two feet from something.

Mr. Neal said many people just don't realize what a tree will do when it gets bigger. Ms. Taylor agreed and said it's similar to a puppy.

Mr. Evans said that is a great example. He said the topic to give out planting manuals came up at the January meeting. He said he understands the logistical constraints, but thought it worth pushing.

Mr. Neal suggested Mr. Wood set up a file with tree descriptions and planting instructions for a variety of trees. He said that could then be pulled out and put on a handout when there is an event.

Mr. Wood said normally the seedlings from the Naturalization Department have their own planting instructions and their logo and the City partners with them. He said to get the Naturalization Departments logo on the City paperwork would take some doing and he preferred their paperwork, which is child friendly and basic. He said most of the trees are planted by children.

Mr. Evans said it is key to have materials on hand as much as possible. The more Parks could have a "tree owner's manual" ready, the better.

Mr. Woods said the ISA supplies a Tree Owner's Manual that he likes, however he wanted to get the manual personalized for the City.

- Municipal Tree Board; Member update; Goals; Rebuilding the Board

Mr. Wood said he would postpone Member Update and New Board Application until the next meeting. He has not heard from the person he invited to submit an application.

Mr. Neal said Mr. Wood had mentioned sending a copy of that person's resume to the Board.

Mr. Wood said he would when he receives an updated resume; he has an older one.

Mr. Wood said regarding the goals; he would go back to what started the Tree Board. He passed around a copy of the 2007 Comprehensive Tree Policy by the City and pointed out the original mission statement.

Mr. Neal and Mr. Evans said they had never received a copy and would like one. Mr. Wood agreed to send a digital copy.

Ms. Taylor asked if Mr. Wood recommended any changes.

Mr. Wood said no, he brought the information forward to remind members of the mission statement and task list to bring focus back to the goals.

Mr. Wood said the Rebuilding of the Board discussion should be postponed until the next meeting.

Mr. Neal asked who put the task list together.

Mr. Wood said he and Ms. Taylor and Mr. Torres put the list together. He asked that members send him an e-mail if they have updates to that and he would put that on the agenda.

Mr. Evans suggested a discussion of the task list be on the next agenda.

Ms. Taylor added that the item should be an action item in case members want to make changes and some things might have been accomplished.

- Grant Funding Sources: Re-Leaf Grant 2014 Proposal/ Timeline

Mr. Wood said the last grant is in process and the information has been completed and sent. The 2012/13 Re-Leaf Grant planted 18 trees at DeVargas Park in conjunction with the newer landscape and has been sent to the Forest Service, Energy Minerals and Naturalization Department and verbally approved. The written approval to the City may take longer since Ms. Washburn left.

Mr. Wood said the new grant was proposed through the process for Re-Leaf Grant 2013/14 and a median has been identified on Cerrillos Road. He said a discussion earlier in the year was on a small section of the median that had overgrowth of plant material at the left-hand turn lane and people couldn't see to turn.

He said he plans to extend the irrigation system to the larger median when the plant material is removed. The median is being designed as a conservation median and maple trees would be planted. He described the median and said it would be lowered to about 8 inches below top of street with a 4 inch curb.

The Board discussed the redesign of the median.

Mr. Wood said a \$6000 grant from the Forest Service would put in irrigation parts and the City would put in trees and labor, rock work, etc. for about 16,000 dollars.

Mr. Evans said MTB is obviously not here to approve the decision; however he thought it would be good to get the fabrication in advance of the meeting to better contribute.

Mr. Wood said there would be time to make changes; the design has to be completed by September 2014 and the work by March 2014. He said he would add that as an action item at the next meeting and digitally send the information to members so they could make comments at the meeting.

- Roundtable Outcomes: Continuing Grant Responsibilities

Mr. Wood said part of the grant funding (about \$15,000) was for a contractor identified as YouthWorks to work with Parks on the tree inventory.

Mr. Wood said the City's contract with YouthWorks has to be rewritten because the City has reached the \$50,000 limit. He is working to get that completed by the September 2013 deadline. He said if that doesn't happen he would pull people from the Parks Department and train them on the tree inventory.

Mr. Wood said several people in YouthWorks have been through the process and he wants a train-the-trainer program. He said the inventory with the steps set out, could be completed within 10 days with a crew of 9 people.

Mr. Evans said the Forest Guild does youth conservation work for the summer and kids work on restoration on Forest Service land. He said there are a lot of similar programs with youth and he thought with the opportunities of people graduating and wanting to learn another skill, there might be youth training organizations interested in the work; even short term.

Mr. Wood said a previous inventory was done using YouthWorks and his plan was to move them to a longer stretch. He thought by that time the City would be going through a five-year grant to inventory the entire City. He said he would use YouthWorks to train volunteers.

He said he is also working with another group where applications could be downloaded and they could pick a block or GPS a tree and take pictures that could be identified by others. He would like to build that as community based rather than a contractor.

Mr. Evans said it would be good to get that done and when going out for a five year proposal with the Forest Service it would go a long way. He thought there is a link between the work happening in September and the larger grant. He asked if an extension was possible.

Mr. Wood said an extension is possible. He said YouthWorks was identified within the grant paperwork regarding the wages, number of people, etc. He said if he doesn't have something within two weeks he could contract with another group; however all new paperwork would have to be completed.

Ms. Taylor asked the age range of YouthWorks volunteers. She was told 6-26, mostly 23 years old.

NEW BUSINESS

- Tree Board University Update: Completion/Questions

Mr. Wood said he's completed three of the eight segments.

He asked that the discussions on the following items be postponed until the next meeting:

- Grant Funding Sources: Re-Leaf Grant 2014 proposal and Timeline
- New Board Member Application Review
- Open Discussion: Goals/Objectives for MTB

PUBLIC COMMENTS - None

AGENDA ITEMS FOR THE NEXT MEETING

Chair Torres asked that any additional items for the next agenda be sent to Mr. Wood.

DATE AND TIME FOR NEXT MEETING – October 15, 2013

Mr. Torres said informational items could be distributed electronically.

ADJOURNMENT:

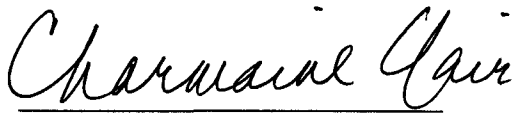
Mr. Neal moved to adjourn the meeting. Mr. Evans seconded the motion and the motion passed by unanimous voice vote.

Having no further business to discuss, the meeting adjourned at 6:02 p.m.

Approved by:

Patrick Torres, Chair

Submitted by:


Charmaine Clair, Stenographer