

**SUMMARY OF ACTION
MUNICIPAL TREE BOARD
PARKS AND RECREATION CONFERENCE ROOM
WEDNESDAY, JUNE 26, 2019, 11:30 AM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF MINUTES	APPROVED	1-2
<u>BUSINESS FOR DISCUSSION AND POSSIBLE ACTION</u>		
DEFINE WHAT THE TREE BOARD OFFERS TO THE COMMUNITY IN REGARD TO PRESERVATION OF OUR URBAN FOREST	INFORMATION/DISCUSSION	2-6
COMMENTS FROM THE BOARD	INFORMATION/DISCUSSION	6
PUBLIC COMMENT	NONE	6
NEXT MEETING	JULY 24, 2019	6
ADJOURN	ADJOURNED	6

**MUNICIPAL TREE BOARD
PARKS AND RECREATION CONFERENCE ROOM
WEDNESDAY, JUNE 26, 2019, 11:30 AM**

1. CALL TO ORDER

The meeting of the Municipal Tree Board was called to order by Katherine O'Brien, Chair, at 11:35 am, on Wednesday, June 26, 2019, at the Parks and Recreation Conference Room, 1142 Siler Road, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Katherine O'Brien, Chair
Tracy Neal
Becky Touchett
Jacob Pedersen
Nancy Varvil

MEMBERS ABSENT

Pam Wolfe, Excused
John Formby, Excused

OTHERS PRESENT

Richard Thompson, Parks Division Director
Mary Schruben
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
MAY 22, 2019**

MOTION A motion was made by Ms. Varvil, seconded by Mr. Pedersen, to approve the minutes as presented.

VOTE The motion passed by a vote of 3 yes and 1 abstention. The abstention was by Mr. Neal.

5. BUSINESS FOR DISCUSSION AND POSSIBLE ACTION

A. DEFINE WHAT THE TREE BOARD OFFERS TO THE COMMUNITY IN REGARD TO PRESERVATION OF OUR URBAN FOREST

Chair O'Brien said we decided at our last meeting to focus on one topic today. What are we doing as the Tree Board that corresponds with our mission statement and goals and are we going where we want to go as a Tree Board. We are a volunteer Board of extremely valuable people. We don't want to waste time which is a valuable resource to us all.

Chair O'Brien said the tree inventory is something we have been involved in for a long time. Is that still a project the Tree Board wants to support in what ways we can. The Master Gardeners Association is taking the lead in this now. It shows that the Parks Department is taking proactive measures to take care of our urban forest and to know what we have growing and take care of it.

Mr. Neal said the tree inventory is useful in a couple of ways. We and the Master Gardeners get a sense of what we have out there and what the condition is. The original goal was to have comments about the health of the trees submitted to the Parks Department so that they could take action in taking care of the tree. Is that going anywhere. That was the original goal to identify what work was needed.

Chair O'Brien said Becky said at a meeting that Tree Plotter is a more efficient method of getting information to the City. One of the goals of the meeting was to inform John Munoz why it is important to the City and how it helps the City. He was open to that. She thinks the action on the trees needs to be followed up on. She does not know if John will take it forward.

Chair O'Brien said when the Tree Plotter information is entered the condition of the tree is immediately available to people who access to the information.

Mr. Neal asked do you have access to that Richard.

Mr. Thompson said yes, but he does not have anyone to hand that to and he does not do that. We put in our budget again this year for an Arborist and a Senior Tree Technician and two Tree Technicians to be paid at the regional pay scale and we asked for equipment. We did not get any of that. We put in requests to remove hazardous trees to the Land Use Department and have had that conversation with the City Manager and Mayor. John asked him for an Urban Forest Management Plan. He sent John a slide presentation and that was not what he wanted. He wanted this plan

today. He has asked our horticulturist to do a planting chart.

Ms. Touchett said there are several moving parts here. What the City does and the tree inventory and how they interact.

Mr. Neal asked once you have the information do you use it to take care of the trees. He is hearing you don't have the man power and tools to do it. In Ragle Park we discovered a lot of gopher damage and irrigation issues.

Mr. Thompson said we have a contract for gopher removal. It is done every day. We have a three person irrigation crew. There are a lot of questions about tree irrigation in Santa Fe. We do have movement.

Chair O'Brien said at the Munoz meeting on Monday she understood that information is immediate, but then you need an access code to access it.

Ms. Touchett said we have not really talked about after we gather the information how it works.

Chair O'Brien said both Victor and John are interested in accessing the information. We need to make the tree inventory digestible and accessible.

Mr. Pedersen said the question of liability is related to the planning and the planning depends on the tree inventory. Our goal to get the inventory rolled out, but the goal is to have an inventory. If you have a plan and you are following it the liability goes away. That is how cities defend themselves. You say the inventory has a limited budget to manage those trees. We study the most appropriate use of a fund and that is how we manage. In the budget you asked for some things technical to actively do management. John is asking Richard for a plan. We are not ready to plan yet. We don't have the data yet. We need to warn the City and provide information.

Mr. Thompson said no one is going to pour over a spreadsheet. We need a database that you can manipulate and massage data and represent graphically. There is a disconnect between that and financial decisions.

Ms. Touchett said no one is talking to each other. We are doing this and this and John does not know what or how we need to bring in other people as well as how to set goals.

Mr. Pedersen said details are not necessary. If he is willing to ask for information be careful how much.

Chair O'Brien asked at the end of this inventory season how many parks will we have done.

Ms. Touchett said the inventory is broken down into several segments. Everything needs to go onto a digital format. Her guess is 12.

Ms. Schruben said we want to make sure the data is in there and that we can report in terms of pie charts and graphs to the City Council and get on the agenda to make that presentation.

Ms. Touchett said there is lots to put in still.

Ms. Schruben described the process regarding the data.

Ms. Varvil said instead of talking about detail could two or three of us make a subcommittee and work on the best action to try to get data used by the City.

Chair O'Brien said this is a good brainstorming session. We all have different strengths here. People who know how the City operates and the stumbling blocks and people who have seen how things function and work in different municipalities. It is more important to her to figure out one or two things we can make a difference with.

Mr. Pedersen said his input is really simple. The first step is to make sure we get a good inventory and that Tree Plotter is working effectively. The next item is we write a white paper or memo with data we can back up and tell them to use it in the Urban Forest Plan.

Ms. Touchett said she would like to get everything in Tree Plotter before we show it to anyone.

Chair O'Brien said the Master Gardeners Association is a highly functioning organization and is conducting the inventories now. They are not the only possibility for conducting inventories. We as individuals could reach out to the other community organizations and enlist them in this and other things such as Adopt-A-Park. We can work with organizations who have adopted parks to do inventories as well. The more visible we become the more we can work with other organizations.

Ms. Touchett said she would like to see if anyone is interested in helping her with the back end of Tree Plotter. Right now she is the only one who does that.

Mr. Pedersen said he is happy to take a look at it. He would love to help trouble shoot. He does not know how many hours he has to give to the project. Lets get together and talk about it.

Ms. Schruben said she is willing to do inventory data entry.

Mr. Thompson said we put the first 5 parks in Excell. That should be able to be loaded into the database.

Mr. Pedersen said there are ways to build databases and data collection strategies. He would like to see a significant sample.

Chair O'Brien said an important part is the quality of the data. There are 76 parks and we have done 15.

Chair O'Brien asked how does the City work. Do we need to partner with a couple of City Councilors.

Mr. Pedersen said we can come up with a plan to attack the issue. The more community input we can get the better.

Ms. Touchett said Keely wants to do an inventory with her group.

Chair O'Brien said we need to set up a procedure for community groups to do inventories.

Ms. Touchett said we want specific users for different groups. We have to set that up first.

Mr. Pedersen said we need to meet and talk about this. For the next meeting agenda we can propose a data collection process. We should all know about it and agree.

Chair O'Brien said she will make that part of the agenda for next month. In September we could invite groups to come to the Tree Board meeting and see this idea.

Mr. Pedersen said it would help him if we had a map of the park and could match that up to people and associations that have connections to that park. Then we could do outreach to those groups for inventories.

Ms. Varvil volunteered to do data entry for Becky.

Ms. Touchett said she would like to make presentations to groups on how to use Tree Plotter and not use the tutorial on line.

Ms. Varvil said we just touched on one segment today. She looked at the goals and doesn't know how we will get through all of the goals.

Chair O'Brien said we don't have to.

Ms. Varvil said looking at the goals, on most of them we are already on track with what we are doing right now.

Mr. Thompson said what we would gain from the tree inventory is identifying

hazard trees.

Ms. Varvil said the goals say we are going to work on a Tree Ordinance.

Mr. Thompson said we need a Tree Ordinance for Tree City USA. We can put that on the agenda for next month.

6. COMMENTS FROM THE BOARD

Mr. Neal said it seems like with what we discussed today what we can offer is inventory data, well organized, to back up the need for more money and equipment for the Parks Department so they can take better care of the trees.

Chair O'Brien said well summarized. Thank you.

Chair O'Brien said at the next meeting we will talk about the process for data collection, the process for other organizations to do inventories and Chapter 14.

Mr. Pedersen said we formed a subcommittee where he, Mary and Nancy are going to work on that. We have been unable to meet, but would still like to do that. The subcommittee will meet and report at the next meeting.

7. PUBLIC COMMENT

None.

8. NEXT MEETING JULY 24, 2019

9. ADJOURN

There being no further business before the Board the meeting adjourned at 1:10 pm.

Katherine O'Brien, Chair



Elizabeth Martin, Stenographer