

**SUMMARY OF ACTION
MUNICIPAL TREE BOARD
PARKS AND RECREATION DEPARTMENT
CONFERENCE ROOM
WEDNESDAY, NOVEMBER 27, 2019, 11:30 AM**

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**MUNICIPAL TREE BOARD
PARKS AND RECREATION DEPARTMENT
CONFERENCE ROOM
WEDNESDAY, NOVEMBER 27, 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 11:30 am, on Wednesday, November 27, 2019, at the Parks and Recreation Department, 1142 Siler Road, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Katherine O'Brien, Chair
Tracy Neal
Pam Wolfe
Becky Touchett
Jacob Pedersen
Nancy Varvil
John Formby

MEMBERS ABSENT

OTHERS PRESENT

John Munoz, Director, Parks and Recreation Department
Richard Thompson, Parks Department
Victor Lucero, IPM Manager
Keely Jackson Kennemore
Mary Schruben
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
OCTOBER 23, 2019**

Ms. Wolfe said on the top of page five it should say Richard Thompson.

Mr. Neal said on page 6 it should be Ms. Touchett.

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

VOTE The motion passed unanimously by voice vote.

5. OLD BUSINESS AND POSSIBLE ACTION

A. IT MEETING REPORT

Mr. Pedersen reported that he, Katherine and Becky met with Josh Alicio, Steven Santistevan and Phil Pacheco in October and have our second meeting with them today at 2:00 pm. Our initial meeting was good. We discussed our hopes and dreams with them and they were receptive. The main thing was they are intending to roll out ARC Enterprise across the City, which has unlimited licenses. It is more Cloud based and the cost is \$30,000 a year for unlimited licenses. They are going to expand use of GIS across the City. We offered to help and make trees a pilot project for them. We will help them do the roll out. The deliverable we discussed was a draft, that was distributed to all of you, that Becky put together with him.

Chair O'Brien said she sent it to everyone on the Tree Board. We are meeting right after this meeting to begin the process.

Ms. Touchett said we set out goals and laid out the pilot project.

Mr. Pedersen said we will be discussing this document with them this afternoon. It will be focused on how we are doing this and how to work together. The process.

Mr. Pedersen said we would love to look at a couple of parks to have a bar chart with categories of tree health. The point is that there may be some creative stuff that may answer some questions and assist Councilors.

Ms. Touchett said she would love to know where our older trees are.

Chair O'Brien said Victor's information about where pests are located and trapped could also be integrated.

Mr. Lucero said he did a chart on that several years ago and IT may have that.

Ms. Touchett said she thinks whoever owns the data should maintain the data. Anyone can get to it, but the owner should maintain it.

Mr. Pedersen said we are trying to strongly advocate for that ability to do this from the Park's offices and distribute it across the City so capacity work can be done across the departments.

Chair O'Brien asked would it be helpful if Andrew, Richard and Victor give input to you about major things they would like to see happen.

Ms. Touchett said we are working on a pilot project.

Mr. Pedersen said he has been in contact John Munoz on this. He is the point of contact between us and IT right now.

Mr. Thompson said we have a design in the collection of data.

Ms. Touchett said we are assuming who ever sets this up will be able to do future asset classes.

Mr. Pedersen said he would love to see information as new trees go in, especially during development projects.

Mr. Neal said if this is maintained on an ongoing basis, when trees are removed and new ones planted, they would be included.

B. WEB SITE DESIGN ADOPTION

Chair O'Brien said she understood this has been designed and sent to Carlos Sanchez.

Ms. Wolfe said it is live with our changes. Tracy suggested we add a book and article list and links. If you have some send them to her. She will work with the PDFs sent to her and will then hand them over to Carlos. He is a lovely man to work with.

Chair O'Brien said so the procedure is to send the information to Pam. Please copy her on everything you send to Pam.

Ms. Schruben asked do you want just books or the Urban Forest Plan and things like that.

Ms. Wolfe said look at the website and see if there is something else we need to

have there. We have a lot of those things already included with links.

Mr. Neal said he sees this as part of our education and outreach component so whatever we can put up there to education and inspire the public would be great. Also articles we can put a link to.

Mr. Neal said Richard, with that section we could also put things happening with the Parks Department that are public events.

Mr. Thompson said the Parks Department is the father of this. We could put it if it has something to do with trees. We could do that.

Ms. Varvil asked is the link to our site under the Parks site.

Ms. Wolfe said if you Google Santa Fe Municipal Tree Board it will come up.

Mr. Thompson said we are charged with making annual reports of things going on. Victor has a mandate to present a report to the Governing Body. You may want to develop an annual report for the Governing Body.

Mr. Neal said thank you to Pam and John for putting the website together.

C. WHITE PAPER DEVELOPMENT

Chair O'Brien said Jacob, Tracy and Becky all worked on this.

Mr. Pedersen said last month John Munoz suggested we help him develop a white paper modeled on the median white paper to help with trees. He took a first stab at drafting it. The goal was to throw down what he would do if he could do anything he could do. He coordinated with Becky to align with what we developed on the inventory and coordinated with Katherine and Tracy for edits and that is the draft you see. Tracy has brought more input today.

Mr. Neal's draft is herewith attached to these minutes as Exhibit "1".

Chair O'Brien asked if everyone receive the comments sent from Jesse.

Everyone said they had.

Chair O'Brien said Tracy has done his own draft of Jacob's paper. That was sent out as well.

Mr. Pedersen said this a group document production. Rather than having an editing session today we can discuss the process for continued edits to the document

and general impressions as well.

Chair O'Brien said she sent out John's email about the structure of the median white paper.

Mr. Munoz said that is the preference, if possible. If not he is open to that. The important thing is to get the message and start to develop a strategy from that. That was something the Mayor and Council embraced.

Mr. Neal said he has not seen the median document.

Mr. Munoz said he will resend it to all of you. That is for messaging and social media consumption. There can be another layer behind that. It is something to educate the Councilors and other stakeholders. Take the technical part out and put it in other document. Digest it down.

Mr. Neal said that is the approach with what he sent out today. A general white paper.

Chair O'Brien said so we need to take these documents you three created and make it into what John is asking for.

Chair O'Brien said John, you talked like you wanted the information right away.

Mr. Munoz said general swag is what he wanted. This helped him to frame the conversation with the Mayor. It will be presented to the Mayor and the Council.

Chair O'Brien asked when will that be.

Mr. Munoz said give him a good solid timeline. Within a couple of months if possible.

Mr. Thompson said one of the things John brought to the Department is that the buzz is everything. Build the story and get it out there.

Mr. Munoz said he wanted to invite the Board to our employee recognition luncheon on Friday, December 6th at the Marty Sanchez Golf Course café at MRC. He will send you information. His team nominates fellow employees and partners who have been a great help to them throughout the year. The Tree Board has been nominated. You will get your award and get lunch with us on December 6th at 11:30 am.

Chair O'Brien said thank you. As to the process on the white paper what is the next step.

Mr. Pedersen said he would like to give people a chance today to give initial ideas and then talk about process.

Chair O'Brien said everyone read all the documents and send in comments. Then you three get together and come up with the format John wants

Ms. Touchett said we need to decide the largest part of the white paper first then pull out the bullet points.

Mr. Pedersen said we can do that in person working with our small group, but he doesn't want to shut everyone else out.

Chair O'Brien said send your product to her for review and then Jesse will send it out to all of you.

Mr. Neal said prior to that he would like input from all of you before we meet.

Mr. Thompson said having worked with the Director of Parks and Recreation on the Special Weeds Action Team, we started with paragraphs and objectives and added some things to that and called the Citizen Advisory Action Team together. We took the objectives and put them on a power point for the Action Team and the media. Then we took the action items and made Action Matrix and did it in a week. You have an opportunity to vote on this as a living document.

Ms. Varvil asked can we comment now and see how it works back and forth together.

Ms. Varvil said the draft from Jacob has a lot of acronyms and technical language. If it is to be public palatable it needs to be less verbal. John wants two sentence bullet points. Tracy's is more in the vein of going more simply. In general make it simpler.

Chair O'Brien said we need to develop what John asked for.

Mr. Pedersen said at our next meeting we could look at an almost final document.

Ms. Wolfe asked can we change the our meeting date for cause so we can meet before PARC.

Chair O'Brien said yes. Our next meeting could be January 10th, at 1:30 here.

MOTION A motion was made by Ms. Wolfe, seconded by Mr. Neal, to move the next Tree Board meeting to January 10, 2020, at 1:30 in the Parks and Recreation Conference Room.

VOTE The motion passed unanimously by voice vote.

Mr. Thompson said he will get the white paper on the PARC agenda for their approval.

Ms. Wolfe said in the first version that came out the thing that struck her was that item 4, which speaks to hiring a City Forester could be integrated differently and have a higher priority because a lot of these items are things the City Forrester or Urban Forrester should have responsibility for. Think about that.

Mr. Thompson said this goes to the establishing document of the Tree Board that you make recommendations for the maintenance and care of trees to the City. As a practicing person he has never heard anything from this Body that would not be able to be heard and applied. He doesn't see a conflict between the recommendations and tree practices.

Ms. Wolfe said as an example, if you are working within this structure, number 8 should belong to the City Forrester.

Mr. Pedersen said we can explain in the document by showing how important steps are to this person. The order is the chronology. What can they do now.

Ms. Wolfe said she thought setting it up the way Tracy did this morning is a nice way to organize it.

Mr. Pedersen said he loves so much of Tracy's draft, but part of it is confusing. When he thinks of a problem in urban forestry he doesn't think of one solution for each problem or two.

Ms. Wolfe said it seems there should be some kind of mechanism for that.

Ms. Touchett said the mechanism is a white paper and a bullet point executive summary.

Mr. Thompson said we did the white paper on medians internally.

Mr. Pedersen said the problem we are grappling with is bigger than the medians.

Mr. Pedersen said he would like to agree on everyone sending their comments to the Chair and then have them come to us.

Chair O'Brien said the deadline for comments will be next Friday, December 6th.

D. 2020 MTB MEETING SCHEDULE

Mr. Neal said in March the meeting is on a Thursday.

Chair O'Brien said it should be on Wednesday.

MOTION A motion was made by Ms. Touchett, seconded by Mr. Neal, to approve the 2020 meeting schedule with the correction in March.

VOTE The motion passed unanimously by voice vote.

6. NEW BUSINESS AND POSSIBLE ACTION

A. NEW BOARD MEMBER

Chair O'Brien said Mr. Formby has accepted an additional position at Highlands University teaching courses in addition to the current job he has so he will not be able to continue on the Tree Board. He has resigned effective December 31st. We will have a vacancy at that time. Please think of possible people for members.

Mr. Thompson said he has suggested that a tree maintenance professional would be appropriate.

Chair O'Brien said let's see who we can find. She asked John to talk a bit about how we can work with him to further our goals.

Mr. Formby said Jennifer Dann is a good resource. She is working on an Urban Forest Management Plan for Albuquerque and all urban areas of the State.

Ms. Schruben said she is working on the Stewards Program as well, which she brought up to this Board.

Mr. Formby said he can be a resource to help with some of these things and can think of ideas for a Board member. He is happy to be available to the Board for input and comment by email.

Chair O'Brien asked what is the focus with your job

Mr. Formby said one of his biggest focuses is pests. The biggest part of his job is technical assistance to land owners for pests. He is responsible for the whole State, but a lot of the calls he gets are from Santa Fe. He is doing a heat map for the City

showing needle scale so people can go to his GIS online and see where the hot spots are and if it is creeping to their property. We could link that to your website. He will have it completed this spring. Dealing with pests is the biggest part of his job. It is more with private land owners and strategies that work for different pests. A lot of people don't want to use chemicals. He will stay in touch.

Mr. Pedersen said we are monitoring the Mediterranean Pine Engraver. It was found in Las Vegas, Nevada. It could come to Las Cruces and south.

Chair O'Brien said as you have observations we would appreciate you sharing them with us. Jennifer Dann has suggested the Tree Board focus on all trees, not just public trees.

Mr. Pedersen said people who are in touch with him are concerned about their neighborhoods and may want to be in touch.

Mr. Thompson said it would require a change in your charter if you were to deal with trees other than public trees. You are a City Board focused on City trees in your charter.

Ms. Varvil said she has been trying to get lists of people who are interested in trees from the Parks Department and has not gotten them.

Chair O'Brien said it would be useful to know who those people are.

Mr. Neal said as part of educating the public, when you have reports or new techniques that work or do not work, that could be part of our website.

Mr. Formby said he does give presentations to schools and others. He is giving a presentation at Think Trees at the next conference. He will be available for assistance.

Chair O'Brien said we want to keep you in the loop.

B. CHRISTMAS LUNCHEON

Chair O'Brien said she went to the Santa Fe Bar and Grill. They have a private room and a large menu. She signed the Board up for December 11th, Wednesday, at 11:30. We can change this if you want. Everyone is invited. We need to have a number of people for them. Please let us know by December 5th.

7. COMMENTS FROM THE BOARD

Chair O'Brien said we did not talk about the inventory because the agenda was

too full. At the last meeting Becky announced that the Master Gardeners will spend next year inventorying the SWAN Park. Victor and Richard wanted portions of the river done and Keely said she may want to do an inventory. We will put that on the agenda for January.

Mr. Neal said having been on this Board since 2013, he is pleased that we finally seem to be turning it around and getting things done. He is really glad about that.

Ms. Touchett asked regarding Tree Plotter, we had to ask in January for that budget and she was wondering if we need to do again.

Mr. Thompson said we paid for that out of the Quality of Life Tree Fund. There will be an opportunity to align with it. Feel free to bring it up at today's meeting with IT.

Ms. Touchett said it may be that we don't use Tree Plotter next year and we use ARC collector if we can get it to help us out until it moves over to Park. She met with Phil Pacheco at IT and she said we would like to use our collector, but there was a glitch. He called last week and asked about what the problem was and she sent him everything. It will be interesting to see if the glitch is fixed. If it has, we won't need Tree Plotter.

Mr. Thompson said Tree Plotter ends on June 30th. After that you will not lose data, but cannot add data.

Ms. Touchett said if we are going to use ARC Collector we should talk about that.

8. PUBLIC COMMENT

Mr. Thompson said a philanthropist came to the City and has offered to give funds to the City for tree planting. Environmental Services has been given that opportunity through Keep Santa Fe Beautiful. They have decided to buy trees and plant them in neighborhoods on a first come first serve basis. He wondered if the Tree Board was interested in recommending a species list for purchase.

Ms. Wolfe said yes.

Mr. Neal asked when do they need to know.

Mr. Thompson said Shirlene Sitton, Director of Environmental Services is doing this through Keep Santa Fe Keep Beautiful due to the anti-donation clause

Mr. Pedersen said that restriction has resulted in preventing private donations

and takes staff time in deciding where the trees go. It gets slippery quick.

Mr. Lucero handed out a draft of the Integrated Pest Management component for tree care.

The handout is herewith attached to these minutes as Exhibit "2".

Mr. Lucero said he would like to get some feedback on this from this Board.

Ms. Varvil asked is this what is already in place.

Mr. Lucero said much of it is already in place. This includes some issues he faces as the City IPM Director. He wanted to get input relevant to how he can better serve his community. It will eventually be published. He provided this to the Director in July. He is going to focus on cultural practices this year.

Chair O'Brien asked how is the City managing gophers.

Mr. Lucero said with lethal underground snap traps. Primarily they are in turf areas where games are played. We can deploy these to the areas where pocket gophers are killing fruit trees as well.

Chair O'Brien asked we can report issues with that to you.

Mr. Lucero said yes, it has been deemed a pest.

Ms. Varvil asked what about prairie dogs in Frenchy's Field.

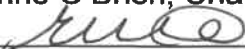
Mr. Lucero said they are a protected species in the City of Santa Fe. We try to manage their density in play areas. Santa Fe has endemic plague and we have lost some valuable release sites because of that.

**8. NEXT MEETING
JANUARY 10, 2020**

9. ADJOURN

There being no further business before the Tree Board the meeting adjourned at 1:35 pm.

Katherine O'Brien, Chair



Elizabeth Martin, Stenographer