

**SUMMARY OF ACTION  
 MUNICIPAL TREE BOARD  
 CONFERENCE ROOM AT PARK AND RECREATION DEPARTMENT  
 1142 SILAR ROAD  
 WEDNESDAY, NOVEMBER 28, 2018, 11:30 AM**

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**MUNICIPAL TREE BOARD  
CONFERENCE ROOM AT THE PARKS AND RECREATION DEPARTMENT  
WEDNESDAY, NOVEMBER 28, 2018, 11:30 AM**

**1. CALL TO ORDER**

The meeting of the Municipal Tree Board was called to order by Kathryn O'Brien, Chair, at 11:30 am on Wednesday, November 28, 2018 in the Conference Room at the Parks and Recreation Department, Santa Fe, New Mexico.

**2. BOARD MEMBERS PRESENT**

Katherine O'Brien, Chair  
Tracy Neal  
Becky Touchett  
Pam Wolfe  
(Vacancy)

**BOARD MEMBERS ABSENT**

**OTHERS PRESENT**

Richard Thompson, Parks Department  
Mary Schruben

**3. APPROVAL OF AGENDA**

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

**VOTE** The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES  
OCTOBER 24, 2018**

**MOTION** A motion was made by Ms. Wolfe, seconded by Mr Touchett, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**5. OLD BUSINESS**

## **A. TREE BOARD MEMBERSHIP**

Chair O'Brien said she went to the PARC meeting and let them know that we still need a member especially out of District 3. She talked to Terrance and he is interested in attending a meeting. Also she invited Rich Atkinson to attend meetings even if he is not on the Board.

Mr. Thompson said he will publish a notice of vacancy.

## **B. TREE INVENTORY PROJECT**

Ms. Touchett said she and Tracy collected trees for Candelaria Park. There were 25 of them. We are still talking with the company that does Tree Plotter and they are going to give us a 10% deduction. We are still looking for funding.

Ms. Wolfe said at the last meeting Mary said Jennifer Dann may have a funding possibility.

Ms. Schruben said she will give that information to Becky.

Chair O'Brien said keep us updated. We are not meeting in December.

## **C. PARC MEETING**

Chair O'Brien said she and Mary attended the PARC meeting last week. She presented the 4 recommendations we decided on. PARC approved all the recommendations. The one thing is that on the 3rd recommendation involving the two lists, the PARC members want to review the list before moving forward. It needs to be just a list of trees without comment. They felt all the pages of the material sent to PARC was too bulky. She is wondering if you, Tracy, could make a straight tree list and then use that list. They want the woody plant list like that too.

Ms. Touchett will help Tracy accomplish that.

Ms. Schruben said at the PARC meeting they did not approve the Resolution for the renaming of Torreon Park.

## **6. NEW BUSINESS**

### **A. GOALS GENERATED FROM NOVEMBER WORKSHOP**

Chair O'Brien handed out a goals draft for discussion.

Ms. Wolfe said we had decided also to add an education program and use the quality of life money for materials. Also we wanted to make sure we reviewed and agreed upon any materials we used for educational purposes from other entities.

Ms. Touchett said it was to be general education on tree selection and care with Arbor Day under that.

Chair O'Brien said her feeling is that we need to do things to support the Tree City standards. The tree care ordinance and Arbor Day. Let's start on an Arbor Day event for the next year.

Ms. Schruben said there is more on the Tree City Ordinance than just education. She spoke to a representative of the Old Santa Fe Association. She would like to approach them with a proposal to do a survey of historic trees. That has been done with success. Once the trees are identified we can develop stories around them and include them in walking tours. It broadens the base for the appreciation of trees that we have had here for hundreds of years. She is going to take that on as a project for the spring.

Mr. Neal said your approach on Arbor Day as an educational event fits into the Tree City program, but we should see that as one in a series of educational events we do.

Ms. Schruben volunteers to meet with Board members to help them go through the Sustainability Plan.

Chair O'Brien said with these goals, after we complete them, she would like us to figure out how we are going to do this next year. Tracy mentioned he wanted to work on a subcommittee to do the Ordinance. The volunteers to serve on that subcommittee are Tracy, Becky and Mary.

Chair O'Brien said with the Sustainability Plan Mary can meet with two Board members at a time. She suggested that a subcommittee be formed to deal with the plan.

Chair O'Brien said working with the City Council is very important.

Ms. Martin will help with the Arbor Day Proclamation with City Council.

Ms. Schruben said the Sustainable Santa Fe Commission is forming a speakers bureau. We are going to present the plan and offer our expertise to understand it and let them know what applies to them. We could go to a City Council public session or meet with Councilors and let them know of the condition of the forest in their districts. When we do events we need to notify the Councilors of them and invite them.

Chair O'Brien said we will put that on the agenda for the next meeting.

There was discussion around how the Board could publicize events that they are going to hold.

Chair O'Brien asked is reviewing the City Land Use Code something we need to do now.

Ms. Schruben said she is doing it and it is ongoing. It is at least a one year project.

Chair O'Brien said please review the L and Use Code and the Sustainability Plan, make a list of what you have questions about and send that to Mary.

Tracy, Pam and Mary will look at the Forestry Service documents and will work together for formulate a draft of a report that the Board can give to the Council. They will report back at the January meeting.

#### **B. CHRISTMAS LUNCHEON**

Chair O'Brien said there will be no meeting in December. Instead we will have our Christmas Lunch.

There was discussion around dates. It was decided the lunch will be on December 19<sup>th</sup> at the Southside Plaza at 11:30 am.

#### **C. TREE ORDINANCE**

Chair O'Brien said we discussed this previously.

#### **7. COMMENTS FROM THE BOARD**

Mr. Neal said he is glad we are zooming in on goals and how to get it done.

#### **8. PUBLIC COMMENT**

Ms. Schruben discussed information from Jennifer Dann's office and the Webinar and meetings that are available. She talked about the UN Climate Change report and several other informational items.

#### **9. NEXT MEETING**


The next meeting of the Municipal Tree Board will be on January 23<sup>rd</sup> at 11:30 am.

**10. ADJOURN**

There being no further business before the Board the meeting adjourned at 12:30 pm.

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Katherine O'Brien, Chair



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Elizabeth Martin, Stenographer