



# Agenda

## MUNICIPAL TREE BOARD

A Subcommittee of the PARC (Parks & Recreation Advisory Commission)  
Conference Room at Parks & Recreation Dept., 1142 Siler Road, Bldg C  
Wednesday, January 23, 2019 11:30 am – 1:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for November 10 and November 28, 2018
5. Old Business
  - A. Tree Inventory Project report
  - B. Additional board member
  - C. Plant lists for City-project update
6. New Business
  - A. Arbor Day
  - B. Think Trees report
7. Comments from the Board
8. Public Comment
9. Date and Time of next meeting- Wednesday, February 27, 2019 at 11:30 am
10. Adjourn

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: January 16, 2019

TIME: 8:29 AM

**SUMMARY OF ACTION  
 MUNICIPAL TREE BOARD  
 CONFERENCE ROOM AT THE OFFICES OF PARKS AND RECREATION  
 1142 SILER ROAD, BUILDING C  
 WEDNESDAY, JANUARY 23, 2019, 11:30 AM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
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APPROVAL OF MINUTES	APPROVED	1-2
 <u>OLD BUSINESS</u>		
TREE INVENTORY PROJECT REPORT	APPROVED	2-3
ADDITIONAL BOARD MEMBER	INFORMATION/DISCUSSION	3-4
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ARBOR DAY	APPROVED	4-6
THINK TREES REPORT	TABLED	6
COMMENTS FROM THE BOARD	INFORMATION/DISCUSSION	6
PUBLIC COMMENT	NONE	6
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**MUNICIPAL TREE BOARD  
CONFERENCE ROOM AT THE OFFICES OF PARKS AND RECREATION  
1142 SILER ROAD, BUILDING C  
WEDNESDAY, JANUARY 23, 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, January 23, 2019 in the Conference Room at the offices of Parks and Recreation, 1142 Siler Road, Building C, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

**OTHERS PRESENT**

Richard Thompson, Parks Department, Director (arrived late)  
Gary Varela, Parks Department  
Athena Beshur  
Keely Jackson Kennemore, SF Watershed Association  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

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

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

**4. APPROVAL OF MINUTES**

**NOVEMBER 10, 2018**

**MOTION** A motion was made by Ms. Touchett, seconded by Ms. Wolfe to approve

the minutes of November 10, 2018, as presented.

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

## **NOVEMBER 28, 2018**

Ms. Touchett said the minutes say Ms. Neal and it should be Mr. Neal.

**MOTION** A motion was made by Mr. Neal, seconded by Ms. Touchett, to approve the minutes of November 28, 2018 as amended.

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

## **5. OLD BUSINESS**

### **A. TREE INVENTORY PROJECT REPORT**

Ms. Touchett reviewed a list of options she and Mr. Thompson had discussed at a meeting they had in late December. The options dealt with the use of Tree Plotter for future tree inventories.

Ms. Touchett said we are in our 4<sup>th</sup> year of collecting tree inventory data using master gardener volunteers and our 3<sup>rd</sup> year of collecting location data. We are getting to the point where we are overwhelmed with the number of trees and amount of data. These are options for the future of the collection of that data. She and Athena are doing the majority of collecting the data and data entry. She is producing the format that the City needs for that information. We are getting to over 1,000 trees. Option 3 is the option she would like the Tree Board to consider approving. The 3<sup>rd</sup> option is to consider using funds available to the Tree Board from the Quality Of Life fund or another fund. We would use that money to purchase Tree Plotter for future tree inventories. She is very interested in this one.

Mr. Neal asked what does the system cost.

Ms. Touchett said Tree Plotter comes with a 1 year contract or a 3 year contract. We think a 3 year contract would be best. They are giving us a discount bringing the amount to \$6,300 with a 3 year contract. Off line data collection is \$900.

Ms. Beshur said that is not a bunch of money. This is a partnership. We give over \$50,000 in free labor to do this. We want to expand out to other organizations. 10 people is the maximum we can have. Ms. Beshur showed the Board the State Plotter information Jennifer Dann has. With this software Jennifer could get the information as well.

Ms. Beshur said the parks for this year for identifier workshops will be Ashbaugh and Las Acequias so both will be done.

Ms. Touchett said the Chair had mentioned the Frank Ortiz park. Maybe focus some attention on that park as well.

Ms. Beshur said she will add the Frank Ortiz Park.

Mr. Varela said that park is being adopted by a group of dog owners. Jane Larson is the contact person. You can get her contact information from Jessie.

Ms. Touchett reported that the map of the trees is on the Parks website up to 2017.

Mr. Varela left the meeting.

Richard Thompson arrived at the meeting.

Mr. Thompson verified that the fund proposed for Tree Plotter is the Quality Of Life fund.

Ms. Touchett asked will GIS update the information for us.

Mr. Thompson said we are short staffed. He will talk to Leonard about it.

**MOTION** A motion was made by Ms. Touchett, seconded by Mr. Neal, to approve option 3 to use the Quality Of Life funds to purchase a 3 year contract for Tree Plotter.

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

Mr. Thompson said he will move forward with the purchase.

## **B ADDITIONAL BOARD MEMBER**

Chair O'Brien said we need an additional Board member. If you know of anyone please let her know.

Ms. Jackson Kennemore said she will check with Andy Otto about sending something out asking for interest in serving as a Board member on the Tree Board.

Chair O'Brien said she would get the position advertisement wording from Jessie for her.

Mr. Thompson said he will check with Matt Ross about getting the ad out.

### **C. PLANT LISTS FOR CITY PROJECT UPDATE**

Chair O'Brien reported that it was agreed upon at PARC that Terrance and Richard will work on the format for the lists so they are what PARC wants on the website.

There was a discussion around this project.

## **6. NEW BUSINESS**

### **A. ARBOR DAY**

Chair O'Brien said she met with Mary Schruben on Arbor Day. She advised that we need to start planning Arbor Day now. At Think Trees she talked to Paul Bryan Jones who is a consulting arborist in Taos and she received some information from him about what they do for Arbor Day in Taos. She passed the information around to the Board members. They had three days of Arbor Day events. They also have a Tree Board of 5 in Taos. The difference is that there is large community involvement, but not much support from the City. They had 2 of their Councilors who attended their events and there was an article in the Taos News. We need to figure out what is possible for us to do. We will look at our goals and function around those this year. We want to make it an educational event.

There was an extensive discussion about Arbor Day possibilities. Ideas discussed were as follows:

- Partnering with the Railyard Conservancy.
- Have the event on a Saturday and host a tree inventory at either Ashbaugh or Frank Ortiz park.
- Have tables at the event with tree information to share on them.
- Focus on one day and one event for the first year.
- Find a school that will participate and work with the administration and the students to educate the students on trees and Arbor Day, possibly have the students draw pictures of their favorite trees and plant trees at a park close to the school with the help of the students.

**MOTION** A motion was made by Mr. Neal, seconded by Ms. Wolfe, to have an information table at the Earth Day celebration at the Railyard and to follow

up on the idea of involving a school and have the Arbor Day event there.

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

The size of the trees to plant was discussed. It was decided that smaller trees would be planted and that the Parks staff will dig the holes ahead of the planting so that the public and students could be in attendance for the planting. It was further decided that the students would take part in the planting by each throwing in a scoop of dirt with a small plastic implement that they can take home.

After discussing various schools it was decided that Cesar Chavez Elementary School would be the first choice with Sweeney Elementary as the second choice.

The schools will be contacted to determine which would be most interested in participating.

This item will be discussed and reported on at the next meeting.

Ms. Beshur mentioned the possibility of a project with a pit and mulch.

Ms. Jackson Kennemore announced a community clean up Love Your River Day.

Mr. Neal said he and Pam have been looking at existing materials that might be used by the Tree Board as handouts at events. He passed around examples of the various pamphlets that they had reviewed. The pamphlet on the Benefits of Trees and Tree Selection was the one that both he and Pam agreed upon as the best and the one they agreed with the most. They feel that the Board should create a flyer with information on how to plant a tree and take care of it and threats to trees.

Mr. Neal said we can put links on the flyers to direct people to websites for more information and details.

Ms. Wolfe passed around a card she had made with the Tree Board information that might be put with the pamphlets and flyers as handouts.

**MOTION** A motion was made by Mr. Neal, seconded by Ms. Wolfe, to approve the purchase of the pamphlet about the Benefits of Trees and Tree Selection from the Quality Of Life fund for distribution at events and to add to that a form of the information card designed by Ms. Wolfe.

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



Mr. Neal asked for more information regarding what PARC wants for the website.

Mr. Thompson said he will get with Terrance to clarify what is needed and then get with Tracy and Chair O'Brien to work on the project. He will report on this at the next meeting.

**B. THINK TREES REPORT**

This report was tabled to the next meeting.

**7. COMMENTS FROM THE BOARD**

Chair O'Brien reminded the Board that she sends the agenda to Jessie on the Tuesday the week before the meeting. She asked the Board members to let her know before that if they want something on the agenda.

Ms. Touchett said she would like to move the tree inventory to the MTB website.

**8. PUBLIC COMMENT**

None.

**9. NEXT MEETING  
FEBRUARY 27, 2019**

**10. ADJOURN**

There being no further business before the Board the meeting adjourned at 1:30 pm.

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Katherine O'Brien, Chair

  

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Elizabeth Martin, Stenographer