



## **URBAN FORESTRY BOARD MINUTES**

**REGULAR MEETING  
WEDNESDAY, May 18, 2011**

**The Urban Forestry Board convened in a regular meeting on May 18, 2011 at the City Hall, Room 1029, 301 W. 2<sup>nd</sup> Street, in Austin, Texas.**

### **CALL TO ORDER**

Board Chair Brewer called the Board Meeting to order at 6:35 p.m.

### **Board Members in Attendance:**

**Patrick Brewer – Chair, Tom Hayes – Vice Chair, Peggy Maceo, Nick Classen, Shannon Halley, Jessica Wilson**

### **Staff in Attendance:**

**Parks and Recreation Department: Walter Passmore, Urban Forestry Program Manager**

**Charles Vaclavik, Division Manager**

**Gwendolyn McGee, Administrative Specialist**

**Angela Hanson – Forester**

**Angela Means – PARD Finance Services Division Manager**

**Marty Stump – PARD Project Management Supervisor**

**Kathryn Murray – Intern, Urban Forestry Program**

**Austin Energy: Ray Henning, Line Clearance Superintendent**

**Planning and Development Review Department: Michael Embesi, City Arborist**

### **1. Approve the minutes of the Urban Forestry Board's regular meeting of April 20, 2011.**

The minutes for the Urban Forestry Board's April 20, 2011 regular meeting, were approved on Board Member Wilson's motion, Board Member Maceo's second, on a 5-0 vote.

Board Member Classen was off the dais.

### **2. CITIZEN COMMUNICATION: GENERAL**

Zoila Vega – Tree planting, clearances, soil volume and irrigation. She would like all City departments to follow established guidelines for these items.

### **3. ANNOUNCEMENTS**

Board Member Wilson made three announcements:

1. Keep Austin Beautiful is now accepting applications for neighborhood beautification grants.
2. The dates for the Imagine Austin meetings are May 15, 23, & 24. The meeting May 24<sup>th</sup> pertains to conservation and environment.
3. Tree of the Year nominations are due by June 30, 2011. Nomination forms can be found at [www.cityofaustin.org/treeoftheyear](http://www.cityofaustin.org/treeoftheyear).

### **4. STAFF BRIEFINGS**

Angela Hanson, Forester with PARD Urban Forestry gave a presentation on the Invasive

Species Management Plan.

**Board Member Wilson asked two questions regarding the Plan.**

1. Which City department would the funding for a full-time position most likely come under?

Damon Waitt – Senior Director & Botanist, LBJ Wildflower Center, stated the Invasive Management Group would decide and make recommendations on which department will most likely be able to sustain the position.

2. When would it be most useful for the Urban Forestry Board to make a recommendation on support for the position or send a letter of endorsement?

Walter Passmore said she could present the question to Angela Means – PARD Financial Division Manager when she makes the presentation tonight on the budget.

**Michael Embesi, City Arborist with Planning and Development Review presented his staff report on the Heritage Tree Program and the monthly Tree preservation and replenishment.**

**Ray Henning, Austin Energy presented his staff report and made (2) two announcements.**

1. Austin Energy received the Tree Line USA Utilities recognition from the National Arbor Day Foundation.
2. Ray attended the Sustainable Urban Forest Coalition in Washington, DC in support of the forest service budget for Urban Forestry and as part of the group that attended they requested the funding for Urban Forestry be maintained at 32 million dollars for FY 2012.

**Kathryn Murray – Intern, Urban Forestry Board presented a report on the Mayfield Nature Preserve Spring Project.**

**Angela Means – PARD Financial Division manager presented the FY 2011 – 2012 Proposed Budget for the Parks and Recreation Department.**

**Marty Stump – PARD Project Management Supervisor discussed the Capital Improvement projects that are currently in progress and forthcoming.**

**5. EXECUTIVE LIAISON'S REPORT**

Walter Passmore, Urban Forestry Program Manager reported the City of Austin was recently awarded the Tree City USA Award for the 19<sup>th</sup> year, and for the 20<sup>th</sup> year a big celebration is being planned and he hopes the Forestry Board can contribute to it.

Austin was also awarded the Tree City Growth Award for going above and beyond the basic standards.

Walter's report also included an overview of the Municipal Foresters Institute which a couple of foresters attended. The foresters returned with what Walter believe is some valuable information from the Online Tree Board University and would like to encourage the Board to take a look at this online tool and hopefully it will provide some assistance and knowledge from other Tree Boards across the country. The link to the site

is: <http://www.treeboardu.org/>

The Urban Forestry department has completed the hiring for Tree Planting Supervisor.

## **6. NEW BUSINESS - DISCUSSION AND ACTION ITEMS**

### **1. Action Item: Urban Forestry Grant application Mueller Substation tree planting and transplanting project:**

This item has been postponed until the June 15<sup>th</sup> board meeting. Due to a family emergency the presenter was unable to attend.

### **2. Action Item: Discussion and action to reschedule the July board meeting.**

Board Chair Brewer asked if the July Board Meeting could be rescheduled due to a conflict he had and would not be able to attend. A date was set for July 27<sup>th</sup>.

Board Member Maceo made a motion to approve the change. Board Member Wilson seconded. Motion passed on a 6-0 vote.

### **3. Action Item: Discussion and action to amend by-laws to reduce board meetings to 6 per year.**

Board does not want to change the current meeting times to 6 per year. Board Member Maceo made a motion to maintain the number of board meetings to 12 per year. Motion was seconded by Board Member Classen. Motion passed on a 6-0 vote.

### **4. Discussion on number of items received from other departments.**

Board Chair Brewer stated he would like input from the Board on whether the reports they are receiving from other City Departments should remain the same, or do they need to reduce or increase or increase the number they receive. Board Member Wilson stated as some point the Board need to get reports from Public Works since PARD is transitioning the maintenance of right of way trees to their department. She's not sure at this time if that report need to monthly or quarterly.

### **5. Discussion on board's interest in forming a working committee regarding tree species list.**

Vice Chairs Hayes made a motion to place on the agenda to review the various lists used by the City for coordination and consolidation of species. Motion seconded by Board Member Classen. Motion passed on 6-0 vote.

### **6. Discussion on Items 6 and 7 combined to review for possible updates.**

Board Chair Brewer would like place as action item on June agenda to formulate a plan to schedule a retreat and review and update the current Urban Board Forestry Strategic and Comprehensive Plans.

## **7. FUTURE ITEMS FROM BOARD MEMBERS**

1. Board Member Maceo would like an update on Roy Guerrero Park.
2. Discuss how to promote tree watering and young tree pruning.
3. Draft Letter recommending FTE for Invasive Species Plan – Board Member Wilson
4. Schedule a retreat for Board Members to review the Urban Forestry Strategic and Comprehensive Plans.

## **ADJOURNMENT**

**Motion to adjourn the meeting was made by Board Member Wilson, seconded by Board Member Maceo. Motion approved on a vote of 6-0. Meeting was adjourned at 9:30 p.m.**