



**URBAN FORESTRY BOARD
MINUTES**

**REGULAR MEETING
WEDNESDAY, November 16, 2011**

The Urban Forestry Board convened in a regular meeting on November 16, 2011 at City Hall, Room 1029, 301 W. 2nd Street, in Austin, Texas.

CALL TO ORDER

Vice Chair Hayes called the Board Meeting to order at 6:40 p.m.

Board Members in Attendance:

Patrick Brewer – Chair, Tom Hayes – Vice Chair, Peggy Maceo, Christopher Kite, Ryan Fleming, Nick Classen, April Rose

Staff in Attendance:

**Parks and Recreation Department: Walter Passmore, Urban Forestry Program Manager
Charles Vaclavik, PARD Division Manager
Gwendolyn McGee, Administrative Specialist
Emily King – PARD Forester
Chaz Armijo – PARD Forestry Intern
Nathan Wise – PARD Forestry Intern**

Ray Henning, Line Clearance Superintendent, Austin Energy

Michael Embesi, City Arborist: Planning and Development Review Department

1. Approve the minutes of the Urban Forestry Board's regular meeting of October 26, 2011

Motion to approve minutes were made by Board Member Rose, 2nd by Board Member Kite, approve on a 4-0 vote with Vice Chair abstaining from the vote due to his absence last month. Board Chair Brewer and Member Fleming were off the dais during the vote.

2. CITIZEN COMMUNICATION: GENERAL

Sharon Blythe
Scott Johnson

3. ANNOUNCEMENTS

4. STAFF BRIEFINGS

- a. Michael Embesi, City Arborist, presented his monthly report and informed the Board of the City's unveiling of its draft pamphlet on caring for trees during drought conditions. Once finalized the pamphlet will be available in grow green kiosks around town. Michael also stated he would like feedback from the board regarding the Tree Species list presented at the October meeting either personally or at the next meeting.
- b. Ray Henning, Line Superintendent, Austin Energy, presented his monthly report.
- c. Chaz Armijo, Urban Forestry Intern, gave a presentation on Suitability analysis for new park locations and Shade Index analysis on streets and sidewalks.

- d. Nathan Wise, Urban Forestry Intern, gave a presentation on the Festival Beach tree inventory and planting space opportunities for public buildings.

5. EXECUTIVE LIAISON'S REPORT

Walter Passmore, Urban Forestry Program Manager, presented his staff report and he also briefed the Board on follow – up items from the previous meeting:

- a. Walter briefed the Board on the Accomplishments of the Urban Forestry Program 2011 report.
- b. Street Tree Maintenance: Walter stated the Public Works Department was awarded funding for fiscal year 2012 and will be contracting for tree maintenance services.
- c. Walter updated the Board on the Comprehensive Urban Forest Management Plan and asked the Board about the possibility of forming a working group for the upcoming retreat. Board Chair Brewer, Board Members Classen and Rose volunteered.
- d. Walter updated the Board on the date for the Ready, Set, Plant Initiative, and the Preserve Management Plan.
- e. Walter updated the Board also on the investigation of water use patterns; data has been acquired and being analyzed, and a presentation of the findings is being considered for December's meeting.
- f. Walter discussed with the board the date of the December board meeting is on Tuesday, December 20th, instead of the regularly scheduled 3rd Wednesday, and this was due to a change being made last year by the previous Board Chair, and he wanted the Board to be aware of the date. He asked if they would like to keep the date or change it to Wednesday, December 21st and the Board was in agreement to change it to December 21st.

6. NEW BUSINESS - DISCUSSION AND ACTION ITEMS

- a. **Discussion and Action Item: Schedule and approve dates for 2012 Board Meetings.**

Meeting dates for the 2012 year remained on the 3rd Wednesday of each month with the exception of November's board meeting. It will be held November 14th due to the Thanksgiving Holiday. Also the meeting time was changed from 6:30 p.m. to 5:30 p.m. The motion was approved on Board Member Fleming's motion, 2nd by Board Member Rose, passed on a 7-0 vote.

7. FUTURE ITEMS FROM BOARD MEMBERS

ADJOURNMENT

Board Chair Brewer adjourned the meeting at 9:25 p.m.