

Windermere Tree Board

TREE BOARD MEETING MINUTES

April 18, 2019

Mission Statement: Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.

Tree Board Members: Frank Krens (Vice Chair and Acting Secretary), Susan Norris-Carter, Jacqueline Rapport, (Chair, Treasurer and Secretary positions were vacant)

Town Manager: Robert Smith

Town Liaison: Chris Sapp

CALL TO ORDER: WTB Chair, Susan Carter, called the regular meeting of the WTB to order at 6:00pm at Windermere Town Hall. The meeting was attended by all three Tree Board members:

- Susan Carter, Chair
- Frank Krens, Secretary
- Jackie Rapport

Town Manager, Robert Smith, was present for the initial part of the meeting. Town Council liaison, Chris Sapp, and Public Works Director, Scott Brown, participated.

Town resident, Leslie Brabec, also attended and expressed interest in serving on the WTB.

OPEN FORUM/PUBLIC COMMENT: None

OLD BUSINESS:

1. Tree Ordinance Revision

Susan Carter stated that the Tree Ordinance Subcommittee would be reestablished after the two anticipated new WTB members are on board.

2. Tree Board Finances

Robert Smith stated a desire that the WTB become financially self-sufficient and noted that the Town Council has historically subsidized the WTB by around \$5,000 a year.

3. Tree Mitigation Fund Balance

Scott Brown noted that there is now about \$25,000 in the "Tree Board" account and \$27,000 in the "Mitigation Trust Fund" and that Taylor Morrison will deposit \$25,000 to the Mitigation Trust Fund in recognition of the setback variances recently granted for two Estancia development lots.

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4. Town Hall Landscape Plan

Decorative Tree at SE Corner of Town Hall - Several tree types were discussed for placement at the SE corner of Town Hall. Jackie Rapport made a motion that Public Works take the action, using "Tree Board" funds, to procure, plant, and irrigate a 15-gallon or larger fringe tree if it can be done for \$200 or less. Frank Krens seconded and it was approved 3/0.

Larger Trees to Replace Lost Oak at SE Corner of Town Hall – Scott Brown recommended that WTB consider planting relatively large trees at the entrance to the 5th Avenue parking area. Jackie Rapport made a motion that Public Works take the action, using Mitigation Trust Fund money to procure, plant, and irrigate two live oaks of 7" – 8" DBH on either side of the entrance to the 5th Avenue parking lot if it can be done for under \$3500 for each tree.

5. 1887 Schoolhouse Citrus Tree Replacement and Maintenance

Susan Carter stated that one of her arborist contacts may be willing to assess the condition of the remaining citrus trees. Frank Krens offered to contact the owner or the 6th Avenue grove, Bob Matheison, and citrus grove manager, Everette Fischer, both Rotary Club members, for advice on replacement of dead citrus trees and maintenance of the grove.

6. Remaining Arbor Day Inventory

Discussion - Board members noted that:

- The 2-week period advertised for residents to adopt remaining trees has passed.
- Only a few trees were adopted and about 35 remain.
- The priority is to get the remaining trees planted while they are still healthy.
- Marina Bay still wants to obtain and plant under-story trees along Maguire Road.
- The majority of the remaining trees are not under-story types.

Frank Krens stated that he still plans to adopt 3 or 4 trees, including the remaining two long-leaf pines, and would do so promptly.

Marina Bay Request for Under-Story Trees - Jackie Rapport and Susan Carter said that they would lead and coordinate the Marina Bay effort, helping with appropriate placement of the trees, with Marina Bay residents doing the actual planting work.

NEW BUSINESS:

1. March 21, 2019 Regular Meeting Minutes Approval

Approved with minor revision to clarify that tree removal permits will be provided to WTB for information, not for WTB participation in the review process.

2. April 10, 2019 Meeting Minutes Approval

Deferred to next meeting as complete copies were not available for review at the meeting.

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3. Tree Board Goals and Objectives

Basic Guidelines for Organizational Management - Frank Krens presented, for consideration, a list of goals and strategies, provided as an attachment, to sustain and improve the urban forest and the effectiveness of the WTB. He noted that most of the items on his list are general in nature and are roughly modeled after the Quality Management principles of ISO 9000, a guide widely used throughout the world for effective and ethical business management.

Urban Forest Master Plan (UFMP) – This is first item on Frank’s list. Frank noted that, from his research, many, perhaps most “Tree Cities”, make and follow a written plan to establish and maintain their urban forest. Frank provided a sample UMFP, for the town of Dixon, CA, a town of 18,000 people, and offered to draft a similar, but simplified plan for Windermere.

Educational Materials -

Susan Carter said that she wants us to provide more educational materials and opportunities, in the Windermere Gazette and other publications, and as handouts at events.

Chris Sapp suggested that we consider placing educational materials in real estate offices.

Jackie Rapport suggested that we consider having promotional items to hand out at events.

4. Volunteer Recruitment

TOW received a WTB volunteer application from Debra Neill. Leslie Brabec attended the meeting and said that she wants to serve, loves trees, and will apply.

5. Events

There was general discussion on ways to expand the Arbor Day event, with plans to explore it further in future meetings.

STAFF & COUNCIL LIAISON REPORTS - None

Adjournment – With no further business, Frank moved to adjourn, Jackie seconded and the meeting was adjourned by 3/0 vote at 7:50pm.

- **Next Regular Meeting Thursday – May 16, 2019 at 6:00pm**

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Attachment: Goals and Strategies presented by Frank Krens

Goals and Strategies presented by Frank Krens

- 1. Make and Follow an Urban Forest Master Plan**
 - Species, Age, Size Diversity
 - Education

- 2. Improve Communications, Relationships, and Image**
 - Town Council, Public Works, Admin, Contractors
 - Residents, Businesses

- 3. Plan and Execute Projects**
 - Treebute
 - Public Areas Improvement and Maintenance
 - Other

- 4. Clarify Process and Responsibilities**
 - Ordinance Update and Compliance
 - Bylaws

- 5. Improve Effectiveness and Results**
 - Leadership, Delegation, Decision-Making
 - Meetings

- 6. Understand, Manage, Grow Resources**
 - Board Membership, Training, and Succession
 - Funding, Sponsors, and Vendors

- 7. Team and Coordinate**
 - Parks and Recreation Committee
 - Garden Club
 - Rotary

- 8. Enjoy Our Efforts and Accomplishments**