

CARSON CITY SHADE TREE COUNCIL
Minutes of the Meeting of September 25, 2008
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A regular meeting of the Shade Tree Council was scheduled for 5:30 p.m. on Thursday, September 25, 2008 in the City Hall Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Lee-Ann Keever, Chair
Gianna Shirk, Vice Chair
Terry Ozawa
Kyle Horvath
Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Darlene Rubin, Recording Secretary

NOTE: A recording of these proceedings, the council's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

CALL TO ORDER :(1-010) Chair Lee-Ann Keever called the meeting to order at 5:30 p.m.

ROLL CALL AND DETERMINATION OF QUORUM: Roll was called and a quorum was present. Carole Brewer was absent.

CITIZEN COMMENTS ON NON-AGENIZED ITEMS: (1-018) None

1. ACTION ON APPROVAL OF MINUTES: (1-020) Minutes of August 28, 2008 . A discussion was held regarding the correction of a motion made at last monthy's meeting. **A motion was made by Terry Ozawa to approve the minutes as amended. It was seconded by Roy Trenoweth and carried unanimously.**

2. MODIFICATIONS TO THE AGENDA: (1-048) None

3. AGENDA ITEMS (1-050)

A. Discussion and possible action regarding a policy for excused and unexcused absences at Council meetings. Roger Moellendorf explained that as a result of Carol Roberts leaving the meeting schedule without explanation, either verbally or in writing, a policy needed to be adopted in order to fill the vacancy left by her absence. In conferring with the district attorney's office, Mr. Moellendorf was advised to send a letter to Ms. Roberts at her last known address, stating that due to her dereliction of duty her position on the council was forfeited and she would be replaced. That letter had been sent. Mr. Moellendorf said further that Melanie Bruketta, of the district attorney's office, suggested that the Shade Tree Council develop a policy for absences so that if someone missed so many meetings that were unexcused absences, they could then be declared derelict of duty and a recommendation could be made to the Board of Supervisors to remove that person from the Council and appoint a replacement.

Chair Lee-Ann Keever said that, according to the district attorney's office, council members' absences would need to be tracked, either as excused or unexcused, and the minutes of the meeting would have to reflect that. In that regard, Chair Keever had developed language for both excused an unexcused absences, which is attached to

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the minutes packet and made a part hereof by reference as though included in its entirety. Mr. Moellendorf suggested that "email" be added to the list of means by which notification could be made to the chair or Parks and Recreation Director of an absence. He added that a section would have to be added to the agenda, after roll call, where it would be voted on by the council members whether or not the absence was excused. Mr. Trenoweth wondered if the district attorney's office would need to approve the "excused" and "unexcused" language, to which Chair Keever responded that the minutes packet was always sent to that office. In regard to the instant packet, a request would be made for specific review of that language by our liaison. Vice Chair Gianna Shirk asked if the number of excused absences should be specified and Chair Keever said the by-laws stated "three" unexcused absences. She added that the *NRSs* had a section dealing with conduct and behavior of appointed officials, and that topic should also be discussed with legal counsel.

Chair Keever advised that this item would be continued to the next meeting.

B. Discussion and possible action regarding the Shade Tree Council's annual Fall Tree Care Seminar. (1-194) Chair Keever gave work assignments, as described on the attachment to the minutes packet and made a part hereof by reference as though included in their entirety. She then asked for progress reports.

Vice Chair Gianna Shirk reported she had spoken with Darla at CAT 10 television and learned a great deal about their program. CAT 10 was contracted with the City however the Shade Tree Council was not in the contract. That meant the Shade Tree Council would be regarded as individuals and would therefore have to pay a fee. Before the fee could be determined they had to know how many hours, and whether indoors or outdoors. As soon as the hours were known and for which dates, the fee would be established. Ms. Keever said it would be indoors; start time was between 8:15-8:30 a.m. until about 4:00 p.m. Mr. Moellendorf said he would look into the matter because he felt Shade Tree should have been in the contract. He said he would report at the next meeting. Next, Ms. Shirk reported she had checked on the continuing education units (CEUs) with the Western Chapter of the International Society of Arboriculture (ISA) and brought an application for completion in order to receive the CEUs. The Shade Tree Council needed to provide an outline and summary of the course for those who wished to receive credits. She added that if it was not something that could be accomplished at the upcoming seminar due to timing and so forth, then it would have to be postponed until next year. Kyle Horvath asked for confirmation that those wishing CEUs were paying for their certification, which Ms. Keever said was correct; no money was derived from that for the Council. (Ms. Keever said that early registration was \$60 and late registration was \$75.)

Chair Keever reported that most of the people attending had been through the certification process and were simply required to maintain their certification through CEUs. If those participants wrote an article for publication it was worth three units, if they took a CPR/First Aid class it was worth four units.

Carole Brewer (not present) was in charge of catering and Ms. Keever said it was being contracted to Comma Coffee, for the continental breakfast, which would be put out while participants were registering. At the morning break they finished the coffee and rolls, then they have a hot soup and sandwich for lunch. Ms. Brewer would undoubtedly have a report at the next meeting.

Roy Trenoweth reported that he had the room secured for November 18, and he would make sure the Sierra Room was set up for the seminar and participants check-in. Further, he would be there about 6:30 as soon as the Community Center opened. Ms. Keever said she, too, would arrive early.

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Terry Ozawa reported that she would be taking the photographs. She then read her crossword puzzle questions, which the council liked.

Kyle Horvath reported on publicity. He put together a PowerPoint slide that could be put on Carson Access Television (CAT); he would be getting cost information shortly. Also, he would write an article and submit for publishing as soon as possible. Chair Keever asked him to do another reminder article at the end of October. He had positioned the article in *The Nevada Appeal's "Coming Events,"* also in *The Tahoe Tribune,* and the *Reno Gazette Journal, Reno Gazette Journal.com, Reno News & Review.* Additionally, he had notified the Carson City Convention and Visitors Bureau, Carson City Government Page Calendar, Craigs List Calendar in the Carson City Events entertainment page. Chair Keever asked Mr., Horvath to double-check with the Chamber of Commerce to see if the event met their criteria. She added that generally they had written a longer article than a short one a week before the event.

Vice Chair Shirk asked for additional postcards (as had been sent to the mailing list) to be able to invite more people. Ms. Keever said the cards had been sent to the speakers as well. She added that the tree on the front of the card was located on Stewart Street. She was also working on the registration form which would be finished shortly, as well as the program. She had received an email from Scott Fahrenbruch who said he had discussed with his staff the possibility of a tree planting demonstration—they were not too enthusiastic about it—and he suggested other people. Molly Sinnott felt it might be too cold. Possibly Tom, from Healthy Trees, could do a tree climbing demonstration, as he did last year, because that was one of the areas for accreditation. Mr. Moellendorf recommended one of the city arborists--Joe Brooks. Ms. Keever asked for the Council's pleasure in pursuing a tree planting demonstration plus have Tom, from Healthy Trees. A general discussion ensued: The thought was that it would depend on the weather. There was money available to purchase a tree if the demonstration would take place. Finally, all were generally in agreement to have the planting demonstration. Chair Keever said she would call Tom, from Healthy Trees.

Chair Keever reported on the speakers: One was Paul Grimyser, from the City of Las Vegas, and was instrumental in their shade tree initiative, and he would be speaking on protecting and managing an urban forest. Also, Pat Murphy, formerly with the Nevada Division of Forestry and now with the Nevada Fire Safe Council. He would be speaking on rehabbing after a wildfire. Finally, John Christofferson, from Nevada Division of Forestry, and he had not yet decided on his topic. Ms. Keever said also that Mr. Grimyser, in order to save the Council from unnecessary expense, would be coming up and returning the same day. Kyle Horvath said he would take care of pick up from and return to the airport. His arrival is about 9:00 a.m. Ms. Keever asked if at the seminar's conclusion the Council members would stay for clean-up. She asked Mr. Moellendorf to arrange for a laptop computers and projectors for one of the presentations. Ms. Keever reported that Carole Brewer was working on the catering and the gifts (a \$50.00 limit, for 1st, 2nd, and 3rd).

Chair Keever directed the Council's attention to the photo/scrapbook pages around the room, representing Part 1 of the History of Carson City's Trees--before and after--which would be used for the seminar. She also wanted to bring the flag to have on display. Ms. Keever's son was also going to put together a video presentation (she would report to Mr. Moellendorf what type of equipment she would need for that).

Ms. Keever asked for an amended motion to clear up the "muddy" wording of the motion made at the last meeting regarding the payment for photographs. **Terry Ozawa moved to reimburse the Museum the amount of \$250**

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for their production of pictures for the Shade Tree Council. Roy Trenoweth seconded the motion and it carried unanimously.

C. Discussion and possible action to recommend that the Board of Supervisors approve the creation of a brochure to inform professionals and possibly the general public of information relating to the trees of Carson City and the newly adopted Landscape Development Standards. (1-670) Chair Keever reported that Gianna Shirk had graciously developed a brochure for the Council. Mr. Moellendorf advised he would review the brochure with Walter Sullivan, Planning Department, who had earlier said he had no problem with having the brochure available on the department counter. He added that the brochure seemed to convey two types of information--general information for the public related to the trees of Carson City and the benefits of planting them in an urban environment--and also the newly-adopted landscape standards, which might be difficult to incorporate into the same brochure. The latter topic might do well in a separate brochure discussing the new standards adopted by the Board of Supervisors. Ms. Shirk felt that anybody who came in to get a permit could benefit from the knowledge. In any event, Mr. Moellendorf said that Mr. Sullivan liked the brochure and suggested they and Gianna get together for a review. Mr. Moellendorf would make meeting arrangements. Action to be continued to the next meeting.

D. Discussion and possible action regarding the replacement of the Council's Tree City USA sign which was located on Lakeview Hill prior to road construction by the Nevada Department of Transportation (NDOT) and other Tree City USA signs located in Carson City. (1-752) Roy Trenoweth reported that the sign was still located at the south end of Carson City, off Spooner Hill. The sign on the north end was gone, possibly due to a snow plow. The sign on the east end was also gone. Ms. Keever stated a new signs could be obtained from the Arbor Day Foundation. Mr. Trenoweth said that Ed Wilson (who said "you have to get the city behind you") had given him the name of Mike Pezzi, in Reno, who was in charge of right-of-way, whom he had called but had not gotten a return to the message. He next talked to Robin at the Mayor's Office who said they would be happy to help. Mr. Moellendorf said he would call Mr. Pezzi. A general discussion ensued about getting signs from the Arbor Day Foundation; prices could be obtained from their Website. There was a question about whether the sign was placed in the dirt by the State. It should be prominently located as well.

4. NON-ACTION ITEMS: (1-876) Terry Ozawa said they had a nice meeting with Governor Gibbons when they took photos recently, and had given him the Arbor Day hat and he was very pleased. It would be displayed in his office among his collection of items people had given him. Chair Keever reported the picture turned out well and the Governor was very gracious. (1-950) She also reported speaking with Assemblywoman Bonnie Parnell and she proposed that Tuesday, November 18, 2008 would be "Carson City Shade Tree Council Day in Nevada," in the Nevada Legislature. She would draft a proclamation. Ms. Keever asked if the Council wanted to invite Assemblywoman Parnell to the seminar, which they did.

Terry asked for wording suggestions on the crossword puzzle but there were none.

Kyle Horvath reported that the grant from the Division of Forestry grant would pick up as soon as the disc golf course was completed, and he would have more to report next meeting.

A general discussion ensued about the next meeting, which would be on October 23. Thereafter, Darlene Rubin was to check to see that the City Hall Conference Room had been reserved for the November 20 meeting.

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Chair Keever reported that the City's Website had a Shade Tree Council page that outlined its goals and, at the request of Mr. Moellendorf, she would write a few words to be included there about the Fall Seminar, the Arbor Day Program, and the Community Outreach Program.

Finally, at the November meeting, she wanted everyone to begin thinking about all the past year's activities so that information could be submitted to the National Arbor Day Foundation for the Tree City USA Award and for the Growth Award; include information on the photo/meeting with the Governor, the Shade Tree Council Day in Nevada and so on. Next year, the fact that the meetings would be televised could also be included; in other words, "we are getting out there and making an effort to touch base with all in the community."

Kyle Horvath said he had been "talking up" the events with everyone he contacted. He spoke to Brian Wallace, the chair for the Washoe Tribe, who informed him the tribe had a department dedicated to the historical perspective of the Carson Valley, which the Council could use as a reference. Chair Keever said she was going the following day to talk to Sherry Rupert at the Indian Commission. Kyle said he would like to go on one of the meetings if it could be worked out.

A general discussion ensued about historic Carson Valley: Ms. Keever said she learned that enough wood had been taken from the Sierras during the logging period to build 150,000 six-room homes. Kyle Horvath said he had read that 3.5 million board feet of lumber had been taken from Carson Valley. Ms. Keever added that the forests of Tahoe were called "Green Gold" and the loggers were sometimes called "miners."

5. FUTURE AGENDA ITEMS: (1-1066) Chair Keever said to start thinking about Arbor Day for 2009, and at the first meeting of the new year to reserve the room for the next fall seminar.

Mr. Horvath asked for further instructions on the program. Ms. Keever said it looked great; just add the price, and "weather permitting" after the tree planting. He said he would email her the article he would write for publication, and she said that he could go forward with the smaller announcement pieces right away. Ms. Keever suggested a separate article be written concerning the new "Shade Tree Council Day in Nevada." Perhaps send the photograph taken with the Governor with the article.

Kyle Horvath reported that in Yosemite there had been a recent discovery of a new type of lichen that was regarded as the biggest carbon offset currently known. It was "all over Yosemite and the Sierras and was a pretty cool thing in regard to clean air."

6. ACTION ON ADJOURNMENT: (1-1142) A motion was made by Terry Ozawa to adjourn, it was seconded by Vice Chair Gianna Shirk and carried unanimously.

The Minutes of the Shade Tree Council Meeting of September 25, 2008 are so approved this 20th day of November, 2008.

LEE-ANN KEEVER, CHAIR