

CARSON CITY SHADE TREE COUNCIL
Minutes of the December 11, 2003 Meeting
Page 1

A special meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, December 11, 2003 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Jean Bondiett
Vice Chairperson Carole Brewer
Craig Hartman
Lee Ann Kever
Roy Trenoweth

STAFF: Vern Krahn, Park Planner
Kathleen King, Recording Secretary

NOTE: A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0007) - Chairperson Bondiett called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0011) - None.

1. ACTION ON APPROVAL OF MINUTES (1-0013) - None.

2. CHANGES TO THE AGENDA (1-0018) - None.

3. AGENDA ITEMS:

3-A. INTERVIEW APPLICANTS TO FILL MEMBERSHIP VACANCIES ON THE SHADE TREE COUNCIL (1-0021) - Mr. Krahn acknowledged that there would be five openings on the Council as of December 31, 2003. Both Chairperson Bondiett and Member Kever had reapplied and there were three other applicants. Mr. Krahn distributed a December 8, 2003 memo from Parks and Recreation Director Steve Kastens regarding the resignation of Isabel Young, and requested the Council members to review the same. Discussion took place regarding the Council members' terms of service. Mr. Krahn responded to questions regarding the December 8th memo. He referred to the three applications which were included in the agenda materials, and provided an overview of the interview process. At Chairperson Bondiett's request, the Council members introduced themselves to the applicants. Monique Giron and Carol Roberts then left the meeting room.

(1-0200) Rob Ruffridge responded to the interview questions included in the agenda materials, as follows: He is retired from the State of Nevada and is currently employed as a real estate agent at McCall Realty in Carson City. He was employed by the Nevada Division of Forestry for approximately 25 years and with the Bureau of Land Management for four years prior to that. He has been involved in natural resource management for most of his career, and managed several conservation camps in Southern and Western Nevada. His interest in serving as a Council member is that it represents an opportunity to give back to the community. He acknowledged having periodic contact with Member Trenoweth during his Nevada Division of Forestry service. He further acknowledged that he is a Carson City resident and a registered

CARSON CITY SHADE TREE COUNCIL
Minutes of the December 11, 2003 Meeting
Page 2

voter. With regard to potential contributions to the Council, Mr. Ruffridge advised that he has time available to assist with Council activities, has expertise in program management, and previously served on an advisory board in Clark County. He has had no personal experience writing grants, but does have grant management experience. He discussed his knowledge of tree maintenance, and advised that he would be able to assist the Council with education in this area. In response to a question regarding his familiarity with Council events and seminars, Mr. Ruffridge advised that he attended the 2003 Arbor Day Celebration at the Eagle Valley Golf Course. With regard to grants, he discussed his experience in awarding and disbursing grant funding during his employment with the Nevada Division of Forestry. With regard to tree-related issues, he discussed problems with white flies in the ash trees and worms in the apple trees on the west side of town. He advised that there should be no conflict with attending monthly Council meetings or participating in Council functions. He discussed the value of trees to a community and the importance of the Shade Tree Council. In response to a question, he indicated his willingness to make a two-year commitment to the Council.

(1-0387) Monique Giron acknowledged that she is a resident of Carson City and a registered voter. She is a full-time mother and an occupational therapist employed by Rehab Care. She reviewed her previous work experience, including sales and marketing with United Airlines, sales with AT&T Communications, and as a group tour guide with a camping and sailing company in Hawaii. She expressed an interest in serving as a Council member in order to establish a connection with the community. She discussed the importance of trees and shade to a community, ensuring protection of the urban forest for future generations, and increasing awareness in the community regarding environmental protection. With regard to potential contributions to the Council, Ms. Giron advised that she learns quickly, is efficient and organized, a good communicator, enthusiastic, and interested. She expressed an interest in being involved in Arbor Day Celebration activities. She had never attended Shade Tree Council events or seminars, but had read about them in the newspaper from time to time. She advised that Mr. Krahn had provided background information on the Council's mission and function within the community. She further advised of having recently completed the UNR Cooperative Extension Master Gardener's training, and that she volunteers at the Cooperative Extension during the summer months. She acknowledged that she is a certified master gardener. She had no grant writing experience, but advised that she had done a great deal of writing as part of university degree programs. With regard to tree-related issues, she expressed an interest in seeing more trees planted, and discussed the importance of properly planted trees. Ms. Giron indicated no conflict with attending monthly Council meetings, and evening or weekend functions. In response to a question, Mr. Krahn discussed the "hands-on" nature of the Council. Ms. Giron expressed a preference for being considered to fill the unexpired term. The Council members and Mr. Krahn thanked Ms. Giron.

(1-0606) Carol Roberts acknowledged that she is a Carson City resident and a registered voter. She advised that she recently retired from IBM after 30 years, and that she had previously served as a Council member. She discussed volunteer work done throughout her 30-year career in the various communities in which she's lived. She expressed an interest in serving as a Council member to assist in improving Carson City's urban forest. She discussed her familiarity with the Council's functions, and advised that she is in a better position to contribute time than when she was working. With regard to potential contributions to the Council, Ms. Roberts discussed her business and computer experience, and advised that she is familiar with the public meeting process. She advised of her willingness to serve in the areas of public speaking, if necessary, and that she had previously served the Council in the area of photography. She further advised of having assisted in writing a grant application during her Council term. She acknowledged having

CARSON CITY SHADE TREE COUNCIL
Minutes of the December 11, 2003 Meeting
Page 3

attended Council functions and seminars during her Council term. In response to a question, she advised that she served as a Council member in 1999-2000. With regard to tree-related issues, Ms. Roberts expressed an interest in addressing commercial landscape maintenance, and ensuring that Carson City maintains its Tree City USA status. She indicated no conflict with attending monthly Council meetings or evening and weekend functions. Member Hartman and Chairperson Bondiett responded to questions regarding the tree inventory; Ms. Roberts advised that this was the grant she had helped to write. She indicated no preference with regard to serving a one-year or a two-year term. The Council members thanked Ms. Roberts.

3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0816) - Discussion took place regarding whether to interview Chairperson Bondiett and Member Kever, and the method by which to take action on the recommended appointments. **Member Hartman moved to recommend Carol Roberts for a two-year term. Vice Chairperson Brewer seconded the motion.** Member Hartman discussed Ms. Roberts' dedication to the Council during her previous term in that she traveled from Sacramento on several occasions to attend meetings. Chairperson Bondiett called for a vote on the pending motion; **motion carried 5-0.**

Vice Chairperson Brewer moved to recommend the appointment of Rob Ruffridge for a two-year position. Member Trenoweth seconded the motion. Vice Chairperson Brewer highly recommended Mr. Ruffridge. Chairperson Bondiett called for a vote on the pending motion; **motion carried 5-0.**

Vice Chairperson Brewer discussed Ms. Giron's qualifications, and **moved to recommend her appointment to the Council to fill the unexpired term. Member Trenoweth seconded the motion.** Discussion took place regarding Ms. Giron's master gardener certification. Chairperson Bondiett called for a vote on the pending motion; **motion carried 5-0.**

Chairperson Bondiett referred to the letter included in the agenda materials indicating Member Kever's desire to be reappointed to the Council. Member Kever commented on the projects in which she has participated, and that she has enjoyed her time on the Council. **Member Hartman moved to reappoint Member Kever to another term. Vice Chairperson Brewer seconded the motion. Motion carried 5-0.**

Vice Chairperson Brewer moved to reappoint Chairperson Bondiett. Member Kever seconded the motion. Motion carried 5-0.

Mr. Krahn advised that he would notify Office Support Technician Amy Charles of the Council's action. Ms. Charles has indicated her intent to agendize the recommended appointments for the January 2nd Board of Supervisors meeting.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-1022) - Member Hartman provided Mr. Krahn with written materials on the National Tree Trust, and discussion took place regarding the Regional Transportation Commission's Roop Street Widening Project. Member Trenoweth offered to assume Member Hartman's liaison responsibilities to the Regional Transportation Commission.

CARSON CITY SHADE TREE COUNCIL

Minutes of the December 11, 2003 Meeting

Page 4

Member Hartman provided his notes on the Nevada Division of Forestry grant to Mr. Krahn, a copy of the Visual Preference Survey, and various other written materials for the Council archives housed at the Parks Department office. Chairperson Bondiett discussed the possibility of establishing a Friends of the Shade Tree Council group, and expressed the hope that Member Hartman would be interested in participating. She requested Member Hartman to consider the possibility of reapplying to the Council some day, and commented that he had been a valuable member.

Vice Chairperson Brewer discussed the possibility of sending the agenda and accompanying materials by e-mail to the Council members. Discussion took place with regard to the same and the Council members offered to pick up agenda packets from the Parks Department office. Mr. Krahn advised he would discuss this matter with Management Assistant Stella Hyatt to determine the most efficient method. Member Keever reported on the research conducted regarding Shade Tree Councils in other communities. She advised that many of the smaller communities have beautification committees. In response to a question, Chairperson Bondiett advised that a goal setting session would be agendized for the January 2004 meeting. Member Trenoweth advised of having attended the December 2nd Parks and Recreation Commission meeting and the December 3rd Carson River Advisory Committee meeting. Chairperson Bondiett advised that she delivered the Arbor Day Poster Contest letter to Margie Evans on behalf of the Shade Tree Council. She requested Mr. Krahn to agendize the poster contest for the January meeting, and discussed the deadline by which the posters are required to be submitted to the Parks Department.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1500) - Mr. Krahn distributed applications for the Sixth Annual Tree Care Seminar sponsored by the City of Reno Parks Division. He advised that any Council member interested in attending would be reimbursed the registration fee. Chairperson Bondiett requested that anyone attending obtain contact information on as many of the seminar speakers as possible. Mr. Krahn relayed details of a conversation with Environmental and Training Specialist Deborah Wiggins regarding the SBC telephone book recycling program. Ms. Wiggins indicated she would be pleased to have the Council's participation next year. She has requested Mr. Krahn and Urban Forester Consultant Molly Sinnott to consult on the trees which are to be planted at the schools. Mr. Krahn circulated copies of the *Arborage* magazine and offered to subscribe to it on behalf of the Council members. He displayed and circulated a tree planting kit distributed by the National Arbor Day Foundation. He advised that the Tree City USA application was completed by Administrative Assistant Sandy Tschumperlin and delivered to Susan Stead. He wished the Council members a Merry Christmas on behalf of Parks Department staff.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS - Previously covered.

5. ACTION ON ADJOURNMENT (1-1613) - Member Trenoweth moved to adjourn the meeting at 6:49 p.m. Member Hartman seconded the motion. Motion carried 5-0.

The Minutes of the December 11, 2003 special meeting of the Carson City Shade Tree Council are so approved this 22nd day of January, 2004.

JEAN BONDIETT, Chair