

CARSON CITY SHADE TREE COUNCIL
Minutes of the May 24, 2001 Meeting
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, May 24, 2001 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Sally Zola
Vice Chairperson Jean Bondiatt
Michael Enright
Frieda Ford
Mary Geisler
Craig Hartman
Isabel Young

STAFF: Scott Fahrenbruch, Parks Superintendent
Kathleen King, Recording Secretary
(STC 05/24/01)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Zola or Vice Chairperson Bondiatt. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

1. **CALL TO ORDER AND ROLL CALL (1-0001)** - Chairperson Zola called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Member Young arrived at 5:32 p.m. Vice Chairperson Bondiatt arrived at 5:35 p.m. Member Hartman arrived at 5:40 p.m.
2. **APPROVAL OF MINUTES - APRIL 26, 2001 (1-0006)** - Member Enright moved to accept the minutes. Member Ford seconded the motion. Motion carried 4-0-3-0.
3. **PUBLIC COMMENT (1-0018)** - Sabrina Alcasas, of Mr. Sullivan's AP Government Class at Carson High School, introduced herself. She advised that each quarter the students are required to attend a meeting and write a report. Rachel Arends, of Mr. Longero's Government Class, introduced herself. Dan Greytak, a former member of the Council, introduced himself.
4. **REVIEW AND ACTION ON CURRY STREET EXTENSION PROJECT AND POSSIBLE IMPACT TO EXISTING TREES (1-0038)** - Mr. Fahrenbruch advised of a conversation with Senior Engineer Harvey Brotzman who indicated that Lumos and Associates is developing a plan which will include identification of individual trees in order to decrease impacts of the project. (Member Young arrived at 5:32 p.m.) U.S. Forest Service representatives have developed a wish list which may influence future negotiations depending upon the route of the extension. Mr. Fahrenbruch commented that the project is still in the beginning stage, and indicated he will keep the Council informed as it progresses. Chairperson Zola reviewed the action taken at last month's meeting, and advised that Member Hartman had not yet drafted the letter to the Regional Transportation Commission ("RTC"). She will inquire as to the status of the letter. (1-1802) At the request of Member Hartman, Mr. Fahrenbruch reiterated the details of his previous report. In response to a question, Member Hartman indicated he would be drafting a letter for the next RTC meeting.
5. **REVIEW AND ACTION TO APPROVE AS PRESENTED OR MAKE REVISIONS TO STREET TREE PROGRAM BROCHURE AND TIMETABLE (1-0075)** - Chairperson Zola referred to the draft brochure and the bid matrix included in the agenda materials. Mr. Fahrenbruch discussed the

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purpose of the bid matrix, and advised he has been talking to interested contractors. In response to a question, he indicated he would be sending the bid matrix to approximately three contractors. He explained the criteria for choosing a contractor, and reviewed the bid matrix. (Vice Chairperson Bondiatt arrived at 5:35 p.m.)

Mr. Fahrenbruch referred to the draft brochure included in the agenda materials, provided background information on its development, and advised he would like to publish it as soon as possible. He solicited input from the Council members. In response to a question, he discussed methods by which the brochure will be distributed. He acknowledged that the program will be publicized in the newspaper. (Member Hartman arrived at 5:40 p.m.) Discussion took place regarding revisions to the brochure, and Mr. Fahrenbruch advised that a final draft will be submitted at the June Council meeting. No formal action was taken.

6. REVIEW OF PROTOCOL AND PROCEDURES REGARDING MEMBER REPRESENTATION OF THE SHADE TREE COUNCIL ON OFFICIAL BUSINESS AND PUBLIC ISSUES (1-0438) - Chairperson Zola explained that, because the Council acts in an advisory capacity to the Board of Supervisors via Parks and Recreation Department staff ("Staff"), a request has been made to notify Staff any time a Council member will be relaying action taken by the Council to any other board, commission, or committee. Staff can provide input with regard to the right timing. Chairperson Zola provided information on the situation giving rise to this agenda item, and the subsequent action she took to avoid a potential conflict of interest. Mr. Fahrenbruch explained that it is inappropriate for a representative of an advisory council to address the Board of Supervisors unless an item has been specifically agendized. He further explained that Staff, as liaison to the Shade Tree Council, would like to be consulted prior to a Council representative appearing at a public meeting for the purpose of making a statement.

7. REVIEW AND ACTION ON TREE SELECTION GUIDE FOR CARSON CITY (1-0727) - Member Enright advised of locating the missing Shade Tree Council diskettes, which included a previous version of the Tree Selection Guide. Pursuant to a request by Chairperson Zola, it is noted for the record that Member Enright has the diskettes in his possession. Discussion took place regarding Member Enright's discovery of the diskettes, previous attempts at locating them, and the contents of the same. Member Enright advised that his assistant reviewed the contents of the diskettes and indicated that the two-color logo can be recreated if the Council is so inclined. Chairperson Zola referred to action taken at the last meeting to select a one-color logo in order to keep printing costs at a minimum.

Member Enright advised of an offer from his assistant to develop the new Tree Selection Guide for \$300 with the condition that the Council allow him to include an advertisement. Discussion took place with regard to selling ads, the Shade Tree Council logo, and the time table for completing the Tree Selection Guide. Council consensus was to request Urban Forester Consultant Molly Sinnott to review the existing Tree Selection Guide and make corrections. Further discussion took place regarding the sale of advertising space, the page volume, and a cost estimate based on target circulation. (Chairperson Zola passed the gavel to Vice Chairperson Bondiatt and left the meeting at 6:22 p.m. A quorum was still present.)

Member Enright provided a copy of the Tree Selection Guide printed from the diskette to Mr. Fahrenbruch for review by Ms. Sinnott. Discussion took place regarding advertising fees, the method for binding the Guide, and the proposed number of pages. Member Enright suggested that the Council members solicit interested advertisers and report back at the next Council meeting. Following discussion, consensus of the

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Council was to limit the advertisements to tree-related businesses. Further discussion took place regarding the advertising fee, and the Council members concurred with Member Enright's earlier suggestion. Mr. Greytak suggested asking potential advertisers if they would like to pre-order copies of the Tree Selection Guide. This will provide a better idea of the number of Tree Selection Guides to print. Following additional discussion with regard to potential advertisers, Vice Chairperson Bondiatt advised the Council members to bring the names of any interested advertisers to the next meeting. No formal action was taken.

8. REVIEW AND ACTION ON SHADE TREE COUNCIL OFFICE SUPPLIES (1-1210) - Member Enright advised that the order for letterhead and envelopes was submitted. The printer held off finishing the order at the request of Member Enright due to the discovery of the diskettes and possible reconsideration of the two-color logo. Member Enright discussed the matter with Chairperson Zola and consensus was to stay with the one-color logo. He reviewed the costs of the two-color logo, and indicated that unless anyone wants to change the action taken at the last meeting the letterhead can be completed in the next couple days. At the request of Vice Chairperson Bondiatt, Member Enright advised that the initials "CCSTC" will be removed from the logo. Member Young advised she has a box of Council letterhead at home. No formal action was taken.

9. UPDATE ON 2001 NEVADA DIVISION OF FORESTRY/URBAN AND COMMUNITY FORESTRY PROGRAM GRANT APPLICATION (1-0560) - Member Ford advised that Susan Stead notified her the grant application was rejected. Mr. Fahrenbruch relayed Ms. Stead's comments with regard to reasons for the rejection. He expressed a concern regarding the review process, and advised that Ms. Stead had indicated more detail to justify the costs should have been included. Discussion took place regarding details to include in the next grant application. Chairperson Zola noted that the grant application was done within a very short time frame. She commended Member Ford on completing and submitting the application on such short notice. Mr. Fahrenbruch noted that the grant application was as detailed as any ever submitted by the Council. He pointed out that members of review panels often change and this could have affected the outcome.

In response to a question, Chairperson Zola reviewed the purpose for the grant funding; discussion took place with regard to the same. Mr. Greytak advised that the review board met without Susan Stead, and that Ms. Stead was puzzled over some of the decisions made. Mr. Fahrenbruch commented that Ms. Stead seemed apologetic during their conversation. Mr. Greytak encouraged the Council to submit another grant application next year.

10. REVIEW AND ACTION ON 2001 FALL TREE CARE SEMINAR (1-1283) - Discussion took place with regard to scheduling a date, and Council consensus was to schedule Wednesday, November 14th or November 28th. **Member Young moved to schedule the seminar for Wednesday, November 14th or Thursday, November 15th. Member Enright seconded the motion.** Discussion took place regarding a third possible date, and Vice Chairperson Bondiatt pointed out that a Council meeting is scheduled for November 15th. Mr. Fahrenbruch pointed out that November 15th is a scheduled Board of Supervisors meeting and that the Sierra Room would not be available. Following further discussion regarding possible dates, **Member Young amended her motion to indicate the selection of November 8th, November 14th, or November 28th depending upon the availability of the Sierra Room. Member Enright continued his second.** Further discussion took place regarding the first choice of November 14th. At the request of Member Young, Mr. Fahrenbruch recommended the following amendment: **to make the first choice for the Fall Tree Care Seminar the 14th of November, the second choice the 8th of November, and the third choice the 28th of November. Member Young so amended her motion. Member Enright**

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continued his second. Motion carried 6-0-1-0. Mr. Fahrenbruch acknowledged he will check on the availability of the Sierra Room.

Discussion took place regarding the topic and speakers, and Mr. Fahrenbruch reminded the Council of the title selected following the last seminar, "Trees from the Ground Up." Topics will include soils, root systems, fertilizer, etc. Mr. Fahrenbruch advised that this item will be reagendaized for the June meeting. Vice Chairperson Bondiatt requested that the Council members begin considering appropriate speakers. Mr. Fahrenbruch read from the evaluation forms submitted following last year's seminar with regard to possible speakers, as follows: Jeff Knight, Leslie Lyles, Brian Dean, Alex Sheigo, Don Blair, and Mike Jones. He indicated he would research other possible speakers.

11. REVIEW OF 2001 ARBOR DAY CELEBRATION (1-1680) - Vice Chairperson Bondiatt read a letter from Pam Graber into the record. Discussion took place regarding thank you cards, and Mr. Fahrenbruch commented that it was the nicest ceremony ever held. He commended Member Enright on his job as emcee. Member Hartman suggested that the Council members begin considering next year's George Washington Ferris award recipient. Vice Chairperson Bondiatt requested that consideration be given to possible locations as well.

12. REPORTS: PARKS SUPERINTENDENT (1-1779) - Mr. Fahrenbruch advised of the action taken by the Parks and Recreation Commission at their May 22nd meeting to not accept any of the alternative sites for the possible relocation of Fuji Park/Fairgrounds presented in the feasibility study.

13. REPORTS: CHAIRPERSON (1-1839) - Vice Chairperson Bondiatt advised of a tree dedication ceremony scheduled for June 1st at 2:30 p.m. in honor of Assemblyman Joe Dini. She further advised of a meeting of the GROW Committee scheduled for 7:00 p.m. on June 20th in the Carson City Library Auditorium.

14. COUNCIL MEMBER COMMENTS (1-1150) - Member Geisler advised that the Kiwanis Club will be planting 1200 trees along the River on National Public Lands Day. Ron Bowman has requested that Parks and Recreation Director Steve Kastens contact him regarding trees which may be available to plant in City parks.

15. ADJOURNMENT (1-1878) - Member Enright moved to adjourn the meeting at 7:04 p.m. Member Ford seconded the motion. Motion carried 6-0.

The Minutes of the May 24, 2001 meeting of the Carson City Shade Tree Council are so approved this _____ day of June, 2001.

SALLY ZOLA, Chairperson