



Staff Liaison
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MINUTES
REGULAR MEETING OF THE
Urban Forest Committee
Monday August 8, 2022, 7:00 p.m.

VIA ZOOM TELECONFERENCE
<https://us06web.zoom.us/j/81126280008?pwd=cStqMXQrVTdPL0U5a0poNDRxc2I5QT09>
Meeting ID: 811 2628 0008 Passcode: 911 276
or dial in 1-408-638-0968

CONVENE REGULAR MEETING: Chair Mitchell called the meeting to order at 7:03 p.m.

1. ROLL CALL:

Present: Chair Robin Mitchell, Vice Chair Cathy Bleier; members: Catherine (Cassie) Hughes, Robert Hrubes, Jennifer Kaczor, Susan Kuchinskas, Yan Linhart.

Also present: City Council Liaison Paul Fadelli, Staff Liaison Stephen Prée; members of the public: Sue Duncan.

2. ORAL COMMUNICATIONS FROM THE PUBLIC: *Prée* read an email from community member Amy Rogers regarding her ideas for the development of a volunteer tree corps. *Discussion:* tree care requires training; developing a tree care corps would require a long-term commitment by one or more people; UFC to interview Richmond Trees and contact Ms. Rogers to weigh her level of commitment.

3. COMMITTEE MEMBER ANNOUNCEMENTS /CHANGES TO THE MEETING

AGENDA: *Hrubes* announced a new Sustainable Forest Initiative program developing urban forestry program standards. By request of the UFC, he will give a brief presentation on the topic at a future UFC meeting.

4. COUNCIL / STAFF LIAISONS ANNOUNCEMENTS AND REPORTS – *Prée* reported that the City's new Urban Forest Maintenance contractor, A Plus Tree Inc. would begin fuel reduction work in the HNA next week. By request of the UFC, he will give a brief presentation on the topic of HNA fuel reduction project scope at a future UFC meeting.

5. APPROVAL OF THE MINUTES – Adopt the minutes from the July 11, 2022, UFC meeting- Motion: *Hrubes*; 2nd: *Linhart*; Ayes 7, Noes 0, Abstentions 0.

6. COLLABORATION WITH THE ENVIRONMENTAL QUALITY COMMITTEE – Chair *Mitchell* reported that the EQC asked several urban forest related questions including why trees on Richmond St. are so small; if fruit trees and edible landscaping is encouraged in the Right of Way. (*Prée*: small planter strips; fruit is a liability in ROW)

7. COLLABORATION WITH THE PARK AND RECREATION COMMISSION- *Kaczor*

reported that the City has retained a grant writing consultant who will be working on potential grants for Arlington Park, Wayfinding in the HNA and repairs to the swimming pool as well as other potential Public Works Department projects. By request of the UFC, *Prée* will report back during a future meeting regarding grant opportunities of potential relevance to the Committee.

- 8. NATIONAL PREPAREDNESS MONTH-***Sue Duncan* informed the UFC that she had sent *Prée* an email with National Preparedness Month resources that he will forward to the Committee. She shared recommendations for home hardening and preparedness, referred to the Oakland Firesafe website, informed the Committee of the CERT sponsored emergency water storage program, referred to the Nevada Firewise tree spacing guidelines. *Discussion:* tree spacing standards; adding preparedness information links to City publications; how to order CERT water containers.

9. URBAN FOREST COMMITTEE ACTIVITIES, CALENDAR, AND WORK PLAN UPDATE-

- A. Education and Outreach (*Hughes, Kuchinskas, Linhart*) – Reviewed the article by Hughes regarding the importance of watering trees during drought. *Discussion:* UFC to send comments by 8/24 for publication in Green Happenings; similar information links should be readily available on the City website; prioritize topics for outreach.
- B. Fundraising discussion (*Hrubes, Kaczor, Mitchell*) – Reviewed the draft document Fundraising for City Urban Forest Fund. *Discussion:* Could donations be tax deductible; how would donations be made, distributed, or solicited; street tree planting scholarship standards may create an extra burden; ad-hoc will meet with *Prée* and report back in a future meeting.
- C. Grants (*Hrubes, Kazor, Mitchell*)- not reporting this month
- D. Urban Forest Management Plan (*Hrubes, Linhart, Mitchell*) - not reporting this month
- E. Orientation Packet (*Bleier, Hughes*)- Existing packet includes training requirements, Urban Forest Management Plan, Goals & Objectives, UFC Workplan – what else do new members need to know? Suggestions: *Kaczor*- a write-up spelling out expected involvement and expectations; *Kuchinskas*: need to attend 3 meetings prior to application; *Hughes*: define UFC purview; *Linhart*: determine what new applicants want to do; *Bleier* a succinct explanation of past achievements with links, tree list.
- F. Tree Board University- *Mitchell* suggested this be removed as an agenda item. *Kaczor* encouraged the UFC to read Course 5 & 6 which focus on financing and grant funding (<https://treeboardu.org/>).

10. FUTURE AGENDA ITEMS –

- Diversity and Inclusion (Hrubes, Mitchell)
- Urban Forest Management Plan (Hrubes, Linhart, Mitchell)
- Education & Outreach (Hughes, Kuchinskis, Linhart)
- UF Grants (Hrubes, Kaczor, Mitchell)
- Fundraising (Hrubes, Kaczor, Mitchell)
- Future Speakers
- Orientation Packet (Bleier, Hughes)
- Sustainable Urban Forestry Program Standards- Robert Hrubes
- Tree Inventory Demonstration

11. ITEMS FROM TONIGHT'S MEETING THAT REQUIRE FURTHER ACTION:

- a) *Susan and Yan* will reach-out to Amy Rogers re. her volunteer tree corps idea after *Stephen* emails an introduction
- b) *Robin* will email Steve Price re. Tree Corps development
- c) *Stephen* will contact SBCA and Richmond Trees re. potential UFC presentation on Tree Corps
- d) *Robert* will prepare a brief presentation on developments of the Sustainable Forestry Initiative's Urban Forestry Standard
- e) *Stephen* will give presentation on HNA 2022 Fuel reduction projects
- f) *Stephen* will report back to UFC after City grants meeting
- g) *Stephen* will send information on CERT water storage container purchasing
- h) *Everyone* (by August 22) will review *Cassie's* watering trees during drought message (below) before *Stephen* edits and emails to UFC mailing list
- i) *Jen, Robin and Stephen* will refine fundraising doc. after August 26; *Stephen* will review with City Staff including tax deductible status
- j) *Robin* will investigate more information on Diversity and Inclusion development

12. ADJOURNMENT- Chair Mitchell adjourned the meeting at 9:07 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Urban Forest Committee meeting of August 8, 2022, as approved by the Urban Forest Committee.

Robin Mitchell, Chair or Cathy Bleier, Vice Chair

Stephen Prée, Staff Liaison