

## **CARSON CITY SHADE TREE COUNCIL**

### **Minutes of the March 25, 2004 Meeting**

**Page 1**

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, March 25, 2004 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Jean Bondiett  
Vice Chairperson Carol Roberts  
Carole Brewer  
Lee-Ann Keever  
Robert Ruffridge  
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** (1-0013) - Jan Miller, Secretary/Treasurer of GROW, introduced Vice President Marie Bresch and distributed brochures to the Council members and staff. Ms. Bresch provided an overview of the brochure, and pointed out the GROW membership application. Ms. Miller explained that GROW is seeking grant funding for architectural and engineering design plans to landscape one gateway as an example of that which could eventually be done along the entire length of the Carson City bypass. She advised that \$18,000 is needed, and that GROW has applied for an \$8,000 grant through the Nevada Division of Forestry ("NDF") and for a \$10,000 grant through Carson City Community Support Services. She requested the Council to agendize discussion and action regarding letters of support for the NDF grant.

**1. ACTION ON APPROVAL OF MINUTES - February 26, 2004** (1-0107) - Member Brewer moved to accept the minutes, as written. Member Trenoweth seconded the motion. Motion carried 6-0.

**2. CHANGES TO THE AGENDA** (1-0099) - Mr. Krahn suggested modifying the agenda to address item 3-B prior to item 3-A.

**3. AGENDA ITEMS:**

**3-A. ACTION REGARDING SELECTION OF THE PRIZE FOR CARSON CITY'S ARBOR DAY POSTER CONTEST WINNER** (1-0360) - Vice Chairperson Roberts circulated and provided an overview of the books she had purchased, and discussion took place with regard to the same. Chairperson Bondiett advised of having requested Mariah West's teacher to let her know she had won the contest and that the award would be presented at the Arbor Day Ceremony. **Member Ruffridge moved to award two of the books, *Wacky Trees* and *Take a Tree Walk*, to Mariah West, and to award the other two books to Ms. West's teacher. Member Brewer seconded the motion. Motion carried 6-0.**

## **CARSON CITY SHADE TREE COUNCIL**

### **Minutes of the March 25, 2004 Meeting**

**Page 2**

**3-B. INTERVIEW APPLICANTS TO FILL MEMBERSHIP VACANCIES ON THE SHADE TREE COUNCIL (1-0119)** - Chairperson Bondiett referred to the application included in the agenda materials, invited Terrill Ozawa to the meeting table, and advised her of the established set of interview questions. Ms. Ozawa acknowledged that she is a resident and registered voter of Carson City. She is currently employed by Nevada State Parks, stationed at Washoe Lake. She reviewed her previous work experience with FEMA and various garden nurseries. With regard to her interest in serving as a Council member, Ms. Ozawa stated that she loves Carson City, has lived here for twenty years, and would like to take part in the City's "continuing beautification." She discussed her "enthusiastic" interest in plants and trees, and advised that she has worked with GROW in planning for the freeway bypass landscaping. Ms. Ozawa listed her potential contributions to the Council as time, enthusiasm, and creative ideas. She had never attended any Council-sponsored functions or seminars because of her work schedule. She advised of participating in planting projects at the Carson River as part of the annual clean-up day. She stated she had no grant writing experience. With regard to tree-related issues to be addressed or resolved in Carson City, she suggested monitoring the old poplar trees because of their tendency toward disease and insect infestation which results in potential hazards. She suggested replacing them with species which have more longevity. She commented that she hasn't seen a lot of problems with Carson City's trees, and that the town has been maintained "very attractively." Chairperson Bondiett advised of the Council's meeting and event schedule and, in response to a question, Ms. Ozawa stated she would have no conflict attending evening meetings. She advised that her regular work schedule requires her to work weekends.

Member Brewer advised of a personal friendship with Ms. Ozawa, and endorsed her appointment to the Council. In response to a question, Ms. Ozawa advised that she is usually able to get a weekend day off with enough notice. Ms. Ozawa expressed appreciation for the opportunity to interview with the Council.

**3-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0267)** - Member Brewer advised of having worked with Ms. Ozawa in the past, and that she is very dedicated, knowledgeable and would be an asset to the Council. Vice Chairperson Roberts commented on Ms. Ozawa's impressive experience. Mr. Krahn advised of the options available to the Council in that the vacancy was advertised until filled. He further advised that there were no other applications submitted as of noon today. **Member Trenoweth moved to recommend to the Board of Supervisors Terrill Ozawa as an appointment to the Shade Tree Council. Member Ruffridge seconded the motion. Motion carried 6-0.**

Chairperson Bondiett informed Ms. Ozawa of the Council's action, and that the recommendation would be forwarded to the Board of Supervisors for action at their April 15<sup>th</sup> meeting.

**3-D. ACTION REGARDING THE 2004 ARBOR DAY CELEBRATION AT THE WESTERN NEVADA COMMUNITY COLLEGE OBSERVATORY ON APRIL 30, 2004 (1-0554)** - Member Brewer advised of having spoken with Mayor Masayko, who indicated he would be happy to attend the ceremony. She read a letter to Governor Guinn into the record requesting his attendance and his proclamation. She further advised that next year, the requests for the Governor's proclamation and the invitation to attend need to be made separately. Member Brewer provided the Mayor's and Governor's Proclamations to Mr. Krahn. State Forester Steve Robinson will attend the ceremony on behalf of Governor Guinn.

## **CARSON CITY SHADE TREE COUNCIL**

### **Minutes of the March 25, 2004 Meeting**

#### **Page 3**

Mr. Krahn advised that he and Urban Forester Consultant Molly Sinnott met last week with WNCC maintenance staff. He sketched and described the planting site and, in response to a question, advised that the tree will be deciduous. Ms. Sinnott requested a soil test and, once the results are available, she will evaluate the types of trees appropriate for the site. Mr. Krahn acknowledged that the tree will be planted approximately one week before the celebration, and that Ms. Sinnott will be present to supervise the planting.

Chairperson Bondiett advised of having spoken with Vice President of Institutional Advancement Helaine Jesse, who agreed to make the observatory available in case of inclement weather. Ms. Jesse was not interested in serving refreshments but offered to provide tours of the observatory after the celebration. Chairperson Bondiett will be contacting the WNCC Student Activities Coordinator to request that the Arbor Day Celebration be publicized as the conclusion to Earth Week. Member Brewer requested a number of brochures to distribute with the Citizens for Affordable Homes newsletters. Chairperson Bondiett displayed color copies of the winning Arbor Day poster, and discussed the method by which she will incorporate it into the celebration brochure. Discussion took place with regard to various methods of distribution, and the date to begin distributing brochures. Chairperson Bondiett advised of having contacted Craig Hartman, who will be present at the Celebration. Mr. Krahn advised of having contacted Mike Tanchek, who indicated he would take care of ordering and purchasing the George Washington Ferris Award plaque. In response to a question, Mr. Krahn advised that he had not yet heard whether the Tree City USA designation had been received.

Member Keever advised of having contacted the *Nevada Appeal* to request that a reporter be present at the celebration. Chairperson Bondiett advised that Dave Morgan is usually present at the celebration. Discussion took place with regard to seating, and Mr. Krahn agreed to ensure that bleachers and/or chairs, a table, and the PA system are set up. Vice Chairperson Roberts agreed to bring the books for Mariah West and her teacher, and advised she would photograph the event. Chairperson Bondiett suggested coordinating with Mr. Krahn to photograph the actual planting in advance of the celebration. She requested Mr. Krahn to order T-shirts and name tags for the new members.

(1-1323) Chairperson Bondiett requested Vice Chairperson Roberts to contact the schools and deliver brochures.

**3-E. REVIEW AND ACTION REGARDING THE SHADE TREE COUNCIL'S 2003 FINANCIAL REPORT AND ENDING BALANCE, INCLUDING INCOME AND EXPENSES FOR THE 2003 FALL TREE CARE SEMINAR AND THE NEVADA DIVISION OF FORESTRY'S URBAN FORESTRY TREE PLANTING GRANT (1-1007)** - Mr. Krahn reviewed the March 15, 2004 memo and the Account Activity Listing included in the agenda materials. No formal action was taken.

**3-F. ACTION REGARDING USING SHADE TREE COUNCIL FUNDS TO REIMBURSE THE CITY FOR POSTAGE, COPYING, AND OTHER OPERATIONAL EXPENSES (1-1101)** - Based on the budget information provided in the previous agenda item, Chairperson Bondiett expressed the opinion that Council funds were sufficient to offset postage, copying, and operating expenses. In response to a question, Mr. Krahn advised that the City's Internal Auditor will be conducting audits of all the boards, commissions, and committees which are advisory to the Board of Supervisors. He described the scope of the audit and, in response to a further question, expressed the opinion that offsetting the operating expenses would be a good way to demonstrate the Council's fiscal responsibility. He discussed

## **CARSON CITY SHADE TREE COUNCIL**

### **Minutes of the March 25, 2004 Meeting**

**Page 4**

the benefit to the community represented by the Council's volunteer time and expertise. **Member Brewer moved to pay actual postage, copying, and operational expenses from Council funds.** Member Ruffridge requested an amendment to indicate the current fiscal year. **Member Brewer so amended her motion. Vice Chairperson Roberts seconded the motion. Motion carried 6-0.**

**3-G. ACTION TO FINALIZE THE SHADE TREE COUNCIL'S LIAISON ASSIGNMENTS AND COUNCIL MEMBERS' RESPONSIBILITIES** (1-1237) - Chairperson Bondiett referred to the revised table included in the agenda materials. In response to a question, Mr. Krahn advised that he would request the appropriate staff coordinators to add the Council members to the agenda mailing lists. Member Trenoweth explained his role as a Council liaison in reviewing the various agendas and attending public meetings. (1-1349) The Council members acknowledged their approval of the revised table, and requested Mr. Krahn to reagenda this item for the April meeting in order to include the new member.

#### **4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS** (1-1372) - Member Brewer advised that she would be absent from the April 22<sup>nd</sup> Council meeting because of interviewing for a position on the CAT-10 Executive Board. She will be present at the Arbor Day Celebration. Vice Chairperson Roberts advised of having spoken with Mr. Krahn and Deborah Wiggins regarding the phone books for trees program. One of the schools will be receiving 136 trees, and Vice Chairperson Roberts expressed the hope that the Council will be able to get involved earlier in this program next year if the trees planted this year do well. She suggested monitoring the success of the tree plantings over the next year. Mr. Krahn advised that the School District Buildings and Grounds Maintenance Superintendent is in the process of obtaining soil samples. Once the soil samples are analyzed, Mr. Fahrenbruch has volunteered Ms. Sinnott to assist with tree selection. Vice Chairperson Roberts advised of her willingness to begin working on the Tree Selection Guide and, in response to a question, Mr. Krahn discussed the status. He offered to set up a meeting of the working group. Member Trenoweth reported that he would be absent from the April 22<sup>nd</sup> meeting due to out-of-state family commitments. He will return in time for the Arbor Day Celebration. He further reported on his attendance at several advisory committee meetings; however, trees were not discussed. Member Ruffridge reported on his participation as a judge in the statewide Arbor Day Poster Contest. He advised that the Carson City winner did not win the statewide contest, and there was some "very, very good artwork." In response to a question, he discussed awards for the statewide contest. Member Keever advised of having recently completed the leadership training course sponsored by the City. Chairperson Bondiett discussed her participation in the leadership training course. She discussed GROW's grant funding proposal to the Nevada Division of Forestry, and their request for a letter of support from the Council.

**STATUS REPORTS AND COMMENTS FROM STAFF** (1-1929) - Mr. Krahn provided background information on the Living Tree Memorial Dedication Ceremony, a flyer for which was included in the agenda materials. In response to a question, he advised that the coordinator of the memorial will be presenting a request to the Council, sometime in the fall, to endorse a location in Carson City. He referred to the resolution included in the agenda materials and provided a brief overview of the same. He advised that the deadline for Street Tree Program applications is March 31<sup>st</sup>. He provided the City's Annual Report to the Council members, and provided an overview of the same.

**FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS** (1-2129) - Previously covered.

**CARSON CITY SHADE TREE COUNCIL**

**Minutes of the March 25, 2004 Meeting**

**Page 5**

**5. ACTION ON ADJOURNMENT (1-2132)** - Member Trenoweth moved to adjourn the meeting at 7:17 p.m. Member Brewer seconded the motion. Motion carried 6-0.

The Minutes of the March 25, 2004 meeting of the Carson City Shade Tree Council are so approved this 27<sup>th</sup> day of May 2004.

---

JEAN BONDIETT, Chair