

TUMWATER TREE BOARD MEETING

MINUTES OF VIRTUAL MEETING

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CONVENE: 7:02 p.m.

PRESENT: Chair Trent Grantham and Commissioners Brent Chapman, Joel Hecker, Michael Jackson, Tanya Nozawa, and Dennis Olson.

Excused absence: Commissioner Jim Sedore.

Staff: Planning Manager Brad Medrud.

CHANGES TO AGENDA: There were no changes to the agenda.

**APPROVAL OF MINUTES:
TUMWATER TREE BOARD MARCH 14, 2022 MEETING MINUTES:**

MOTION: **Chair Grantham moved, seconded by Commissioner Hecker, to approve the minutes of March 14, 2022 as published. A voice vote unanimously approved the motion.**

TREE BOARD MEMBER REPORTS: Commissioner Hecker said he was able to review information on historic trees and the nomination process.

Commissioner Chapman advised that he recently submitted a nomination for two trees on the Fred Meyer site. He requested assistance in identifying the property owner to discuss the nomination and seek permission for submitting the trees for nomination. Manager Medrud offered to follow-up with the information. He added that the Fred Meyer project was one of his first projects as a consultant working for the team that constructed the Fred Meyer store and the area near Panda Express.

MANAGER'S REPORT:

TUMWATER VACCINATION GUIDELINES Manager Medrud referred to information on the COVID-19 vaccination policy for board and commission members dated January 2022. Vaccination by members of the Tree Board need not be documented for the Arbor Day event, as it is a short-term one-time event. However, when the Board resumes in-person meetings, the policy will be applicable for providing proof of vaccination to the Human Resources Department. The City Council has scheduled its first hybrid meeting on April 19, 2022. Eventually other boards and commissions will initiate hybrid meetings.

PUBLIC COMMENT: There were no public comments.

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2022 ARBOR DAY DISCUSSION:

Manager Medrud reviewed the status of the order for Arbor Day plants and supplies. The event is scheduled on Saturday, April 23, 2022 from 10 a.m. to noon at Tumwater Historical Park. Event set-up is scheduled to begin at 9 a.m. The Parks and Recreation Department are setting up tables, banners, and directional signs. Confirmation of the member picking up the trees needs to be confirmed, as well as the schedule for the Board during the event. All supplies for the giveaway bags except for the one-gallon native plants have been received.

Manager Medrud and members discussed arrangements for picking up 100, one-gallon trees. Manager Medrud offered to coordinate the arrangements to pick-up and deliver the plants. Commissioner Chapman suggested contacting the vendor to find out whether delivery of the trees on Saturday would be arranged.

Commissioner Hecker advised that he would be unable to attend the event, as he is not in the area for several weeks.

Commissioners Chapman confirmed his attendance from 9:30 a.m. to 11 a.m. Commissioner Nozawa said she could attend from 9:00 a.m. to 10:30 a.m. Commissioner Olson advised that he could attend from 9:30 a.m. to 11:30 a.m. Chair Grantham and Commissioner Jackson advised that they would be present during the entire event.

A Tree Board photo opportunity is scheduled at 11 a.m. during the Arbor Day event at Tumwater Historical Park. Mayor Sullivan and Councilmembers Schneider, Agabi, and Cathey will attend, as well as the possibility of Councilmember Althausen attending. The event will feature a tree planting as part of the photo opportunity. The tree is a vine maple from Plant Place.

Manager Medrud reviewed a draft of the Arbor Day plant list prepared by Commissioner Sedore. Staff formatted the document and plans to print the list for distribution with each tree giveaway. Commissioner Hecker recommended adding a picture of each tree/plant. Chair Grantham offered to provide photos of plants if available.

Manager Medrud affirmed he would follow up on tree delivery arrangements, as well as the vine maple by the vendor. If not possible by the vendor, he will follow up with staff for City delivery of the trees and the vine maple. He will follow up with the Chair for pictures of the trees to finalize the Arbor Day Plant brochure. Commissioner Chapman suggested following up with the vendor to ensure the trees are labeled individually. Chair Grantham suggested including blank address labels with the Arbor Day supplies. Commissioners recommended scheduling the set-up time as 9:30 a.m.

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TREE BOARD TRAINING PROGRAM DISCUSSION:

Manager Medrud referred to training information included in the agenda packet. He thanked members for forwarding their resumes, which will be used during discussions on training and background of each member.

Chair Grantham asked about the meeting schedule and whether meetings would be scheduled for every other month. Manager Medrud advised that the new Sustainability Coordinator will begin as staff liaison to the Board. Alyssa Jones-Wood is scheduled to begin with the City on May 1, 2022 and will attend the Board's May meeting.

Manager Medrud reported staff released a bid for a consultant to assist the City and the Board on updating the tree protection ordinance. The initial solicitation generated two responses. Both consultants expressed interest but were unable to submit information because of other company priorities/projects. Staff is considering other options. The Board's assistance in the future might require monthly meetings to review tree the protection ordinance and landscaping codes. If Tree Board rules and procedures have not been adopted, the Board should consider a discussion on adopting rules and procedures.

Commissioner Chapman asked about the possibility of prioritizing training to ensure the most important training is completed. Manager Medrud said the information within the agenda packet included all possible training opportunities. Some of the training is required by the state on the Open Public Meetings Act. He suggested focusing on topics applicable to the Board's work to update codes and regulations. The Board could also consider discussing the establishment of an annual work program similar to the Planning Commission as well as conducting a self-analysis on the outcome of the work program at the end of each year.

Chair Grantham recommended initiating training on the basis for development review, decision-making, and a review of different codes applicable to planting trees. Manager Medrud said the Planning Commission is scheduled to review a development project at its first meeting in May. He suggested modifying the review for a review by the Tree Board in May. Commissioner Chapman suggested adding case studies of successful and unsuccessful plantings.

Manager Medrud said his goal is to transition the Board's ongoing work to Sustainability Coordinator Wood with his assistance as needed.

MAYOR'S MEETING WITH THE TREE BOARD:

The review was deferred to a future meeting.

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NEXT MEETING DATE: The next meeting is scheduled on May 9, 2022.

ADJOURNMENT: **With there being no further business, Chair Grantham adjourned the meeting at 7:40 p.m.**

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net