

MINUTES
Final
City of Dallas
Urban Forest Advisory Committee

Tuesday, May 2, 2006, 4:00pm
Park and Recreation Department Conference Room
Dallas City Hall

Attending Committee Members:

Chip Clint, Michael Hellmann, Steve Houser, Chair; Frank Libro, Mayor's Chief of Staff; Councilmember Pauline Medrano, Gary Olp, Jeff Quinters, Luis Salcedo, Bill Seaman

Absent Committee Members:

Michael Anderson, Councilmember Leo Chaney, Jr., Matt Grubisich, Wesley Harder, Cassandra McLaughlin, Councilmember Ed Oakley, Norm Strang, Michael Sultan, Keith Thomas

Attending Guests:

Dick Coupe, North Texas Master Naturalists; Jim Wagner, North Texas Master Naturalists

Chairman, Steve Houser, called the May 2006 meeting of the Urban Forest Advisory Committee to order at 4:05pm. The Chair circulated the Sign-In Sheet, asking each attendee to record their attendance. He then distributed copies of the meeting agenda.

Mr. Houser asked if there were any additions, revisions, or corrections to the minutes of the April meeting Minutes, which were distributed for review by email. Being none, the Chair asked for a motion to approve the minutes. Mr. Salcedo made the motion and Mr. Clint seconded it. The motion passed unanimously.

The Chair urged the committee members to remember that many members are overwhelmed with the volume of emails they receive daily, and to be cautious about selecting "reply to all" when responding to UFAC emails. He asked committee members to respond by selecting "reply to all" only when the response is important to all UFAC members.

Mr. Houser distributed to all attendees, copies of an email from Sara Beckelman, President of the North Texas Chapter of the Texas Master Naturalist Program, to all of the North Texas Master Naturalists. The email contained information regarding the Urban Forest Advisory Committee, explaining its formation, the meeting with the Dallas Morning News Editorial Review Board, UFAC's mission, and the opportunity for North Texas Master Naturalists to volunteer by serving on teams or working on committee projects.

Mr. Houser asked Mr. Coupe if he would serve as the official liaison between the committee and the North Texas Master Naturalists. The chair explained the primary role would be to provide a communication link between the two bodies. Mr. Coupe said he would accept the position.

Mr. Houser introduced James Wagner to the committee. Mr. Wagner noted that he was a Master Naturalist "In Training" and was very interested in the Urban Forest Advisory Committee's activities.

Mr. Houser informed the committee that he had a very constructive meeting with Councilmember Chaney the previous week. Mr. Chaney, who chairs the Council's Quality of Live Committee, would like his committee briefed on the mission and activities of UFAC. Mr. Chaney will coordinate the selection of a briefing date with Mr. Houser. Mr. Houser asked that any UFAC member wishing to attend the briefing please notify him so he can keep them informed.

Mr. Houser also noted that he had met with Councilmember James Fantroy on Monday. He stated the meeting was very constructive.

Michael Hellmann updated the committee on the State of Texas' 117th Arbor Day Observance held on April 28. Mr. Hellmann stated that while the weather was not cooperative, the event was very well attended and successful. All the activities took place in City Hall's Flag Room, overlooking the newly planted trees at City Hall Plaza. Mr. Seaman stated that personally and on behalf of the committee he wanted to thank Michael, Matt Grubisich, and all those individuals involved in organizing the event for their efforts and hard work.

Mr. Houser informed the committee that since the inception of the committee, he had been trying to think of an appropriate manner to thank the Mayor for her efforts and support in bring the committee to fruition. Thus, he had taken the liberty of selecting a gift for the committee to present to Mayor Miller. Policy required the cost of the gift be less than \$50 and his selection adhered to that policy. He presented the committee with a hand turned Mesquite Bowl, turned by Mr. Kevin Bassett. Mr. Houser added that along with the bowl was a package of one of the Mayor's favorite snacks—m&m's. A gift card was circulated for all the committee members to sign, and the bowl, with m&m's and card, was presented in a gift box to Mr. Libro to give to the Mayor on behalf of the committee members.

Michael Hellmann updated the committee on the Urban Forester position. He stated that he had received a number of applications and would be interviewing applicants in the coming weeks.

Mr. Houser distributed copies of the "Dallas Morning News Presentation" briefing book. He stated that he wanted two copies to go to Dick Coupe—one for Mr. Coupe's personal use and the other for the North Texas Master Naturalist's office as a reference source.

As the books were distributed, Mr. Libro stated that he had received his copy of the briefing book a few days earlier and had an opportunity to review it. He added that after reviewing the book it became clear to him why Mayor Miller had chosen Mr. Houser to chair the committee. Mr. Libro said he had been involved in preparing numerous briefing documents and he had reviewed many more; however, he had never seen a document that contain such a wealth of documentation and that was so well organized. Councilmember Medrano substantiated Mr. Libro's remarks. Mr. Houser thanked members of the committee for their remarks and added the briefing book was a collaborative effort and that he wanted to recognize his office staff, and particularly Lisa Pennington for the work that went into the book.

Mr. Houser also distributed copies of a draft letter to the Mayor and Council containing the committee's "Strategic Plan for the Urban Forest". He asked that each member take time in the next two weeks to review the briefing book and the draft letter and respond to him via email with all appropriate comments, "good or bad". He asked that should a committee member have no comments to email him stating such. The Chair's goal is to offer a final version for committee approval during the June meeting.

Mr. Houser then asked councilmember Medrano and attending city staff for their input on the proper protocol and best course of action beyond the committee's approval of the Strategic Plan. Ms. Medrano and Mr. Libro suggested that Councilmember Chaney's "Quality of Life Committee" and the Environmental Health Commission be briefed. Mr. Hellmann suggested that the Park and Recreation Board have a briefing in June. He added that the major goals of the Strategic Plan be presented in a 20-minute period and for the committee to request the board to acknowledge that the Urban Forest Advisory Committee plan meets with their approval.

Mr. Houser distributed the "UFAC Critical Area Team Member Listing". The following team leaders and members were presented to the committee for comment:

Survey, Inventory, and Tracking Team

Leader: Mr. Luis Salcedo

Members: Mr. Matt Grubisich, Mr. Bill Seaman

Land Planning, Development, and City Codes

Leader: Mr. Bill Seaman

Members: Mr. Walter Kilroy, Ms. Cassandra McLaughlin, Councilmember Pauline Medrano, Mr. Luis Salcedo

Tree Planting and Transplanting

Leader: Mr. Kurt Kretzinger

Members: Mr. Michael Anderson, Councilmember Pauline Medrano

Tree/Forest Maintenance and Management

Leader: Mr. Chip Clint

Members: Gary Olp

Fundraising

Leader: Open

Members: Open

Mr. Houser stated to let the record reflect the above noted appointments and he challenged all committee members to find at least one person who has the time and interest in being a member of a team.

Mr. Quinters distributed copies of TXU Electric Delivery's *Plan Before You Plant*, a information guide designed to help the public plant trees for energy conservation and selecting trees that are compatible with power lines and transmission rights of way. The booklet is available on-line at www.txuelectricdelivery.com.

Mr. Houser distributed copies of the NYC-OASIS, the web page for Open Accessible Space Information System for New York City. There was open discussion regarding the need for Geographic Information Systems (GIS) or a similar system/tool to map the urban forest. The discussion included a figure of one million dollars to complete a project similar to "Cool Houston". It was discussed that funding in this year's budget would be difficult to get because of the limited period of time, but funding from public sources was an alternate method that could be pursued. Mr. Houser challenged the attending committee members to find any item in the

city's budget that would have as significant benefit to all the citizens of Dallas as a completed urban forest inventory.

Mr. Houser reminded all the committee members that if they were going to request City of Dallas business cards to provide Michael Hellmann with the appropriate information before leaving the boardroom.

With the conclusion of the agenda items, Mr. Houser asked for a motion to adjourn the meeting. A motion to adjourn was made by Mr. Salcedo. Mr. Olp seconded the motion. The motion passed and the meeting adjourned at 5:05pm.

Minutes respectfully submitted,
Bill Seaman, Committee Member