

**Urban Forest Advisory Committee**  
**City of Dallas**  
**Tuesday, March 6, 2007 4:00pm**  
**Park and Recreation Department Conference Room**  
**Dallas City Hall**

**Attendees:**

*Michael Anderson, Stan Aten, Peter Blanchette, Dick Coupe, Philip Erwin, Michael FitzGerald, Joshua Hathaway, Steve Houser, Kurt Kretsinger, Eric Lerner, Cassandra McLaughlin, Gary Olp, Cassie Pierce, Walter Passmore, Jeff Quinters, Luis Salcedo, Bill Seaman, Norm Strang, Nicole Waldman*

The meeting was called to order by Chair, Steve Houser, at 4:00pm. Mr. Houser welcomed all in attendance and introduced Nicole Waldman, from the Office of Environmental Quality.

The Chair announced that Mr. Michael FitzGerald had been asked and agreed to serve as the leader for a team responsible for the Urban Forest Advisory Committee's public relations and media communications. Mr. Houser thanked Mr. Fitzgerald for leading the new team.

The Chair asked the committee members if they had reviewed the minutes from the February meeting that were posted on the website. He asked if there were any corrections or additions. With none noted, he asked for a motion to approve the minutes as written. Luis Salcedo made a motion and it was seconded by Phil Erwin. The motion was approved unanimously.

Mr. Houser called on Mr. Walter Passmore, City of Dallas Urban Forester, for a report on the status of the KATY Trail tree planting project. Mr. Passmore distributed a draft Position Statement for committee review and discussion. After the committee members reviewed the draft, several suggestions were made to amend the statement. The following points were made to justify the content of the Position Statement.

- Approximately 200 appropriate trees will be planted as replacement trees.
- Selection and placement of the new trees will be consistent with the KATY Trail Master Landscape Plan.
- The trees scheduled for removal are subject to more extensive pruning than in the past because of pending federally increased clearance regulations.
- The National Arbor Day Foundation, which is participating in the tree planting, is allowing the selection of local planting stock.
- Change the wording in the first paragraph from "maintain proper clearances" to "maintain federally required clearances".

The question was asked if the public had been adequately informed as to the actions planned by TXU. Mr. Passmore stated that the property owners along KATY trail were aware of the plans, and they had been outlined in the most recent Friends of the KATY Trail newsletter. A copy of the newsletter was then circulated among the committee members. Acting Chief Arborist, Philip Erwin, stated the plans addressed all issues related to Article X of the Dallas Development Code. A motion to approve the Position Statement with modifications, and to post it on the UFAC website, was made by Norman Strang and seconded by Luis Salcedo. There was no additional discussion and the motion was passed unanimously. The Chair asked Mr. Passmore to finalize the Position Statement and email it to him. The Chair stated that he would then print the statement on UFAC letterhead, sign the document as committee chair and transfer the document to Eric Van Steenburg, Executive Director for Friends of KATY Trail.

The Chair then asked for Team Leader reports.

Luis Salcedo reported that he, Mr. Houser, and Mr. Passmore recently met with Drs. Briggs and Qui from the University of Texas at Dallas regarding the current technology on remote sensing. Mr.

Salcedo stated that the doctors were willing to make a full presentation to the committee. Mr. Houser added that from the meeting he had learned that the goal of creating an inventory of the Dallas urban forest could possibly be accomplished in less time and at a much lower cost than the Houston study because of the rapid changes in the technology. Mr. Houser asked the committee members if they would be interested in having the doctors make their presentation to the committee. The consensus of the committee was that the information would be valuable and the committee would appreciate seeing the presentation. Mr. Salcedo stated that he would see if the doctors would be available to make that presentation at the April UFAC meeting.

Bill Seaman reported that he and Mr. Erwin have been attending the Sustainable Development Task Force meetings. Mr. Seaman noted that the hope of having some minor changes available for consideration by the current City Council was not feasible since all changes to Article X are required by law to be reviewed by ZOAC and the City Planning Commission. The scheduling of the two bodies eliminated the prospect of changes being heard before June. Mr. Seaman added that Mr. Erwin was continuing to identify parts of Article X which needed addressing and the Team would bring those items forward for discussion by the committee.

Kurt Kretsinger reported that 16 trees had been procured from the tree nursery at DFW International Airport for planting at White Rock Lake. He also stated that the tree-planting handbook was still under review by the City Attorney's Office and hope it would be released for printing soon.

Mike FitzGerald reported that he and his Team were busy preparing for the public relations and media coverage for the Mayor's Challenge. In addition, a committee logo was being developed. Mr. Houser stated that because of the tight time-line it may be necessary for the logo to be approved by the committee via e-mail.

Mr. Houser reported on the details of the tree climber training for the Mayor's Challenge, and the preparations for the event. Presently, three mayors are confirmed to compete. The Frito-Lay Company has contributed to the event, and the National Arbor Day Foundation is contributing 100 trees to be planted along KATY Trail. Mayor Miller will ask all the attending officials to pledge funding for planting more trees in their communities or pledge more funding for tree maintenance.

Mr. Houser reminded committee members of the committee's website. UFAC documents, including minutes, the mission statement, and the annual report to the Mayor will be posted at [www.dallastrees.org/lisfiles.asp](http://www.dallastrees.org/lisfiles.asp).

The Chair reported that Earth Day Jam 2007 contract has been received and forwarded to the City Attorney's Office for review. Because the venue moved to Los Angeles, many contract changes were required. The committee needs to provide UFAC banners, the committee logo for promotional materials and possible a short video clip.

Mr. Houser distributed a Draft Position Statement outlining proposed general donation expenditures. The purpose of the statement is to provide EDJ 2007 with information to the public as to how contributions to UFAC will be expensed. Mr. Passmore stated that the document should have a statement that qualifies that the committee could revise the document's percentages. It was noted that a guideline should be established regarding how funds should be spent. Bill Seaman suggested the words "in the Dallas area" be changed to "within the City of Dallas". The chair asked for a motion to approve the Position Statement with noted modifications. The motion was made by Gary Olp and seconded by Luis Salcedo. There was no additional discussion, and the motion passed unanimously.

The Chair distributed copies of The Dallas Foundation UFAC Sub-fund annual statement for the committee's review. The summary covered the period from January 1, 2006 through December 31, 2006. Also distributed were copies of the "Thank you" letters from the Dallas Foundation to donors, and the "Thank you" letters that were sent to donors from the Urban Forest Advisory Committee.

Mr. Houser recognized Michael Anderson for obtaining a more detailed contract with the Dallas Park Foundation which more clearly states basic protocol and the responsibilities of each party. Mr. Houser stated that he only has one copy, but he will make copies available for any committee member that would like to have one. Mr. Houser added that additional procedural systems needed to be established and noted that a petty cash fund be established. The position of a Treasurer might be appropriate for consideration.

Mr. Houser asked Mr. Anderson to research the possibility of establishing an endowment fund through the DPF for the purpose of having an account to place any funding as a result of EDJ2007. The goal would be to fund urban forestry in the City of Dallas in perpetuity.

The Chair announced that a pledge of \$3,000 has been made by Stuart and Shirley Crow to support the Mayor's Challenge.

Mr. Houser asked all committee members to mark their calendars for April 19, to meet at Reverchon Park, for the Mayor's Challenge. The event is hosted by Mayor Miller and the Urban Forest Advisory Committee, and sponsored by the National Arbor Day Foundation, Frito-Lay, Texas Scottish Rite Hospital, Dallas Park and Recreation Department, Friends of KATY Trail, Friends of Reverchon Park, and the Texas Chapter of the International Society of Arboriculture.

Mr. Houser asked the Team Leaders to set exact goals for their respective teams and prioritize the goals.

Mr. Stan Aten announced plans for Oak Cliff's Earth Day celebration, which will be held at beautiful Lake Cliff Park. Mr. Aten said he hoped 1,500 people would participate in the event.

There being no other business, the meeting was adjourned by the Chair at 5:20pm

Respectfully submitted,

Bill Seaman,  
Committee Member