

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the August 26, 2004 Meeting**  
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, August 26, 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  
Terrill Ozawa  
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 5:32 p.m. Roll was called; a quorum was present. Member Ruffridge was absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0017)** - None.

**1. ACTION ON APPROVAL OF MINUTES - May 27, 2004 (1-0020)** - Member Brewer moved to approve the minutes. Member Trenoweth seconded the motion. Motion carried 6-0.

**2. CHANGES TO THE AGENDA (1-0025)** - None.

**3. AGENDA ITEMS:**

**3-A. ACTION TO SUPPORT STAFF'S RECOMMENDATION TO THE CARSON CITY BOARD OF SUPERVISORS TO ALLOCATE \$7,500 OF "QUALITY OF LIFE" TAX INITIATIVE FUNDING FOR LANDSCAPE ARCHITECTURE AND ENGINEERING DESIGN FEES FOR THE CARSON CITY FREEWAY'S NEIGHBORHOOD GATEWAY DEMONSTRATION PROJECT AT NORTHRIDGE DRIVE (1-0028)** - Mr. Krahn provided background information on this item, and an overview of the pertinent agenda materials. He discussed the North Carson Street Beautification Project which was funded by a Question #18 allocation approved by the Council, and GROW's mission to landscape the freeway bypass.

(1-0092) Mary Fischer, President of GROW, provided background information on GROW's mission and vision. She advised that the Nevada Department of Transportation has adopted a landscape plan for all new construction in Nevada. The plan provides for 3% of the total construction cost to be allocated toward landscape. Ms. Fischer clarified that the landscape plan is not retroactive to phase 1 of the bypass. She advised that GROW applied for a \$1.4 million federal demonstration grant following conceptual approval of the bypass landscaping. The grant funding, if received, will be allocated for native trees and vegetation on the cut slopes, and drip irrigation, trees, and plants at the gateways and interchanges. She advised of a recent meeting with Senator Harry Reid to discuss the grant application.

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Ms. Fischer discussed the importance of a demonstration project for the benefit of the community. She suggested that the citizens of Carson City most likely don't realize how the completed bypass will look. She pointed out that, although it is not yet "up to grade" and the sound barrier walls have yet to be placed, the bypass is already blocking views. She suggested that landscaping even one gateway/interchange would provide more incentive for community support if the federal grant funding is not received. She advised that the Carmine gateway was chosen for the demonstration project because of its visibility and size. She noted the proximity to the proposed Boys and Girls Club location and advised that the gateway comprises approximately one acre. Ms. Fischer advised that the design fees have been estimated at \$18,000. The City granted \$7,500 in one-shot community services funding, and Coldwell Banker-National Best Sellers has donated \$3,000 over the past two years. Ms. Fischer explained that if the remaining \$7,500 is granted, GROW will request the Regional Transportation Commission ("RTC") to designate the demonstration project as first priority under this year's ISTEA grant. If no other ISTEA applications are submitted, GROW will then request funding to landscape three gateways. Ms. Fischer advised that the funding will be administered by the Parks Department. Mr. Krahn advised that GROW has exhausted the search for possible funding sources, and explained that this item was agendaized to keep the project moving forward. He further advised that staff considers the project to be an acceptable use of Question 18 beautification funds.

Mr. Krahn advised that interpretive signage will be installed as part of the project, which will hopefully translate to "community momentum." He explained that landscaping the interchanges will cost approximately \$500,000. Once the detail drawings are complete, permit applications can be submitted. Mr. Krahn explained that timing is critical to the process in order to be ready to begin the demonstration project as soon as the slopes are released. The Regional Transportation Commission would then only have to commit funding for construction, not design costs.

Ms. Fischer advised that Carson City will receive a certain amount of enhancement project funding because of being a metropolitan planning organization ("MPO"). She discussed the investment by NDOT, in phase 1 of the bypass, to accommodate landscape, including installation of electrical and water sleeves, installation of water and electrical connections for timers and irrigation systems, placement of donated boulders, and topsoil for 300' from each side of the interchanges. The initial cost estimate, provided in 1998, for freeway landscape on phase 1 was \$3 million. Because of NDOT's contributions, the cost has been reduced to \$1.4 million. Ms. Fischer expressed certainty that Senator Reid's office will take into consideration the fact that "everyone has been working together."

Mr. Krahn discussed the importance of timing in light of the City's recently attained MPO status. In response to a question, he discussed the reasons for selecting the Carmine gateway, including ease of maintenance access for Parks Department crews, visual exposure, and connections to the Northridge Linear Park. Ms. Fischer acknowledged that a multi-use path will run the entire length of phase 1. She advised that GROW is advocating a multi-use path for phase 2, as well. She discussed the cooperative approach to the bypass landscape project among City staff, NDOT staff, the engineers, maintenance staff, etc.

In response to a question, Mr. Krahn advised that October 7<sup>th</sup> would be the earliest this item could be forwarded to the Board of Supervisors. He acknowledged that the funding would be allocated from the current fiscal year which ends June 30, 2005. In response to a question, Ms. Fischer advised that the project would move forward immediately if the RTC designates it as a first priority. She discussed the mechanism for allocating MPO funding for transportation enhancement projects.

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Vice Chairperson Roberts moved to support the recommendation to the Carson City Board of Supervisors to allocate \$7,500 of Quality of Life Tax Initiative funding for landscape architecture and engineering design fees for the Carson City freeway Neighborhood Gateway Demonstration Project at Northridge Drive. Member Ozawa seconded the motion. Motion carried 6-0. Ms. Fischer thanked the Council members, and invited them to attend a brown bag lunch meeting at Silver Saddle Ranch on Friday, August 27<sup>th</sup> at 5:30 p.m.

**3-B. ACTION TO SUPPORT STAFF'S RECOMMENDATION TO THE CARSON CITY BOARD OF SUPERVISORS TO ALLOCATE \$10,000 OF "QUALITY OF LIFE" TAX INITIATIVE FUNDING FOR THE STREET TREE PROGRAM (1-0665)** - Mr. Krahn reviewed the August 17<sup>th</sup> memo included in the agenda materials, and provided background information on the Street Tree Program. Member Ozawa moved to approve staff's recommendation to the Carson City Board of Supervisors to allocate \$10,000 of Quality of Life Tax Initiative funding for the Street Tree Program. Member Trenoweth seconded the motion. Motion carried 6-0.

**3-C. ACTION ON THE NOVEMBER 10, 2004 FALL TREE CARE SEMINAR (1-0728)** - Discussion took place with regard to the date, and Chairperson Bondieth requested the Council members to calendar the seminar and plan to attend. Member Brewer read into the record the request for quote letter she had sent to various caterers, and reviewed the responses received to date. Discussion took place regarding the menus, and consensus of the Council was to specify a continental breakfast, and soup and sandwiches for lunch. Member Brewer agreed to pursue additional quotes and report back to the Council at the next meeting. Mr. Krahn agreed to check into whether catering for Council functions would be tax exempt.

Discussion took place regarding seminar speakers, and Member Trenoweth agreed to participate with Members Ruffridge and Keever to line up speakers. Vice Chairperson Roberts volunteered, with assistance, to create the centerpieces. Mr. Krahn suggested sending a "Save the Date" postcard to everyone on the seminar mailing list. Extensive discussion took place regarding a seminar theme, and consensus of the Council was "Tree Care - Drought, Wind, and Fire." Additional discussion took place regarding seminar topics, including a tour of the C-scape area at Mills Park, wind breaks, fire resistant landscape, fire rehabilitation, defensible space as related to trees, reclaimed water usage, NDEP regulations, etc. Chairperson Bondieth requested the Council members to consider additional topics and speakers, and be prepared to finalize details of the seminar at the September Council meeting. No formal action was taken.

**3-D. ACTION REGARDING THE CARSON CITY RECOMMENDED TREE SPECIES LIST AND MATRIX (1-1691)** - Vice Chairperson Roberts provided background information on this item, and reviewed the pertinent agenda materials. She advised that the information was entered into a Microsoft Access data base and loaded on the computers at the Parks Administration Office. She reviewed the matrix format and advised that, once it is approved, the next step will be to finalize the data. She suggested having a citizen group review the final draft, and Mr. Krahn suggested that the group could include Cooperative Extension staff, local contractors, etc. Discussion took place regarding suggested format revisions, and Mr. Krahn suggested developing a cover letter explaining the purpose of the list. The Council members commended Vice Chairperson Roberts on her good work. No formal action was taken.

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**3-E. ACTION ON THE TREE SELECTION GUIDE (1-2151)** - Mr. Krahn advised that once the tree species list is finalized, the tree selection guide project can move forward. Discussion took place regarding photographs. Mr. Krahn responded to questions regarding the status of a GPS project on which a former Street Department intern was working to identify street trees. No formal action was taken.

**3-F. REPORT ON THE NEVADA SHADE TREE COUNCIL AND THE NEVADA DIVISION OF FORESTRY'S STATEWIDE URBAN AND COMMUNITY FORESTRY CONFERENCE IN RENO, NEVADA HELD ON SATURDAY, JUNE 5, 2004 (1-2212)** - Vice Chairperson Roberts referred to the notes included in the agenda materials, and discussed her impressions of the conference. She responded to questions regarding Boulder City's "Plant Days." She and Mr. Krahn reviewed the materials which she provided and he archived. Mr. Krahn advised that the materials are available for review at the Parks Administration Office.

**3-G. ACTION REGARDING THE SHADE TREE COUNCIL APPLYING FOR A TREE CITY USA GROWTH AWARD (1-2343)** - Mr. Krahn provided background information on this item, and reviewed the application materials included in the agenda packets. Discussion took place regarding Council activities which would qualify, and Chairperson Bondieth suggested establishing the October Council meeting as the deadline for submitting materials for the Tree City USA and the Growth Award applications. No formal action was taken.

**3-H. ACTION REGARDING THE SHADE TREE COUNCIL'S INVOLVEMENT IN THE COMMUNITY COUNCIL ON YOUTH'S PROGRAM, YOUTH AT THE TABLE (1-2540)** - Vice Chairperson Roberts advised of having attended a recent Youth at the Table meeting, and that the potential youth participant will be interviewed by the Council just like any other candidate. She distributed proposed interview questions to the Council members and staff, and reviewed the same. She advised that the CCOY Youth at the Table Coordinator Rosa Laurie will be providing a list of interview questions as well. She will be providing Ms. Laurie a list of expectations, including regular meeting attendance and preparation. She will be attending another training session soon. Discussion took place with regard to agendizing interviews. No formal action was taken.

**3-I. UPDATE ONLY ON SELECTION OF THE NEW PARKS AND RECREATION DIRECTOR (1-2683)** - Chairperson Bondieth acknowledged that she had participated in the interview panel, and advised that each of the candidates was very well qualified. Mr. Krahn advised that one candidate withdrew his name following the interview process, and that Human Resources is in the process of conducting background checks on the remaining candidates. He anticipates an announcement within the next two weeks, and that the position will be filled prior to mid-October. Member Trenoweth suggested inviting the new Director to attend a Council meeting.

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-2802)** - Member Ozawa discussed tree planting projects which have been taking place at Washoe Lake State Park. Member Trenoweth reviewed the meetings he has been attending as a Council liaison. Discussion took place regarding follow up on commitments and assignments made at monthly Council meetings, and Chairperson Bondieth advised that she takes notes at each meeting. Vice Chairperson Roberts advised that she is awaiting a reply from Dick Post regarding the State Shade Tree Council candidates. Chairperson Bondieth

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circulated a *Nevada Appeal* article publicizing the Council meeting, and requested Mr. Krahn to archive it. Chairperson BondiETT relayed details of a phone call from Internal Auditor Steve Wolkomir in conjunction with his boards, commissions, and committees audit. Mr. Krahn provided additional information on the audit, and discussion took place with regard to the same. Chairperson BondiETT relayed details of phone conversations with two different private developers who have expressed concern over large trees which they would like to save but have been instructed by staff of both the Planning and Community Development and the Engineering Departments to remove them. She advised of having scheduled meetings with both developers, and suggested that the Council agendaize discussion of this matter for a future meeting. Mr. Krahn requested Chairperson BondiETT to keep him informed of future discussions.

**STATUS REPORTS AND COMMENTS FROM STAFF** (1-3149) - Mr. Krahn reviewed the Carson City Master Plan Update information which was distributed to the Council members and staff prior to the start of the meeting. He requested the Council members to inform him of their interest in participating in the scheduled public meetings.

**FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS** (1-3259) - Previously covered.

**5. ACTION ON ADJOURNMENT** (1-3265) - Member Brewer moved to adjourn the meeting at 7:56 p.m. Member Trenoweth seconded the motion. Motion carried 6-0.

The Minutes of the August 26, 2004 meeting of the Carson City Shade Tree Council are so approved this 23<sup>rd</sup> day of September, 2004.

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JEAN BONDIETT, Chair