

MINUTES OF THE REGULAR MEETING OF THE CARLSBAD ARBOR DAY FOUNDATION  
TREE CITY NEW MEXICO ADVISORY BOARD HELD AT THE PUBLIC WORKS  
CONFERENCE ROOM ON NOVEMBER 19, 2013 AT 4:30 P.M.

Voting Members Present:	Ken Britt Damian Armijo Dave Rogers Sandra Nunley	Chairperson Member Member Member
Voting Members Absent:	Julia Williams	Member
Board Secretary Present:	Luis Renteria	Parks & Rec. Superintendent
Others Present:	Kadee Wachholz	Public Works Executive Secretary

**The meeting was called to order by Ken Britt @ 4:36 pm**

**ITEM 1- ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM**

Present – Rogers, Armijo, Nunley, Britt; Absent – Williams

**ITEM 2- APPROVAL OF AGENDA**

Motion was made by Dave Rogers and seconded by Damian Armijo to approve the agenda.

The vote was as follows: Yes – Rogers, Armijo, Nunley, Britt; No - None; Abstain – None; Absent – Williams; The motion carried.

**ITEM 3- APPROVAL OF MINUTES HELD SEPTEMBER 17, 2013**

Motion was made by Dave Rogers and seconded by Sandra Nunley to approve the September 17, 2013 Minutes.

The vote was as follows: Yes – Rogers, Armijo, Nunley, Britt; No - None; Abstain – None; Absent – Williams; The motion carried.

**ITEM 4- DISCUSS TREE MEMORIAL PROGRAM:**

Ken Britt said the pamphlet is an example of how Hobbs does the Memorial Tree Program and the Board can modify it to make it appropriate for Carlsbad. Ken explained the citizen could either buy the tree from a vendor who will plant the tree or the tree could be supplied and planted by Luis Renteria's crew, it is open for discussion. The citizen could also be allowed a memorial plaque at the base of the tree. Locations and placement of the trees would be at the discretion of Luis Renteria. The Board could designate areas that trees are needed, the minimum size, and the group of species that would be available for their selection. Dave Rogers asked, according to the Hobbs Tree Memorial Pamphlet, if \$300 purchases the tree and the planting of it or do you pay \$300 plus the cost of the tree. Ken Britt explained the citizen would go to the recommended vendor and pay there. Luis Renteria said they wouldn't want to deal with any kind of funding so it would be

best for the citizen to purchase the tree from a local vendor, who will plant the tree and warranty it for a year. Once the location is picked, the Parks Department would run water to the tree. Luis said he is not sure how the program is working in Hobbs regarding tree replacement if a tree dies. He said he will find out from the Parks Superintendent in Hobbs how the program is going. Ken Britt said the Board and Luis Renteria should develop a list of approved vendors to supply and plant the trees as well as a listing of trees that would be acceptable by location. There will also be guidelines for a plaque to be purchased through a vendor. Luis Renteria said once a tree is planted, the City would be liable for the maintenance. He said another issue to consider is if the water levels are low due to a drought, they will not be able to water and they cannot guarantee to replace the tree. Ken Britt said it would be a good idea to dictate when the trees are planted. Ken asked which species would be best to plant, such as Cottonless Cottonwoods. Luis Renteria said any of the Oaks (Live Oaks, Red Oaks, etc.), or anything that is native to this area would be the best. Damian Armijo mentioned Ash. Luis Renteria mentioned Desert Willow and Bird of Paradise. Ken Britt said the Bird of Paradise is not native but they do well. Damian Armijo said he has a list of plants that are as close as you can get to native plants and will bring it to the next meeting. Ken suggested creating a list of native plants and acceptable commercial plants that are low water use. Dave Rogers said they should put something together and get them out to the funeral homes and churches (people who are directly involved with the funeral and memorial business) so people have the opportunity to exercise this option. Damian Arjimo asked if there would come a point when they ran out of places to plant these trees. Luis Renteria said they would designate specific areas to plant. Ken Britt said Luis Renteria and he will draft some initial guidelines and Damian Armijo will come up with an approved species list.

#### **ITEM 4- UPDATE ON THE FOLLOWING BOARD ACTIVITIES:**

- **Tree City Ordinance – Working Group:**

Ken Britt said the Draft Ordinance was submitted to Eileen Riordan, City Attorney, for her review.

- **Reports from Partnership Organization Liaison's**

Dave Rogers said he was speaking with Harold from West Funeral Home about the intentions of moving onto the next large section of the cemetery. He said there are no trees, and asked if that would fall under the Tree Board or Cemetery Board. Luis Renteria said the Cemetery Board already has plans. They did the design and have added places for trees in the alleys. They have plumbing for the irrigation system, which Garden Mart will install.

Ken Britt said he would like to discuss budgeting funds that have been appropriated to them from City Council for this fiscal year, which is \$20,000. He referred back to the report from the minutes of last meeting; The Board talked about supporting trees and buying the materials for irrigation at the Martin Luther King Park and Disc Golf Course, as well as plans for Arbor Day next year. Luis Renteria had spent \$3,597.25 for irrigation at MLK Park, which comes out of the money they were appropriated.

Luis passed out the bid and list of trees for the area at the Disc Golf Course and MLK Park. Luis spoke with Councilman Shirley, who thought the Board approved \$10,000 for this project. He asked the Board what they would like to budget for this project. Ken Britt said they did not budget a set amount. He asked if there was enough money left over for the rest of the year after the \$3,600 spent on irrigation and supplies. Luis Renteria said he would probably need another \$2,000 for irrigation for the Cottonwoods at the beach area. He suggested using the trees at the MLK Park/Disc Golf Course for Arbor Day. Luis said he hasn't looked at the location, but it is north of the

MLK Park pavilion. Ken asked if they will be marking the trees, putting them on a map or showing a description to the Parks Board. Sandra Nunley said Councilman Shirley would like the trees to enhance the Disc Golf Course. Damian Armijo said the October minutes stated that the trees are to create play hazard at the Course. Dave Rogers said the trees would be planted in the proper location by the vendor, and the City would be responsible for installing the irrigation. The vendor will be providing eight trees for approximately \$11,000, with three additional trees at no charge. Luis Renteria said the vendor will be providing established trees. He said Councilman Shirley and John Lowe picked out the species of trees and he put them out for bid. Luis explained other vendors could not bid on these established trees because they are too big. Ken Britt said the Board has \$20,000 for projects; \$5,600 is being saved for irrigation which leaves them with \$14,000. He asked what else the Board wants to do with the money this year. If they decide for the MLK Park/Disc Golf Course to be their Arbor Day Project, they would have a couple of thousand left over for another part of town. Ken recommended if they Board funds the MLK Park/Disc Golf Course, that it become their Arbor Day celebration. Dave Rogers said in terms of long term impact they are probably doing a better job saturating a larger project like the MLK Park and expanding the Course. He said after the \$5,600 for irrigation and the \$11,000 for this project, there will be about \$3,200 left over for other projects. Dave suggested spending the \$11,000 on trees for the MLK Park/Disc Golf Course.

Motion was made by Dave Rogers and seconded by Sandra Nunley to approve the bid for \$11,165 to Phil's Landscape to purchase and plant the trees as directed by the needs of the MLK Park and Disc Golf Course, and to use this as their Arbor Day Celebration.

The vote was as follows: Yes – Rogers, Armijo, Nunley, Britt; No - None; Abstain – None; Absent – Williams; The motion carried.

Ken Britt said for the record, the budget is as follows:

Approx. \$3,600 spent on irrigation at the MLK Park and Disc Golf Course

Approx. \$2,000 in reserve for future irrigation needs

Approx. \$11,200 for the MLK Park and Disc Golf Course, Arbor Day Celebration

Approx. \$3,200 for future projects

Motion was made by Dave Rogers and seconded by Damian Armijo to approve the budget.

The vote was as follows: Yes – Rogers, Armijo, Nunley, Britt; No - None; Abstain – None; Absent – Williams; The motion carried.

- **Report from City Arborist**

Luis Renteria gave his report: He is keeping track of all the expenditures for trees. The Parks Department is trimming trees at the beach area. Steve Hendley at the Golf Course spent around \$15,000 on trees and labor, expenditures that can be used per capita for the Tree City USA. He has not received the Tree City USA Application; it is due by the end of December.

Ken Britt said the Board needs to be thinking about where to use the rest of their budget in other areas in the community. He said they need to use their budget by March 2014.

Ken Britt said he spoke at both of the Lions Clubs about what it means to be a Tree City, how to become a Tree City, and what the Tree Board does.

**ITEM 5- SCHEDULE NEXT MEETING**

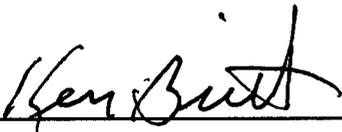
The motion was made by Dave Rogers and seconded by Damian Armijo to schedule the next meeting for January 21, 2014.

The vote was as follows: Yes – Rogers, Armijo, Nunley, Britt; No - None; Abstain – None; Absent – Williams; The motion carried.

**ITEM 6 – ADJOURNMENT**

The motion was made by Sandra Nunley and seconded by Dave Rogers to adjourn the meeting.

The vote was as follows: Yes – Rogers, Armijo, Nunley, Britt; No - None; Abstain – None; Absent – Williams; The motion carried.

 12-17-13  
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Ken Britt, Chairman