



Urban Forestry Board
January 14, 2015 – 3:00 P.M.
520 E Cascade Avenue, Sisters, OR 97759

Board Members:	Jerry Bertagna, David Magaret, Dave Moyer, Marcus Peck
Absent Members:	Alan Holzman, Patrick Burke
CDD Director:	Pauline Hardie
PW Director:	Paul Bertagna
Recording Secretary:	Carol Jenkins

I. CALL TO ORDER

Board Member Moyer called the January 14, 2015 Urban Forestry Board workshop to order at 3:00 p.m.

II. VISITOR COMMUNICATION

None at this time.

III. APPROVAL OF MINUTES

None at this time.

IV. URBAN FORESTRY BOARD DISCUSSION

- a. Review RFP for a Contracted City Forester
- b. Other Business

Board Member Moyer stated that the Board will be working on the RFP for a Contracted Urban Forester to help with the trees around town. He stated that he did get the proposal that Board Member Bertagna sent out. He stated that he has looked it over and had a few comments to make and either add or subtract from it as the Board sees fit.

Board Member Bertagna stated that the Board should look at the scope of work and what the qualifications should be at this time. He discussed the options he wanted the Board to look at pertaining to the following items:

Qualifications:

- Certified Graduate Forester or Arborist. The Board agreed on a Certified Forester or Arborist.
- A minimum of five years of experience in working with a forest and urban environment for private or public agencies. It would be five years of combined experience for both.
- Experience and training in identifying hazard and diseased trees in a developed recreational area or urban environment.

- Experience and training in applying arboriculture standards and methods in tree maintenance and pruning.
- Experience in applying silvicultural prescriptions to timber stand management for forest health and fire reduction.
- Experience in writing logging plans and timber sale contracts.
- Knowledge of water and soil Best Management Practices (BMP's) and how to apply them in managing timber stands.
- Knowledge of and experience in GIS mapping using ARC GIS.

A discussion by the Board took place regarding the requirements and qualifications for the City Contracted Forester at this time. (A CD of the discussion is available upon request).

Scope of Work:

Board Member Bertagna stated that he used quite a bit of what Director Bertagna gave to the Board as far as what work is needed to be done and what the City is looking for and what they have talked about in previous discussions. These are the items discussed:

Perform Hazard Tree assessment on all City Trees twice a year, once in the fall and once in early spring. This could be after the adverse winter weather where there could be tree damage that needs to be addressed. The Board agreed to only use the spring and eliminate the fall.

Be able to respond to hazard tree emergencies within four (4) hours. The Board agreed on the four (4) hour timeframe.

Be able to respond to non-emergency request for services by the City within a 24-hour plus or minus response time or a time agreed upon. The Board agreed on the 24-hours or a time agreed upon.

Advise the City on proper pruning and tree maintenance standards. The Board agreed.

Provide infrastructure, (water/sewer/storm/street) plan review to determine tree impacts and provide mitigation, and/or removal recommendations. The Board wanted to add 'protection' and to state mitigation/protection and/or removal recommendations.

Take part and advise the City on its annual Arbor Day activities. The Board stated that is a requirement under the Tree City USA as well as doing a City Urban Forestry Management Plan.

Develop and write a City Urban Forestry Management Plan with the assistance of the Urban Forestry Board to have completed by the fall of 2015. Urban Forestry Board will advise, provide cost estimates, and will work and assist. The Board agreed that the City Urban Forester will work with the Urban Forestry Board to write a City Urban Management Plan.

Do GIS mapping of all City owned trees for inclusion in the Urban Forestry Management Plan, excluding City owned timber lands (waste water treatment plant, Lazy Z, and Edgington Road properties). The Board agreed on doing a "Site Plan" to do the Management Plan, and discussed the different species, sizes, location of trees, etc. and do away with the GIS mapping at this time.

To advise the City on tree management and removal on City owned campgrounds and parks. *The Board agreed.*

Provide management of timber stands owned by the City, Waste Water Treatment Plant, Lazy Z, and Edgington Road properties). Recommend and apply silvicultural prescriptions to accomplish improve Forest stand health. Prepare logging plan and timber sale contract and administration of contracts. *The Board agreed on the importance of managing the timber stands – timber sales, and the logging contracts.*

A discussion by the Board took place regarding the Scope of Work at this time. (A CD of the discussion is available upon request).

Director Bertagna asked if any Board member wanted to add anything to the Scope of Work at this time.

Board Member Peck asked if there was any kind of written reporting process that was done for doing the surveying of the City.

Board Member Bertagna stated that they will have to come up with a report or a record of what they are doing. Usually, that would be listed on the package of what the City is asking for and a contract with all of the different elements. They have different sections on what is required – payments, licensing, bonds, insurance, records, notices, disputes, terminations, and the non-discriminations, etc.

Director Bertagna stated that they have standard contracts that have been approved by the insurance company and attorney. He stated he would give the Board what the City has done with the Lazy Z, etc. for examples. He stated that there are big differences between State and Federal agencies. He gave examples of what is required on the different processes at this time.

Board Member Moyer stated that in printing out the items that this contractor is going to bid on, he thinks that this needs to be broken down in two (2) to three (3) different bid items – the first part being general, and then, the others are specific items which need to be individual bids, or pricing so that if the City decides to do this – they can go ahead and pass it. Otherwise, someone may come in here and say this is a big project and here is a \$50,000 bill. He said that it should say that these are the basic things being asked for and it should read these are on a hourly basis.

Director Bertagna stated that on the top of the “Scope of Work” it should say, “To provide on-call services” it is not a permanent full-time employee position with the City. They need to know that there is not going to be a desk, it is not 40-hours a week – it is on-call.

Director Bertagna stated that he would give this (RFP) templet to Director Hardie and send it off to the Board.

The Board decided they should meet one (1) more time, develop some bid items, and revise the Draft RFP / Management Plan – Tree City USA which the Board heard this was a part of it.

Director Bertagna stated that there is a project downtown where the City was awarded a grant for a sidewalk project – he gave a visual showing Hood Avenue, S. Ash Street, the Gallery, and an

undeveloped corner that sidewalk connections that need to be made and a crosswalk across the street. During flooding events, there is water coming down this road, rolls around this corner, there is a deteriorated sidewalk, no sidewalk here, some storm drainage facilities, ADA ramps, etc. He discussed two (2) trees that there are plans to protect (visual) they are pine trees. One of them is under a power line that has been topped. He stated that in the scope of the project, the idea is to protect the trees – but they will be working around it digging swales (visual). This is the first project since the Board started meeting and Director Bertagna stated that he wanted the Board to look at this area and provide their expertise, etc. The location is by Ponderosa Properties.

Director Hardie came forward and gave a handout to the Board and stated that the Sno-Cap is adding onto their building and getting closer up to Pine and closer to Cascade. The two (2) trees towards the back of the property is in City right-of-way, but one (1) of their Conditions of Approval will be to put the sidewalk in, curb gutter, and pavement. She stated that the trees are in the way. She stated that she wanted to make the Board aware that there will be a new land use application. They will have deliveries, trash will be back there, no cars, and will put in street trees. There is a 30" juniper tree and a 24" cottonwood tree that are going to be taken down.

V. ADJOURNMENT

Board Member Moyer adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary