



## Urban Forestry Commission Meeting Agenda

April 16, 2025  
6:00 PM

### City Hall

Birch Conference Room  
415 W 6th St  
Vancouver, WA 98668-1995

In accordance with the Open Public Meetings Act (OPMA), the Urban Forestry Commission meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting remotely will also be accommodated (see details below).

MEETING ACCESS INFORMATION [Click here to join the meeting](#). To access by phone (audio only), call: 1-347-941-5324  
Phone Conference ID: 989 890 263#

1. **Call to Order and Roll Call**
2. **Approval of Minutes**  
March 19, 2025 and March 26, 2025
  - a. March 19, 2025 and March 26, 2025
3. **Community Introductions/Communications**
4. **Special Guest - City Manager Lon Pluckhahn meet with the Commission and share his vision for Vancouver. Commission to discuss.**
5. **Arbor Day 2025 Debrief - Commission to discuss.**
6. **Possible Joint Meeting with Clean Water Commission July 16th - Commission to discuss.**
7. **Program Updates – Commission to discuss**
  - a. AmeriCorps & Friends of Trees Update  
Program and Staff Report April
  - b. Annual Report 2024

## Urban Forestry Commission

### Members

Jesse Durfee  
Lucius Shields  
Melissa Johnston  
Susan Law  
Jamie Beyer  
Clif Barnes  
Vacant

### Urban Forestry Department

415 W. 6<sup>th</sup> Street  
Vancouver, WA 98660  
TTY: 711  
[www.cityofvancouver.us](http://www.cityofvancouver.us)

- c. 2025 Tree Stewards Training
- d. Commission Leadership Transition Chair/Vice Chair Election Prep  
Adopted Urban Forestry Commission Bylaws
- e. Subcommittee Reports - Committees to continue to meet outside regular Commission meetings

**8. Community & Arborist Communications\* – 3 minutes each**

**9. Urban Forestry Report - Commission to discuss**

**10. Commission Communications - Commission to report & discuss 3 minutes each**

**11. New Business/Agenda topics for future meetings - Commission to discuss**

**Adjournment**

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**Community Forum Instructions**

The public is invited to speak regarding any issue. Members of the public testifying are asked to limit testimony to three minutes. There are three ways to provide comments:

1. Writing: Public comments can be submitted in writing (name, address, contact information and comments) via email to [charles.ray@cityofvancouver.us](mailto:charles.ray@cityofvancouver.us) by noon on the day of the meeting.
2. Remotely: Remotely: Pre-register by phone at 360-487-8328 or email [charles.ray@cityofvancouver.us](mailto:charles.ray@cityofvancouver.us) by 5pm the day before the meeting
3. In Person: Pre-register by phone at 360-487-8328 or email [charles.ray@cityofvancouver.us](mailto:charles.ray@cityofvancouver.us) by 5pm the day before the meeting or fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at [www.c-tran.com](http://www.c-tran.com). You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

## Meeting Minutes

**Date** Wednesday, March 19<sup>th</sup>, 2025

**Time** 6 p.m.

**Location** City Hall

Aspen Conference Room

415 W. 6<sup>th</sup> St

Vancouver, WA 98668-1995

**Commissioners/Board Members Present:**

Clif Barnes, Melissa Johnston, Jamie Beyer

**Excused:** Susan Law, Jess Durfee, Lucius Shields, Khanh Tran

**Staff Present:** Charles Ray, Jessica George, Ian Bonham, Jessie Battie

**ITEM 1: Call to Order and Roll Call – Chair/Vice Chair**

The March 19<sup>th</sup>, 2025 meeting of the Urban Forestry Commission was called to order at 6:01pm by Melissa Johnston (Chair). This meeting was held both in-person and online.

**ITEM 2: Approval of Minutes – February 19, 2025**

**Motion** by Jamie Beyer, seconded by Clif Barnes, and carried unanimously to approve the minutes from the February 19, 2025 Commission meeting, however a quorum was not present.

**ITEM 3: Introductions – 3 minutes each**

The Commission offered introductions for community members present.

**ITEM 4: Income Based Assistance Program**

UF Staff Jessie Battie presented an overview of the income-based assistance program for city street trees, including its background (substantial need amongst homeowners facing financial hardship with unhealthy and/or hazardous street trees), examples of program precedent, source of program funding, and statistics of trees treated and replanted so far with examples, followed up by a Q&A with Commission.

## Members

*Melissa Johnston Chair*

*Clif Barnes Vice Chair*

Susan Law Past Chair

Jamie Beyer

Jess Durfee

Lucius Shields

Khanh Tran

**Public Works Department  
Charles Ray**

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Charles Ray | 360-487-8328 | TTY: 711 | [charles.ray@cityofvancouver.us](mailto:charles.ray@cityofvancouver.us)

**ITEM 5: Arbor Day 2025 Prep**

Agenda and remaining details are currently being finalized for event on April 9, 2025 at 11:30am at the E. Jane Weber Arboretum.

**ITEM 6: 2025 Mac Awards**

The Commission reviewed nominations for the 2025 cycle of Mac Awards.

**Motion** by Jamie Beyer, seconded by Clif Barnes, and carried unanimously to approve all three nominees, however a quorum was not present

**ITEM 7: Possible Joint Meeting with Clean Water Commission**

The Commission discussed a potential collaboration with the Clean Water Commission, including partnership aims and joint meeting logistics. UF staff to follow-up and coordinate details between the two commissions.

**ITEM 8: Program Updates**

Emailed out.

In-meeting updates include:

The Annual Report is complete and now with Communications.

Pollinator subcommittee will be meeting with City Council on April 7, 2025.

**ITEM 9: Community & Arborist Communications**

None.

**ITEM 10: Urban Forestry Report**

Emailed out.

UF Staff will be relocating to Marine Park by the end of March 2025, with discussion of a future UFC meeting at this location.

**ITEM 11: Commission Communications**

Clif shared of Outreach subcommittee meeting.

Jamie shared of increasing flyering and canvassing over summer 2025 regarding treatment for Tree of Heaven as part of neighborhood grant.

Melissa shared of Outreach subcommittee meeting and joining several community plantings, including two with Friends of Trees.

**ITEM 12: New Business**

The Commission inquired of storm damage to city trees during Winter 2025 weather cycle, and UF Staff offered a review of overall minor effects.

**ADJOURNMENT**

6:56pm

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Melissa Johnston, Chair

Meetings of the Urban Forestry Commission are electronically recorded on audio. The audio tapes are kept on file in the office of the City Clerk for a period of six years.

## Special Meeting Minutes

**Date** Wednesday, March 26<sup>th</sup>, 2025

**Time** 6 p.m.

**Location** City Hall

Birch Conference Room

415 W. 6<sup>th</sup> St

Vancouver, WA 98668-1995

**Commissioners/Board Members Present:**

Clif Barnes, Melissa Johnston, Jamie Beyer, Susan Law, Lucius Shields

**Excused:** Jess Durfee

**Staff Present:** Jessica George

**ITEM 1: Call to Order and Roll Call – Chair/Vice Chair**

The Special Set March 26<sup>th</sup>, 2025 meeting of the Urban Forestry Commission was called to order at 6:02pm by Melissa Johnston (Chair). This meeting was held both in-person and online.

**ITEM 2: Approval of Minutes – February 19, 2025**

**Motion** by Jamie Beyer, seconded by Susan Law, and carried unanimously to approve the minutes from the February 19, 2025 Commission meeting.

**ITEM 3: Community Introductions/Communications**

Due to absence of any community members, no introductions or open forum took place.

**ITEM 4: 2025 Mac Awards**

The Commission reviewed nominations for the 2025 cycle of Mac Awards and voted on recipients.

**Motion** by Lucius Shields, seconded by Clif Barnes, and carried unanimously to award 2025 Mac Award to all three nominees.

## Members

*Melissa Johnston Chair*

*Clif Barnes Vice Chair*

Susan Law Past Chair

Jamie Beyer

Jess Durfee

Lucius Shields

Vacant

**Public Works Department  
Charles Ray**

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**ADJOURNMENT**

6:15pm

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Melissa Johnston, Chair

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## April UFC Program and Staff Reports

### **7. Program Updates**

#### **AmeriCorps and Friends of Trees:**

Upcoming Friends of Trees plantings:

Friends of Trees planting in Northeast Vancouver 4/12

The [City Nature Challenge](#) on April 26<sup>th</sup> from 10am-noon.

#### **Annual Report 2024:**

The [2024 Urban Forestry Annual Report](#) is online.

#### **Tree Stewards 2025**

The annual Urban Forestry Tree Stewards training will be hosted this May, consisting of three consecutive virtual sessions on Thursday's and three Saturday in-person field sessions. Applications are currently being accepted.

This is an opportunity for community members to engage with Urban Forestry staff and local arborists on best practices, with the goal of taking this information, being a resource for their neighborhoods and implementing projects in their neighborhoods. So far, 13 community members are signed up to participate. All new Urban Forestry Commissioners are also encouraged to participate so they have a strong foundation on the volunteer training program.

#### **Commission Leadership Transition Chair/Vice Chair Election Prep**

To maintain leadership consistency on the Urban Forestry Commission, the Commission strives to have a past chair, chair and vice chair. For succession planning, the Vice Chair moves into the Chair role and the Commission selects the new Vice Chair. Susan Law and Melissa Johnston's terms expire in June 2025. At the May meeting, the Commission will need to select a new Vice Chair and vote in the new Vice Chair and Clif as Chair. Attached are the Urban Forestry Commission Bylaws for review, see page 2 for Officers and Duties. For those Commissioner interested in serving in the Vice Chair role, please reach out to Susan, Melissa or Clif for background.

#### **Subcommittee Reports:**

##### **Outreach:**

No report

##### **Policy:**

No report

##### **Pollinator:**

No report

**Corridor:**

No report

**9. Urban Forestry Staff Report**

Since the March Commission meeting, staff have been focused on winter planting projects, implementing our 3-year Green Work Force grant; our Tree Inventory grant project; moving to Marine Park Engineering, Arbor Month, next steps with our Urban Forest Management Plan and our workload to ensure all aspects of our program are moving forward. Our winter planting projects are wrapping up and we anticipate planting more than 1,000 trees this winter.

**Urban Forestry Office Relocation**

Urban Forestry has moved! Urban Forestry new location is Marine Park Engineering (4500 SE Columbia Way). Urban Forestry is now cohoused with the Environmental Services Division within the Public Works administration building. Perhaps an Urban Forestry Commission meeting can be held at our new offices in June or August after staff gets settled.

**Tree Inventory Grant 2025-26**

Last year Urban Forestry was awarded \$350,000 to complete a tree inventory from Washington Department of Natural Resources (DNR). After completing a request for proposals, PlanIT Geo, Inc was selected as the contractor to complete the inventory. PlanIT Geo has started a portion of the street tree inventory project in March. Since the contract was greater than \$300,000 with the state and federal grant, it required City Council approval which they approved on April 7, 2025. PlanIT Geo began on the east side of the city and is moving west. We anticipate the inventory will be complete this by this summer.

**Green Work Force Grant 2024-2026 Environmental Youth Corps (EYC) Program**

The crew continues to plant trees with Urban Forestry and Friends of Trees. Unfortunately, Urban Forestry received the Letter of Termination from The Corps Network (grant managers) in April that this federal grant was terminated by the Federal Government as of April 2, 2025. EYC is an extremely valuable program assisting Urban Forestry in achieve program goals but also inspiring and training youth, the next generation of stewards. Urban Forestry will be evaluating how to keep elements of the EYC program moving forward as we approached this grant as a capacity building grant however it will likely be scaled back due to the loss of grant funding.

**Proactive Street Tree Program**

The proactive street tree program continues to move forward in coordination with

Transportation's Pavement Management program. UF Staff continues outreach and services to 2025 streets which will be completed by June. It is anticipated this program will reduce storm damage in the right of way, address social/environmental justice, and improve climate resilience.

Urban Forestry's site visit inspection backlog is approx. 6 days (goal is 10 day response time) and hovering around 25 requests. Development and inspection requests are steady.



## **City of Vancouver Urban Forestry Commission Bylaws Adopted October 19, 2022**

### **Purpose**

The Urban Forestry Commission (UFC) has been established for the purpose of preserving, managing, and increasing the city's urban forest, thereby protecting a vital environmental, social and economic resource that benefits all residents and visitors, and for the purpose of assisting property owners and public agencies in improving and maintaining the urban forest in a manner consistent with adopted city policies.

### **Background**

It is in the public interest to protect and manage the urban forest as it provides considerable benefit to the city in reducing stormwater runoff, absorbing air pollutants, providing wildlife habitat, providing shade, stabilizing soil, and providing considerable aesthetic benefits. The City undertakes efforts that promote the benefits of the urban forest through the adoption of plans, policies and regulations. The City seeks to obtain input for these efforts through the UFC that advises the City in the adoption of plans, policies and regulations, and provides for citizen engagement, which is a vital role in City government.

### **Commission Membership & Role**

- The UFC is an advisory board of seven (7) volunteer members who have demonstrated an interest in preservation and enhancement of the urban forest and appointed by the City Council. Commissioners shall serve a term of four years. Members of the commission may be reappointed to serve two full terms.
- At least one member of the UFC shall have experience and/or expertise in arboriculture, landscape architecture, or urban forestry.
- City residency is not required to serve on the UFC.
- The UFC shall organize itself, establish committees or subcommittees, and delegate duties for the performance of its work.
- The UFC is an active, working group that performs community outreach.
- In the event the UFC establishes a subcommittee, at least one Commissioner, but not more than three Commissioners, shall serve on that subcommittee.
- All Commissions shall fulfill their Neighborhood Liaison roles and responsibilities.
- Commissioners shall fulfill other liaison roles as assigned by the UFC.
- Participate in the Neighborhood Tree Steward Program.
- Coordinate community events such as Arbor Day and Old Apple Tree Festival.

- Administer the Heritage Tree Program.
- Administer the Silva Bolds Whitfield Award and the Gordon and Sylvia MacWilliams Evergreen Award.
- Update periodically the urban forestry work plan and urban forest management plan.
- Review city plans and policies which contain matters relating to urban forestry.

### **Commissioner Expectations**

Commissioners shall:

- Attend meetings, on time, prepared to discuss items on the agenda and stay on task;
- Any commissioner anticipating absence from a meeting should notify the Chair or City Forester in advance;
- Possess qualities of impartiality and broad judgment;
- Be professional, responsible and respectful of others and their views;
- Be active, and motivated to serve the role of Commissioner;
- Seek out other groups and civic organizations as part of outreach and engagement;
- Represent the city and the urban forest through positive, appropriate behavior and communications.
- Commissioners shall track their volunteer hours and report them to the City Forester in the fall to be included in the annual report.
- Commissioners shall not receive any compensation directly or indirectly for service on the Commission and shall state when there is a conflict of interest.
- Commissioners should serve until the end of the term or until a successor is appointed by City Council.
- If a Commissioner has unexcused absences from three consecutive regular UFC meetings or six regular meetings in a twelve-month period, the City Council may ask for their resignation from the UFC. When a member is approaching the maximum number of absences, they will be notified by the City Forester.

### **Recruiting Future UFC Members**

Though it is the City Council's responsibility to appoint members to the UFC as vacancies arise, Commissioners should support efforts to recruit individuals with a diverse background, interests, and expertise through encouraging community members with potential relevant backgrounds to seek future appointment. Those include but not limited to: wildlife biologist; urban ecologist; hydrologist, stormwater engineer or similar professional; local, state, or federal natural resource agency; educators; ISA certified arborist; landscape architect, representative of a non-profit organization whose mission is to advocate for preservation or enhancement of urban forests, wildlife habitat or similar natural systems; representative of the development community, including developers, builders, architects, engineers, planners or realtors; representative from a non-city utility; neighborhood leaders and volunteers who have supported environmental stewardship efforts; and financial analyst or related field.

### **Officers and Duties**

The UFC shall elect its own Chair and Vice-Chair by a majority vote. Absent a majority vote by the UFC to the contrary, the Chair shall serve a minimum of 2 years but no more than 4 years. At the conclusion of the Chair's term, or in the event the Chair resigns the position for any reason, the Vice-Chair shall become the Chair and begin a new term. If the Vice-Chair resigns the position for any reason, the UFC shall elect the new Vice-Chair by a majority vote. If willing, the outgoing

Chair may serve for a time as the Immediate Past Chair by remaining on the UFC to mentor and support the new Chair through an orderly transition.

#### Duties of the Chair

- Shall serve a minimum of 2 years and no more than 4 year term, absent a majority vote by the UFC to the contrary;
- Presides over all regular and special UFC meetings and decides on all points of order and procedural matters;
- Appoints subcommittees or work groups as necessary to investigate and report on matters before the UFC;
- Participate in new Commissioner orientation or assign other Commissioners as appropriate.
- Reviews and approves agendas for all regular and special UFC meetings in advance of the meeting;
- Works with staff to prepare an annual written report and possible workshop presentation for City Council.

#### Duties of the Vice-Chair

- In the absence of the Chair, performs chair roles;
- Performs other duties as assigned by the Chair.

#### **Meetings & Operations**

- The UFC shall hold at least 10 meetings per year. Other meetings such as educational field trips, retreats and Heritage Tree Hearings may be scheduled as necessary.
- The UFC meets every third Wednesday of the month at 6:00pm-8:00pm at City Hall in the Aspen Conference Room, though other rooms and locations may be utilized from time to time with either advance notice or day of adjustments to location.
- The UFC typically takes a summer month off due to vacation schedules or schedules an educational field trip. In December, the UFC typically has a holiday dinner at a restaurant selected by a Commissioner.
- All regular and special meetings of the UFC will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (RCW 42.30).
- All actions of the UFC shall be determined by a majority vote in a meeting at which a quorum is present. A majority of total appointed membership of the UFC shall constitute a quorum.
- The Chair may cancel the regular meeting based on a lack of agenda items, quorum, or due to inclement weather and will strive to provide 24 hours advance notice to UFC members.
- If the Chair and Vice-Chair are both absent, UFC members may elect a Temporary Chair by a majority vote of those present at a regular, or special meeting, who shall assume the duties and powers of the Chair and Vice-Chair during their absence.
- Meetings can still be held without a quorum or taking action. The sharing of ideas and information could still provide value and be accomplished without a quorum.
- The UFC with staff will provide an annual report to the City Council summarizing the Commission's and Urban Forestry Program accomplishments. The report may be presented at a workshop with the City Council if there are significant items to highlight and present.

**Staff Role**

The UFC will be staffed by the City Forester. Staff responsibilities include:

- Preparing the agenda for regular and special committee meetings in consultation with the Chair and Vice-Chair;
- Publicizing the date, place and agenda of the meeting in accordance with the Open Public Meetings Act;
- Providing materials to UFC members including agendas, minutes and other information in at least one week in advance of the meeting;
- Attending all UFC regular and special meetings and assigning Urban Forestry Program staff to subcommittee or work group meetings;
- Work with the UFC and Urban Forestry staff to prepare an annual report and if selected a workshop presentation for City Council;
- Providing legal advice, through the City Attorney's Office, regarding operation of the UFC or other issues being considered by the UFC;
- Schedule orientation of new Commissioners and invite the Chair to participate;
- Schedule exit interviews with Commissioners leaving the UFC;
- Other administrative support as necessary.

**Amendments**

These Bylaws may be amended at any regular meeting by the affirmative vote of a quorum of the UFC; provided that the proposed amendments have been submitted in writing at a previous meeting.