



Urban Forestry Commission Meeting Agenda

October 15, 2025
6:00 PM

Marine Park Engineering

Marine Park Engineering Conference Room
4500 Columbia Way
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**
September 17, 2025
 - a. September 17, 2025 Minutes
3. **Community Introductions/Communications**
3 min each
4. **Old Apple Tree Festival Debrief**
Commission to discuss
5. **Fall Planting Projects**
Staff to provide overview of fall projects. Commission to discuss.
6. **UFC Retreat Planning 2026**
Commission to discuss
7. **December Holiday Dinner**
Commission to discuss
8. **UFC Bylaws Update**
Commission to review and discuss

Urban Forestry Commission

Members

Jesse Durfee
Lucius Shields
Jamie Beyer
Ammaar Akhtar
Clif Barnes
Lauren Danner
Vacant

Public Works Department
4500 Columbia Way
Vancouver, WA 98660
TTY: 711
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a. Adopted Urban Forestry Commission Bylaws

9. Program Updates

Commission to discuss

- a. Friends of Trees Update
- b. Water Center Tour Feb 18th at 4pm
- c. Subcommittee Report
- d. Program and Staff Report October

10. Community & Arborist Communications

3 min each

11. Urban Forestry Report

Commission to discuss

12. Commission Communications

Commission to report & discuss 3 minutes each

13. New Business. Agenda topics for future meetings

Commission to discuss

Adjournment

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 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 by 5pm the day before the meeting
3. In Person: Pre-register by phone at 360-487-8328 or email 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. 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, September 17th, 2025

Time 6 p.m.

Location Marine Park Engineering
Marine Park Engineering Conference Room
4500 Columbia Way
Vancouver, WA 98668-1995

Commissioners/Board Members Present:

Jamie Beyer, Clif Barnes, Jess Durfee, Lucius Shields, Lauren Danner, Ammaar Akhtar

Staff Present: Charles Ray

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

The September 17th, 2025 meeting of the Urban Forestry Commission was called to order at 6:00pm by Clif Barnes (Chair). This meeting was held both in-person and online.

ITEM 2: Approval of Minutes – July 16, 2025

Motion by Jamie Beyer, seconded by Jess Durfee, and carried unanimously to approve the minutes from the August 20, 2025 Urban Forestry Commission meeting.

ITEM 3: Introductions – 3 minutes each

The Commission offered introductions for community members present.

ITEM 4: Old Apple Tree Festival Prep

The Commission discussed final preparations for the 2025 Old Apple Tree Festival, including confirming volunteer shifts and timelines along with marketing coverage.

ITEM 5: UFC Retreat Planning 2026

The Commission continued discussing logistics regarding the 2026 retreat, including potential locations, preparation materials to review, retreat goals, and a draft schedule of activities.

Members

Clif Barnes
Chair

Jamie Beyer
Vice Chair

Ammaar Akhtar
Lauren Danner
Jess Durfee
Lucius Shields
Vacant

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Before the October meeting, Commissioners agree to communicate any unavailable Saturdays in April and May of 2026.

ITEM 6: UFC Bylaw Update

The Commission began reviewing UFC Bylaws in preparation for an update. Commissioners can send any feedback to UF Staff Charles for discussion. The updated bylaws will ultimately be reviewed by the City Attorney.

ITEM 7: Program Updates

Emailed out.

In-meeting updates include:

UF Staff Charles will confirm availability at the Water Resource Center for a tour in February.

ITEM 8: Community & Arborist Communications

A community member discussed various environmental concerns.

ITEM 9: Urban Forestry Report

Emailed out.

ITEM 10: Commission Communications

Lauren shared of continued education, including studying with past UFC chair Melissa Johnston, and City of Vancouver Commission event.

Lucius shared of attending City of Vancouver Commission event.

Jess shared of City of Vancouver Commission event and Outreach subcommittee.

Clif shared of signing up for Friends of Trees, Outreach subcommittee, and watering sessions.

ITEM 11: New Business

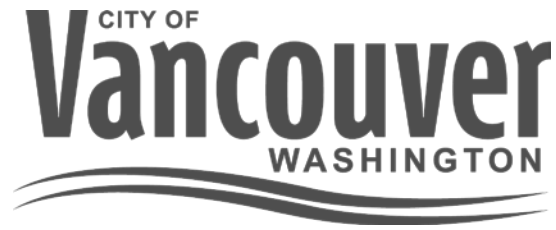
Commission inquired about status of new UFC Commissioner. UF Staff Charles reported no current updates, but shared information on the recruitment timeline.

ADJOURNMENT

7:07pm

Clif Barnes, 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.



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.

October UFC Program and Staff Reports

7. Program Updates

Friends of Trees (FOT):

No new Friends of Trees updates. Here are the 2025-26 Season dates:

Signup Deadline	Order Deadline	Event Date	Event	Staff Lead
10/20/2025	10/27/2025	11/15/2025	Vancouver Planting 1 (Central-South neighborhoods)	AM
11/17/2025	11/24/2025	12/13/2025	Vancouver Planting 2 (Central-North neighborhoods)	AM
--	--	1/10/2026	Community Tree Care Pruning 1 – Cascade Highlands	LV
12/29/2025	1/5/2026	1/24/2026	Vancouver Planting 3 (Southeast neighborhoods)	AM
2/2/2026	2/9/2026	2/28/2026	Vancouver Planting 4 (Westside)	AM
3/2/2026	3/9/2026	3/28/2026	Vancouver Planting 5 (Northeast neighborhoods)	JM
--	--	3/28/2026	Community Tree Care Pruning 2 – Neighborhood in NE	LV

Water Center Tour February 18th at 4pm.

After discussion at the September Urban Forestry Commission meeting, the Water Center tour was rescheduled to Feb 18th at 4pm. The Commission would meet at Marine Park Engineering for their February meeting starting at 4pm (4-6pm instead of 6-8pm) and we will walk to the Water Center shortly after the start of the February Urban Forestry Commission meeting. The Commission can discuss this further at the September meeting if they want to make any changes to the February meeting schedule.

Subcommittee Reports:

Outreach:

No report

Policy:

No report

Pollinator:

No report

Corridor:

No report

9. Urban Forestry Staff Report

Since the September Commission meeting, staff have been focused on wrapping up our summer maintenance season, Emerald Ash Borer next steps, preparing for the Old Apple

Tree Festival, developing our fall/winter planting projects, next steps with our Urban Forest Management Plan and our workload to ensure all aspects of our program are moving forward.

Summer Watering and Fall Planting

We are winding down our summer maintenance season. We will be transitioning to planting season over the next month. Staff are finalizing planting plans, starting to secure trees and coordinating community planting events to meet our goal of planting approx. 2000 trees.

In partnership with Portland Vancouver Canopy Collective (PVCC), staff is planning a tree planting at Fort Vancouver High School in mid-November. We will plant 25 new trees on campus with students, dive into the benefits of trees, document the experience through various multimedia efforts.

The annual Yard Tree Giveaway kicks off planting season. The YTG is on Saturday, October 25. Following this staff is coordinating several volunteer and in-house tree plantings through the beginning of planting season.

Staff is working closely with Tree Steward Brian W to plant trees in his Landover-Sharmel neighborhood this planting season. Through Brian's efforts to connect with his community, we are planting many (Ian has a number) trees in HOA open spaces and right-of-way, in addition to 22 new trees at his neighborhood Endeavour Park.

Emerald Ash Borer (EAB)

Emerald Ash Borer has been positively identified in the City of Portland this summer. As far as we know, the Washington Department of Agriculture has not positively identified EAB in Washington. The Washington Department of Agriculture does have EAB traps throughout Vancouver. Vancouver Urban Forestry has been preparing for the inevitable arrival of the pest by implementing our EAB Management Plan since 2022.

Tree Inventory Grant 2025-26

PlanIT Geo will continue Phase 2 of the street tree inventory project spring of 2026 prior to the grant deadline of May 2026. This project will support our Proactive Street Tree Management Program to address equity and climate resilience.

Proactive Street Tree Program

The proactive street tree program continues to move forward in coordination with Transportation's Pavement Management program. Staff continue to work with property owners regarding replanting the corridors this fall and winter. It is anticipated this program will reduce storm damage in the right of way, address social/environmental justice, and improve climate resilience.

Outreach updates

The community celebrate the Old Apple Tree on October 4th to great fanfare. Staff estimate over 2000 people visited the park throughout the day to enjoy the festivities. Staff and Commission will be meeting to follow up, discuss the event, and begin planning for next year.

Two Tree Talk tree walks are schedule for October:

- Officers Row Tree Walk on Thursday, October 16 at noon
- Old City Cemetery Tree Walk on Thursday, October 30 at noon

Urban Forestry's site visit inspection backlog is approx. 7 days (goal is 10-day response time) and hovering around 20 requests. Development inspection requests are steady.