



Urban Forestry Commission Meeting Agenda

November 19, 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**
October 15, 2025
 - a. UFC October 15, 2025 Minutes
3. **Community Communications/Forum**
3 min each
4. **Special Guest**
Terry Snyder, Landscape Architect with Parks, Recreation to share a Parks update.
5. **UFC Retreat Planning 2026**
Commission to discuss.
6. **December 17th Holiday Dinner 5pm Silva Bolds Fountain**
Commission to discuss
7. **UFC Bylaw Update**
Commission to review and discuss
 - a. Adopted Urban Forestry Commission Bylaws_October 2022 Combined edits

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 98668
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8. Program Updates

- a. Friends of Trees Update
- b. Water Center Tour Feb 18th at 4pm
- c. Subcommittee Report- Committees to continue to meet outside regular Commission meetings
- d. Program and Staff Report Nov

9. Urban Forestry Report

Commission to discuss

10. Commission Communications

Commission to report & discuss 3 minutes each

11. New Business

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, October 15th, 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:

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

Excused: Lucius Shields

Staff Present: Charles Ray, Jessica George, Ian Bonham

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

The October 15th, 2025 meeting of the Urban Forestry Commission was called to order at 6:02pm by Clif Barnes (Chair). This meeting was held both in-person and online.

ITEM 2: Approval of Minutes – September 17, 2025

Motion by Lauren Danner, seconded by Jess Durfee, and carried unanimously to approve the minutes from the September 17, 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 Debrief

The Commission discussed the success of the 2025 Old Apple Tree Festival, including attendee feedback (highly enjoyed and many reported learning about Old Apple Tree Park for the first time), food vendor feedback (some even sold out), learnings for next year as the 200th anniversary of the Old Apple Tree (provide additional seating, full costumes, capture attendance numbers), along with new ideas (conducting a post-event survey attendees can access upon departure in

Members

Clif Barnes
Chair

Jamie Beyer
Vice Chair

Ammaar Akhtar
Lauren Danner
Jess Durfee
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Public Works Department
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order to capture demographics and feedback, increased media coverage for the 200th anniversary, additional entertainment including a potential apple pie contest, and ideas for potential new event and vendor collaborations).

ITEM 5: Fall Planting Projects

UF Staff Ian Bonham shared an overview of Urban Forestry’s fall planting projects, including an upcoming tree giveaway and multiple plantings with various community groups. A review of the spring plantings was also provided, with 1088 trees planted citywide.

Volunteer opportunities are open for the tree giveaway, plantings, and canvassing.

ITEM 6: UFC Retreat Planning 2026

The Commission discussed April 2026 for the UFC retreat, with a date to still be determined, especially considering spring break. UF Staff Charles offered an overview of the draft retreat schedule and activities, including a discussion on Commissioners’ pre-retreat prep work.

ITEM 7: December Holiday Dinner

The Commission discussed potential dates and venues for the holiday outing, with the second Wednesday in December most likely and venue to still be decided.

ITEM 8: UFC Bylaw Update

Commissioners shared feedback on the UFC bylaws in regards to improving bylaw organization, with UF Staff Charles to present these to City Attorney and bring back updates to the Commission in November or January.

ITEM 9: Program Updates

Emailed out.

In-meeting updates include:

Pollinator subcommittee shared the Bee City USA signs have been installed on major transportation routes within town. Additionally, subcommittee members submitted comments on the new Integrated Pest Management plan.

ITEM 10: Community & Arborist Communications

None.

ITEM 11: Urban Forestry Report

Emailed out.

ITEM 12: Commission Communications

Jamie shared of successful Tree of Heaven treatment outreach.

Lauren shared of tree walks, continued tree education, and the Old Apple Tree Festival.

Jess shared of subcommittee meetings and the Old Apple Tree Festival.

Ammaar shared of the Old Apple Tree Festival, including discovering the various marketing channels that attendees learned about the event from.

Clif shared of the Old Apple Tree festival, tree waterings, a plant giveaway, and a soil class.

ITEM 13: New Business

The Commission discussed inviting former Watershed Alliance Executive Director to a future UFC Commission meeting to share expertise and insights on community needs.

ADJOURNMENT

7:48pm

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, ~~which measurably benefits the City by 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~~assets. The City ~~undertakes efforts that~~ promotes 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, ~~which 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 preserv~~ing~~ation and enhanc~~ing~~ement of the urban forest and ~~have been~~ appointed by the City Council. Commissioners shall serve a term of four (4) years. Members of the commission may be reappointed to serve two (2) 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.
- ~~In the event the UFC establishes a subcommittee, at least one Commissioner, but fewer than half of the currently appointed Commissioners not more than three Commissioners, shall serve on that subcommittee.~~
- The UFC is an active, working group that performs community outreach. ~~Commissioners shall fulfill their Neighborhood Liaison roles and responsibilities, and fulfill other liaison roles as assigned by the UFC, including but not limited to:~~
 - Participating in the Neighborhood Tree Steward Program;

- [Coordinating community events such as Arbor Day and the Old Apple Tree Festival;](#)
- [Administering the Heritage Tree Program;](#)
- [Administering the Silva Bolds Whitfield Award and the Gordon and Sylvia MacWilliams Evergreen Award;](#)
- [Periodically updating the urban forestry work plan and urban forest management plan;](#)
- [Reviewing city plans and policies which contain matters relating to urban forestry.](#)
- ~~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;
- ~~Notify the Chair or City Forester in advance if Any commissioner anticipating absence from a meeting should notify the Chair or City Forester in advance.~~
- ~~If a Commissioner has unexcused absences from three consecutive regular UFC meetings or six (6) regular meetings in a 12-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.~~
- ~~Possess qualities of impartiality and broad judgment;~~
- ~~Be professional, responsible and respectful of others and their views;~~
- Be active; and motivated to serve in the role of Commissioner;
- ~~Track their volunteer hours and report them to the City Forester in the fall to be included in the annual report;~~
- 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 Possess qualities of impartiality and broad judgment [I'm not sure what is meant by "broad judgment"];~~
- ~~Be professional, responsible, and respectful of others and their views;~~
- ~~rack their volunteer hours and report them to the City Forester in the fall to be included in the annual report.~~

- ~~Commissioners shall not receive anyno~~ compensation directly or indirectly for service on the Commission, and ~~shall~~ state when there is a conflict of interest;
- ~~Commissioners should s~~erve 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 ~~is's~~ responsibility for ~~apto~~ appointing members to the UFC ~~as vacancies arise,~~ Commissioners should support efforts to recruit individuals with ~~a~~ diverse backgrounds, interests, and expertise ~~throughby~~ encouraging community members with ~~potential~~ relevant backgrounds to seek ~~future~~ appointment; ~~for example, Those include but not limited to:~~ wildlife biologist; urban ecologist; hydrologist, ~~stormwater~~ environmental, ~~stormwater, or public works~~ engineer ~~or similar professional;~~ representative of a 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; ~~representative of the financial services industry, 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, t~~The Chair shall serve ~~a term of at least minimum of two2 (2) years butand~~ no more than ~~four4 (4) years, unless extended by a majority vote of the Commission.~~ At the conclusion of the Chair's ~~electd~~ term, or ~~in the eventif~~ the Chair resigns ~~the position for any reason,~~ the Vice-Chair shall become ~~the~~ Chair and ~~begin~~ a new term ~~shall commence.~~ If the Vice-Chair resigns ~~the position for any reason,~~ the UFC shall elect ~~thea~~ new Vice-Chair by a majority vote. ~~If willing, t~~The outgoing ~~Chair~~ may serve ~~for a time~~ as ~~the~~ Immediate Past Chair ~~by remaining on the UFC [does this mean that even if the Chair's term on the UFC is over, they can remain as an ex officio member and serve as Immediate Past Chair? Or does this only apply if the Chair's term on the UFC is not over?]~~ to mentor and support the new Chair through an orderly transition. ~~The outgoing Chair may serve as Immediate Past Chair to mentor and support the new Chair through an orderly transition. If the Immediate Past Chair's term has concluded, and they are not eligible for reappointment or are not reappointed, this role will be served in an advisory capacity only, and will not confer UFC membership or voting rights.~~

Commented [CR1]: Recommend keeping the same, allows commission to increase decrease. Proposed is only extend the term not shorten it.

Duties of the Chair

- ~~Shall serve~~ a ~~term of at least minimum of two2 (2) years and no more than four4 (4) years~~ term, ~~unless absent~~ extended by a majority vote ~~by the UFC to the contrary of the Commission;~~
- ~~Reviews and approves agendas for all regular and special UFC meetings in advance of the meeting;~~
- Presides over all regular and special UFC meetings and decides on all points of order and procedural matters;

Commented [CR2]: Same as above keep existing.

- Appoints subcommittees or work groups as necessary to investigate and report on matters before the UFC;
- ~~Works with staff to prepare an annual written report and possible workshop presentation for City Council;~~
- Participates in new Commissioner orientations or assigns 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

- ~~Performs the roles of the Chair in the Chair's absence. 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 ten (10) meetings per year. Other meetings such as educational field trips, retreats, and Heritage Tree ~~H~~hearings may be scheduled as necessary.
- ~~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 UFC meets ~~every~~the third Wednesday of the month at 6:00pm-8:00pm ~~on City premises, typically at the City of Vancouver Water Engineering Building conference room, unless notice of an alternative location is posted in advance. When an alternative location is utilized, the alternate location will be reflected on the agenda and notice of the alternate location will be posted on the main entrance of the City of Vancouver Water Engineering Building at least 24 hours prior to the meeting. Occasionally, 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 Chair may cancel the regular meeting due to a dearth of action items, lack of quorum, or inclement weather, and will strive to provide 24 hours advance notice to UFC members.~~
- 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 ~~the~~ 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, by a majority vote of those present at a regular or special meeting, 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~~ may still be held without a quorum or ~~taking~~ action items. The sharing of ideas and information ~~could still~~ provides value and can 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 requested, 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;
- Schedul~~ing~~ orientation of new Commissioners and invite the Chair to participate;
- Schedul~~ing~~ exit interviews with Commissioners leaving the UFC;
- Ensure that Committee Members complete a qualifying Open Public Meetings Act training within 90 days of assuming their duties as a Commissioner, and at intervals of no more than four years while serving on 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.

November UFC Program and Staff Reports

7. Bylaw Update

Attached is the updated draft with Commission and staff proposed updates which have been reviewed by the City Attorney. The Commission should review and be prepared to discuss these updates at their November meeting. If there are not any final edits, the Commission should review and be prepared to vote on the updates at their January or February meeting.

8. 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.

Subcommittee Reports:

Outreach:

No report

Policy:

No report

Pollinator:

No report

Corridor:

No report

9. Urban Forestry Staff Report

Since the October Commission meeting, staff have been focused on preparing for the upcoming planting season; Yard Tree Giveaway in October, Emerald Ash Borer next steps, next steps with our Urban Forest Management Plan and our workload to ensure all aspects of our program are moving forward.

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. Staff are also starting to plan for the 2026 season. It is anticipated this program will reduce storm damage in the right of way, address social/environmental justice, and improve climate resilience.

Tree City USA and Growth Award Application

Staff will be submitting to recertify as a Tree City USA this fall and will be submitting an application for a Growth Award as well. The Growth Award is a prestigious award designed to recognize cities that have made notable improvements in their Urban Forestry Programs over the last year. Vancouver would qualify for the Growth Award due to Andrew Land attending the Municipal Forestry Institute, updated the city's approved tree lists with climate adaptive species, and onboarding of new Urban Forestry Commissioners.

2025 Annual Report

Staff will begin drafting our 2025 Annual Report. Please reflect on what you worked on in 2025 as a Commissioner and your partners to ensure they are incorporated into the Annual Report. Also please start compiling your 2025 volunteer hours as staff will be sending out an email requesting your estimated volunteer hours as a Commissioner. If you have any questions about how to compile your volunteer hours, contact staff. Here is a link to last year's Annual Report for reference, [UF_AR2024.pdf](#).

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