



**City of Spokane Park Board  
Urban Forestry Tree Committee**

4:15 p.m. Tuesday, August 1, 2023

**In-person:** The Hive Room B  
2904 E. Sprague Ave  
Spokane, WA 99202

**WebEx virtual meeting:**

Call-in: 408-418-9388; Access code: 2491 812 4797

Katie Kosanke - Urban Forester

**Committee Members:**

Kevin Brownlee – Chair

Nick Sumner

Kevin Cash

Kris Neely

Hannah Kitz - Alternate

The meeting of the City of Spokane Park Board Urban Forestry Tree Committee will be held in-person at The Hive and virtually via WebEx at 4:15 p.m. Tuesday, Aug. 1, 2023. Committee members, staff, presenters and the public still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2491 812 4797** when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 12:15 p.m. Aug. 1 by email to: [spokaneparks@spokanecity.org](mailto:spokaneparks@spokanecity.org) or mail to: Spokane Park Board Urban Forestry Tree Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

## **AGENDA**

**Discussion items:**

1. **Resignation**, Chelsea Updegrave, Current Opening
2. **Fuels Reduction** – completed, ongoing and future work (*info/presentation item* – Nick Jeffries, Spokane Fire)
3. **2023 Annual Work Plan** – Katie Kosanke

**Standing report items:**

1. Citizen Advisory report ~ *Kris Neely*
2. Urban Forestry monthly update ~ *Katie Kosanke*
3. **Urban Forestry financial report** ~ *Katie Kosanke*

*Agenda Subject to Change*

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

February 2nd 2023

Dear Urban Forest Tree Committee Members,

I am writing to notify you of my resignation from the UFTC. I have been unable to attend the meetings the last year because of a work conflict. Thank you so much for the opportunity to serve on this board. It has been a great experience and I appreciate and admire the work of Katie Kosanke and the UFTC, thank you for your service.

Gratefully,  
Chelsea Updegrove



# WILDLAND PLANNER

NICHOLAS JEFFRIES  
LANCE DAHL, FIRE MARSHAL  
BRIAN SCHAEFFER, FIRE CHIEF

# MY EXPERIANCE

NICHOLAS JEFFRIES

- Marine Corps Infantry
- Spokane Community College and Gonzaga University, Environmental Studies major with lots of natural resource credits
- 14 years Wildland firefighting with hundreds of incidents
- 4 years running offender hand crews, doing forestry and wild fire for Department of Natural Resources, DNR
- 6 years as Landowner Assistance forester for DNR





# WHAT IS FUELS REDUCTION?

Essentially it Removes vegetation to lessen the threat of wildfire. This specific unit was masticated to mitigate the brush layer too.



PRE-TREATMENT



POST TREATMENT – 1 WEEK



POST TREATMENT – 6 MONTHS

## Prescription:

10-15 foot spacing

Prune up 10 feet

Chip or masticate any cut materials





## HAND CREWS WITH WOOD-CHIPPERS VS MATORATORS





# WA DNR COST SHARE PROGRAM

WA DNR 50/50 cost share primarily applies to private ground and focuses on small acreage. The advantage for the City of Spokane is that our Grant match is 25%, so the City's dollars can mitigate more acres per dollar spent. The City will be focusing on larger acreages



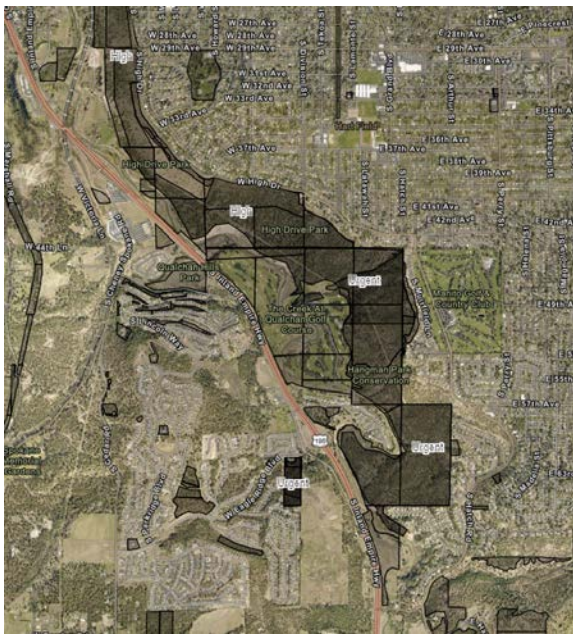
## WA DNR 50/50 Cost Share :

The Landowner either pays 50% of the cost of the work to a contractor or performs the work themselves. The landowner is reimbursed up to 50%, no greater than the capped allocation amount.



**Forest Improvement - *Thinning, Pruning, Slash Disposal, Brush Control***





Of the approximate **11,400 acres** owned by the City of Spokane, The Spokane Fire department estimates at least **3000 acres need to be treated now** and will need a **10-15 year maintenance plan** to keep it fire resistant. This is not counting the thousands of acres outside city ownership that could be treated.







## COMMUNITY WILDFIRE DEFENSE GRANT (FEDERAL)

The Community Wildfire Defense Grants are intended to help at-risk local communities and Tribes plan and reduce the risk against wildfire.

Amount applied for \$1,500,000

Spokane City Parks, Conservation Futures  
\$50,000

Avista \$25,000 for 5 years, totaling \$125,000

City needs \$200,000

Total Match \$375,000

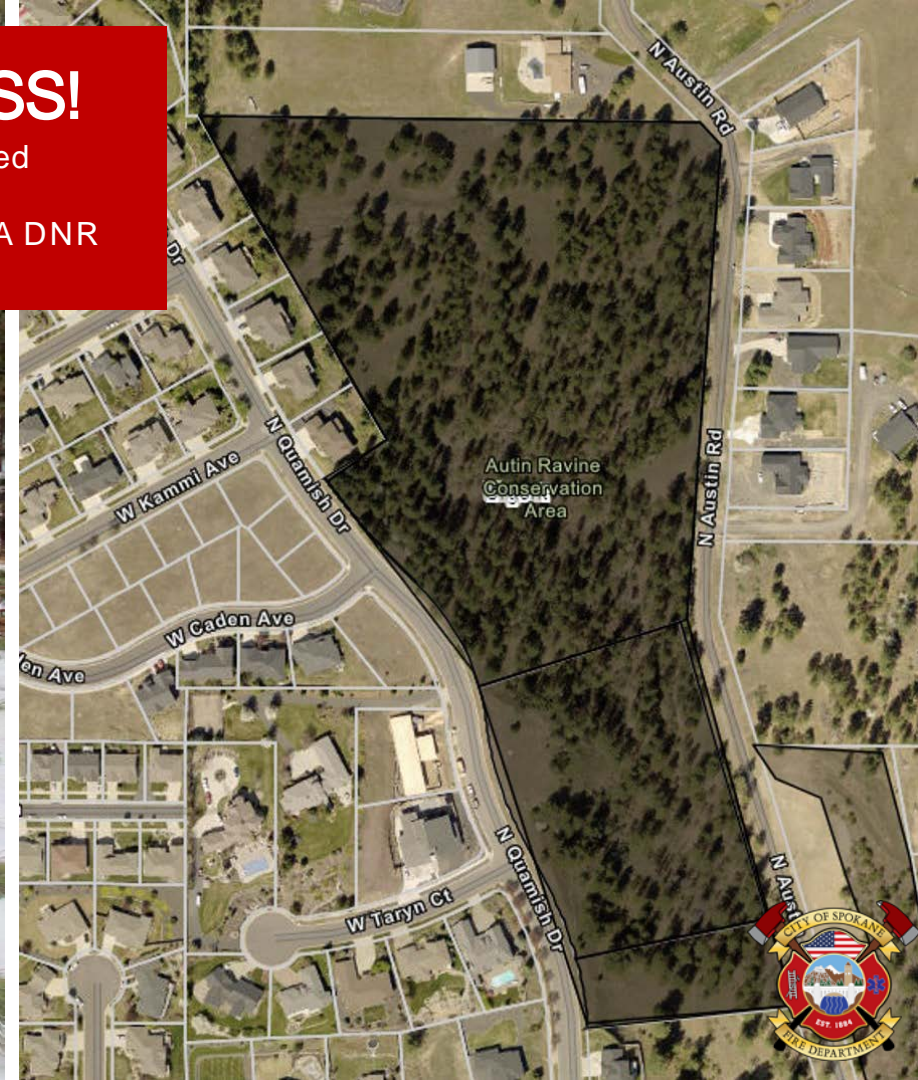
Total funding for fuels \$1,875,000

Grant funds require a 75/25 Match,  
which means the City of Spokane will  
be responsible for 25%.



# WORK IN PROGRESS!

Seventeen acres in Austin Ravine thinned and ready for chipping when the weather breaks. Work completed by WA DNR post release crew





# PROJECTS TO COME WITH WA DNR



11 acres off Excell lane



Start 75 acres adjacent of Indian Canyon Golf Course





# Potential private land work coordinated by SFD

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Other ownerships including private lands

- BNSF Railroad
- Spokane County
- WA DOT
- WA State Parks
- HOA's, Home owners associations
  - Eagle Ridge already set aside \$25,000
- Tribal land





# HOME IGNITION ZONE (HIZ) EDUCATION



*Education on what can be done prior to having a wildfire. How to protect your home from wildfires?*

- ✓ WA DNR's Wildfire Ready Neighbor
- ✓ HIZ assessments
- ✓ Forest thinning advice and referral to the WA DNR's private lands cost share program





# QUESTIONS?

Nick Jeffries

[njeffries@spokanecity.org](mailto:njeffries@spokanecity.org)

(509) 981-1176



# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Urban Forestry Tree Committee			
<b>Committee meeting date</b>	August 1, 2023			
<b>Requester</b>	Katie Kosanke, Urban Forester	<b>Phone number:</b> 509-363-5495		
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input checked="" type="radio"/> Information	<input type="radio"/> Action
<b>Type of contract/agreement</b>	<input type="radio"/> New	<input type="radio"/> Renewal/extension	<input type="radio"/> Amendment/change order	<input checked="" type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)				
<b>Item title:</b> (Use exact language noted on the agenda)	Annual Work Plan 2023			
<b>Begin/end dates</b>	Begins: 1/1/2023	Ends: 12/31/2023	<input type="checkbox"/> Open ended	
<b>Background/history:</b>	<p>The annual work plan is a requirement of Tree City USA communities. This plan outlines the work plan for the year including Budget and Capital Projects, Staff Development and Training, Arboretum projects, Field Operations, Permits and Plan review, SpoCanopy projects, City projects and Public Outreach and Education.</p>			
<b>Motion wording:</b>	n/a			
<b>Approvals/signatures outside Parks:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:				
Name:	Email address:	Phone:		
<b>Distribution:</b>	Parks – Accounting Parks – Sarah Deatrich Requester: Katie Kosanke Grant Management Department/Name:			
<b>Fiscal impact:</b>	<input type="radio"/> Expenditure	<input type="radio"/> Revenue		
Amount:	Budget code:			
Budget neutral				
<b>Vendor:</b>	<input type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b>	<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)			
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)			
<input type="checkbox"/> UBI: Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

*DRAFT 2-23-2023*

## Budget and Capital Projects

January 2023

- 2024 Budget Process
- Susie Stephens Trail construction, Spring 2023 (Parks Planning coordinating)
- SpoCanopy campaign for restoration, replanting, and progress toward long-term canopy goals



## Staff Development and Training

January 2023

- Positions to be considered in the budget process (below is *continued forward from the 2019-2022 plans*)
  - +1.0 FTE Tree Worker (2023, new classification)
  
- Staff Training and Conferences
  - Inland Tree & Landscape Conference (all staff, January 2023)
  - PNW ISA Conference (Select staff, Fall 2023)
  - Arborist Continuing Education Units (CEUs) (*staff as needed*)
  
- Certifications
  - Pesticide Re-Certification (Jeff, Lars, Michael, Lisa)
  
- Training and Workshops offered to other Programs/Departments
  - Chainsaw Saw Safety – Basic and Advanced Operations
    - Video available, competed by staff 2022

## John A. Finch Arboretum

January 2023 (*DRAFT – input needed from Angel and Michael*)

- Staffing
  - Hire Gardener II to fill vacancy
  
- Capital Projects
  - Susie Stephens Trail construction
  - Relocate and restore Touch and See Nature Trail
  - Name and promote new Japanese Maple Collection
  
- Operational Projects and Priorities related to Finch Arboretum Master Plan
  - Continue improvements to Corey Glen
  - Focused maintenance of upper trails and native forested area
  - Removal of aquatic weeds and other invasives
  - Continue restoration of native riparian buffer along Garden Springs Creek
  - Plants Map inventory and signage of collections including photography
  - Add honey bee hive to community gardens
  - Add free food pantry near community gardens
  - Improve water conservation
  
- Events
  - Arbor Day Celebration – April 29<sup>th</sup>
  - Fall Leaf Festival – October 28<sup>th</sup>
  - Live music and food vendors both events

## Field Operations

January 2023

- Forest Health & Fuels Reduction in Natural Areas
  - Wildland Program Manager Nick Jeffries w/ WDNR assistance projects
    - Austin Ravine (utility property)
    - Excel (utility property)
    - Indian Canyon Golf Course
    - Esmerelda Golf Course
    - Additional sites TBD
  - Camp Sekani – continued mitigation of fire damaged areas for safety
  - Conservation Futures Areas
  - Spokane Ponderosa – tree planting projects
    - Champion, Manito, Superior Triangle (Near Mission Park along Centennial Trail)
  
- Park Stewardship – Planting/Pruning/Removals
  - Planting
  - Pruning (focus on formative pruning young trees with seasonal arborists)
  - Removals
  - Other
  
- Priority Parks for 2023
  - Golf Courses – dead tree removal / beetle mitigation and routine inspections
    - Downriver (200), Indian Canyon (50), Qualchan (10), Ezzy
  - Underhill ( + communication plan)
  - Beetle killed trees in various parks (Comstock, Audubon, Underhill)
  - Nevada Heights
  - Liberty
  - Friendship
  - Franklin
  - Logan Peace Park
  
- Park Master Plans – Planting
  - Windstorm restoration tree replacements – Continued
  - Riverfront Park 2:1 replacement trees (other park and golf locations TBD)
  - Misc replacement park trees throughout the parks system
  - Susie Forest Donation – 20 more trees along Park Blvd
  - Spokane Ponderosa – native seedlings on park (and city-owned) sites in need
  
- Nursery
  - Spring order of new stock / Fall order of new stock
  - Summer maintenance

## Permits and Plan Review

January 2023

- Annual Obstruction Permit Permitting (renewals)
  - Reminder letters / licensing through Permit Center Team
- Outward Facing Tree Inventory
- Explore Other Tree Inventory Programs
- Tree Service Questionnaire Chart (finalize)
- Reminders to non-licensed Tree Services
- Street and Public Tree Permits
  - Q1 – 00 permits issued related to 00 trees inspected
  - Q2 – 00 permits issued related to 00 trees inspected
  - Q3 – 00 permits issued related to 00 trees inspected
  - Q4 – 00 permits issued related to 00 trees inspected
- Notices to Property Owner re: required replacement trees
- Notices to Property Owners/Occupants re: street tree removals related to City construction
- Notices to Property Owners/Occupants re: street tree work on SpoCanopy projects
- Plan Review
  - Q1 – 00 development plans reviewed and comments submitted
  - Q2 – 00 development plans reviewed and comments submitted
  - Q3 – 00 development plans reviewed and comments submitted
  - Q4 – 00 development plans reviewed and comments submitted
- Demolition Permits Review / House Moves Review
- Certificate of Occupancy Review Inspections
- Courtesy Notices
  - Q1 – 00 courtesy notices issued, 00 incidents resolved
  - Q2 – 00 courtesy notices issued, 00 incidents resolved
  - Q3 – 00 courtesy notices issued, 00 incidents resolved
  - Q4 – 00 courtesy notices issued, 00 incidents resolved

## Utilities Storm Water Funds (formerly SpoCanopy)

January 2023

- Nursery Tree Stock
  
- SpoCanopy - Spring Citywide Street Tree Planting – 100 trees, NE & NW primarily
  - 50 trees from TLC, 50 from City – volunteer and contract
- SpoCanopy Fall Citywide Street Tree Planting – 100 trees
  - 50+ trees funded through TLC's WA DNR Community Forestry Grant
  - Partial volunteer plantings / up to 50 contract planted per season
  
- Parkways & Boulevards
  - Manito Blvd from 29th Ave to 31th Ave
  - Weiber Drive (TBD)
  - Others TBD
  
- Neighborhood Pruning & Planting (others TBD)
  - Perry Business Dist (contribution to Dist hired tree service)
  
- Other: Central Business District Tree work (*PAC Funds not available*)

### Master Task List for SpoCanopy Projects:

- 1- Field Assessment
- 2- Scope of Work
- 3- Neighborhood notification
- 4- Notice to property owners/occupants
- 5- Solicitation & Selection of Contractor
- 6- Award Contract
- 7- Issue Permit
- 8- On-site project walk-through
- 9- Notice to Proceed
- 10- Inspections

## City Construction Projects

January 2023

1. 2017105 Post. St. Ped & Utility Bridge (over Spokane River)
2. 2021088 Washington-Stevens Bridge Deck & Joint Repair(4)
3. 2021089 Maple St. Bridge Deck & Joint Repair
4. 2021091 Shiloh Hills Lift Station Upgrade (Nevada & St. Thomas Moore)
5. 2020080 Northeast Force Main
6. 2021082 Holland Sewer (Normandie to Colton)
7. TBD NSC I-90 Interceptor Crossing & 2nd Ave. Sewer(4)
8. 2022044 2022 Residential Grind & Overlay (various locations citywide)
9. 2014153 TJ Meenach Street, Siphon & Stormwater Improvements (bridge to NW Blvd)
10. 2021099 Business area G&O (various locations citywide)
11. 2021098 Thor-Freya 2nd/3rd Intersections
12. 2019108 Wellesley-Market Intersection Revisions (NSC)
13. 2021094 Haven Grind & Overlay
14. 2021095 Maple Ash Chipseal
15. 2022064 29th/Washington/Monroe Grind & Overlay
16. 2022065 Market/Monroe/29th Grind & Overlay
17. 2023044 2023 Residential Grind & Overlay (various locations citywide)
18. 2022089 2023-2024 Arterial Grind & Overlay (various locations citywide)
19. 2023043 2023 Residential Chipseal (various locations citywide)
20. 2023049 2023 Paving Unpaved Streets (various locations citywide)
21. 2019187 Washington-Stevens Grind & Overlay (3rd to Spokane Falls) (4)
22. 2022095 Strong Rd. Rebuild - Five Mile to Austin
23. 2019171 Havana Well Pump Station (Havana & 6th) - Rebid
24. 2017108 High System Reservoir (39th & Crestline)
25. 2018050 SIA System Reservoir (Spokane Airport)
26. 2022071 Thorpe Reservoir (Thorpe & Trainor Rd)
27. 2018104 Hoffman Well Station Rehabilitation (Hoffman & Crestline)
28. 2018107 SIA Transmission Main Crossing I-90 (nr Geiger & Electric)
29. 2020071 NSC Trent Interchange Water Relocations (E of Trent & Freya)
30. 2022088 Ray St. Trenchless Water Main Lining (11th to Hartson)
31. 2018106 Marshall Rd. T-Main Ph. 1
32. 2022082 Marshall Rd. T-Main Ph. 2
33. 2022077 9th & Pine Booster Station
34. 2022088 Ray St. Well Station Upgrade
35. 2022091 NSC I-90 Water Crossings(4)

### Master Task List for City Construction Projects:

- 1- Project Consultation with Engineering Services
- 2- Public Meetings/Open House
- 3- Field Assessment
- 4- Scope of Work
- 5- Notice to property owners and occupants
- 6- General Pre-Construction Meeting
- 7- Issue Permit
- 8- On-site tree protection Pre-Con meeting
- 9- Notice to Proceed
- 10- Inspection

## Public Outreach - Education

January 2023

- Arbor Day Celebration
- Fall Leaf Festival
  
- Community Canopy local workshops / Tree Planting Video
  
- Watering Brochure / Watering Video (increased awareness to water trees during summer)
  
- Pine Beetle Blog (February 2023)
  
- Article in Western Forester – Urban Forestry Perspective on active management (completed January 23')
  
- Neighborhood Councils
  - SpoCanopy Presentations and collaboration underway (w/ TLC collaboration)
  
- On-Track / PEI / CAC Seedling distribution – Spring 2023 (1,000 trees)
  
- WA DNR Local Workshops (virtual? May be local this year)
  
- Partners, Garden Clubs and other Organizations
  - The Lands Council SpoCanopy Street Tree Plantings
  - PEI Partnership – seedling giveaway, continuing education for teachers (May, Woodland Center)
  
- Master Planting Plan with Ted Hensold, SAS, TLC and other Community Partners
  
- Tree Retention Incentive Program Promotion
  
- Downtown Tree Program – Apply for WDNR Community Forestry Grant (w/ DSP)
  - Consultant project – downtown tree review
  - Volunteer tasks – Educational outreach (especially watering) / support / cost-share for tree replacement to be considered if possible
  - City Contribution – Water Dept?

## Natural Resources - June 2023



	Adopted Budget 2023	2023 Adopted Budget Balance	2022 June Actual	2023 June Actual	2022-2023 Monthly Difference	2022 YTD Actual	2023 YTD Actual	2022-2023 YTD Difference	2022 YTD % Of Budget	2023 YTD % Of Budget	YOY % Change
<b>Revenue</b>											
Program Revenue	\$ 91,000	\$ 38,076	\$ 10,127	\$ 12,657	\$ 2,530	\$ 64,987	\$ 52,924	\$ (12,063)	71.41%	58.16%	-13.26%
Operating Transfers	\$ 66,000	\$ -			\$ -	\$ 66,000	\$ 66,000	\$ -	100.00%	100.00%	
<b>Total Revenue</b>	<b>\$ 157,000</b>	<b>\$ 38,076</b>	<b>\$ 10,127</b>	<b>\$ 12,657</b>	<b>\$ 2,530</b>	<b>\$ 130,987</b>	<b>\$ 118,924</b>	<b>\$ (12,063)</b>	<b>83.43%</b>	<b>75.75%</b>	<b>-7.68%</b>
<b>Expenditures</b>											
Salaries and Wages	\$ 649,181	\$ 350,407	\$ 44,475	\$ 74,607	\$ (30,131)	\$ 267,592	\$ 298,774	\$ (31,182)	47.19%	52.69%	5.50%
Personnel Benefits	\$ 203,753	\$ 98,805	\$ 16,120	\$ 21,900	\$ (5,779)	\$ 95,915	\$ 104,948	\$ (9,033)	47.80%	52.30%	4.50%
Supplies	\$ 35,600	\$ 24,219	\$ 1,252	\$ 3,550	\$ (2,298)	\$ 16,952	\$ 11,381	\$ 5,571	55.49%	37.25%	-18.24%
Services and Charges	\$ 217,384	\$ 144,507	\$ 31,078	\$ 5,579	\$ 25,499	\$ 94,349	\$ 72,877	\$ 21,472	43.52%	33.62%	-9.90%
Interfund Payments	\$ 23,000	\$ 12,200		\$ 1,382	\$ (1,382)	\$ 1,022	\$ 10,800	\$ (9,779)	4.03%	42.62%	38.59%
<b>Subtotal Op. Expense</b>	<b>\$ 1,128,918</b>	<b>\$ 630,137</b>	<b>\$ 92,926</b>	<b>\$ 107,018</b>	<b>\$ (14,092)</b>	<b>\$ 475,830</b>	<b>\$ 498,781</b>	<b>\$ (22,950)</b>	<b>45.73%</b>	<b>44.18%</b>	<b>-1.55%</b>
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>Total Expenditures</b>	<b>\$ 1,128,918</b>	<b>\$ 630,137</b>	<b>\$ 92,926</b>	<b>\$ 107,018</b>	<b>\$ (14,092)</b>	<b>\$ 475,830</b>	<b>\$ 498,781</b>	<b>\$ (22,950)</b>	<b>45.73%</b>	<b>44.18%</b>	<b>-1.55%</b>
<b>Net Gain/(Loss)</b>	<b>\$ (971,918)</b>		<b>\$ (82,799)</b>	<b>\$ (94,361)</b>	<b>\$ (11,562)</b>	<b>\$ (344,843)</b>	<b>\$ (379,857)</b>	<b>\$ (35,014)</b>			