



**Urban Tree Board
Regular Meeting
February 3, 2026 - 2:00 PM
Classroom, Auburn Community and
Events Center**

MINUTES

CALL TO ORDER

Chairperson Bryce Landrud called the meeting to order at 2:13pm

PUBLIC PARTICIPATION

- A. The Urban Tree Board Meeting scheduled for Tuesday February 3rd, 2026 at 2:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Toll Free: 253-205-0468

Zoom:

<https://us02web.zoom.us/j/83289650129?pwd=p3boL25UM6K4MLYYwieU5Ah9all9qX.1>

Meeting ID: 832 8965 0129

Passcode: 564977

ROLL CALL

Attendance: Chairperson Bryce Landrud, Vice-Chairperson Linda Bielejec, Member Benjamin Woodhouse

Excused: Member James Tournageau

Staff: Parks Maintenance Manager Stefanie Coleman, Parks Planning Manager Thaniel Gouk, Parks Administrative Assistant Alexa Bragg

Guests: Trevor Patricelli & Eric Shellgren

AGENDA MODIFICATIONS

PUBLIC COMMENT

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 2:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn
Attn: Alexa Bragg. Parks Administrative Assistant
25 W Main St
Auburn, WA 98001

Please fax written comments to:
Attn: Alexa Bragg. Parks Administrative Assistant
Fax number: 253-931-4005

Email written comments to: abragg@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Parks, Arts and Recreation Department in person, by phone (253) 931-3043, or by email (abragg@auburnwa.gov).

Public Attendace:

Eric Shellgren - North side of his house, there are trees growing in the parking strip, which is city property. There are power lines now on Eric's side of the street. The trees are underneath powerlines/cables. Asplund usually comes and trims the trees. Eric is wondering about if the city could trim them further. He said that the public can trim trees but cannot trim for height purposes. This is the third time Asplund has trimmed those trees. It seems that they are affecting the power lines and a potential fire hazard. He is hoping that there could be something done by the Tree Board. (Can't cut anything higher than the crown of the tree). Chairperson Bryce Landrud states that it seems that the problem isn't the height of the tree, but it's common practice that Asplund does. Bryce Landrud states that this might be something we could look at, he states that he is an arborist, and Parks Planning Manager Thaniel Gouk states it could be our streets department. Eric stated he talked to someone at City Hall in the Transportation department. He says that one of the limbs came down in the streets. Stefanie states that Public Works could assist in this issue. Thaniel says that he could take his address and contact information and follow up.

APPROVAL OF MINUTES

- A. Approval of November 4th Tree Board Minutes

Board approved Tree Board minutes from November 4th, 2025.

Vice-chair Linda moves that we approve the minutes, Member Benjamin seconds and the minutes are approved.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Tree Giveaway Information from Heidi Watters, Urban Environmentalist with the City of Tukwila, WA

Heidi Watters speaks to the Auburn Tree Board regarding the City of Tukwila's Tree Giveaway information.

This is how Heidi started the Tree Giveaway program, with grant funds from King County. This program is ran out of the City of Tukwila's Planning department. She researched what each different municipal program did for their own tree giveaways. She states there are no requirements to retrieve a tree other than living in the City of Tukwila. She states that a property owner in Tukwila can receive up to two free trees (open orders by June). There are order forms and finalize the order with the nursery they work with. People can pick up their trees by early October (due to the weather). This is a drive-up pick-up. At one point, there was a delivery service for trees, but this has ceased this year. Heidi states that there is somewhere around a 15% no-show rate for what people order and then don't pick. Saturday is the pickup day, and set up in a park where people can pull up in a loop. They stage the check-in at the front of the park. Utilities traffic control while people are arriving. At this pick-up event, Heidi had surface water departments and public works to assist and hand out fliers to the residents and participants of the city of Tukwila. Heidi states that the parks department helps unload the trees, and they bring along chain link fencing. They had 247 medium-large trees that people ordered in 2025. She orders from Puget Sound Plants. She does give a grace period to people (about a week) to pick up once the event ends. The trees, while they are being stored, need to be watered. She tries to have trees that are about 3-gallon. They should be around 4 to 7 feet tall. She tries to give away around 10 choices. There are canopy coverage goals in the City of Tukwila, and sticks to medium or large trees to meet these canopy coverage goals. She offers flowering trees, but reminds us that they should still be medium trees. She states to select trees that are not overly represented. She does not have a limit to how many trees a person can have. Talks to the participants about 811 resources and their water utility lines. There are communications that go out to the participants regarding reminders, tips and building relationships with them. Parks Planning manager Thaniel states that he can follow up with Heidi regarding more detailed information. Heidi states that she put up signage and advertising, and it can take a while to build up the participants. She will pick one particular neighborhood and put fliers out there more so than others. Education on tree canopy is important and key to Heidi and the city of Tukwila. There are QR codes to refer people to the education of the canopy coverage and sign-ups for the tree giveaway. Ordering with the nursery can be tricky. Heidi purchased the trees with their tree funds. Member Benjamin Woodhouse asks how she advertises the Tree Giveaway. Heidi states it is open to residents, as well as commercial business. She states that she is the one who advertises this event.

DISCUSSION ITEMS

A. Tree Maintenance Policy - Park Planning Manager Thaniel Gouk

Park Planning Manager Thaniel talks about the Tree Maintenance policy 5510 that the Parks department worked on and put together. It's a formalized process that is in writing. The only thing that Bryce would add to that, is that the Arborist should have the double qualifications. Clarify with Bryce about what exactly this means (add tree risk assessment to the policy).

B. Discussion of Tree Board Responsibilities

Chairperson Bryce Landrud brings his Tree Board manual from when he first started with the Tree Board. He reads the duties that the Tree Board will do. Park Planning Manager Thaniel Gouk states that that was from 2008, which was out of date, and is not most up-to-date from when the Tree Board code was updated in 2013. Park Planning Manager Thaniel asks that they mark it up and let us know what needs to be changed, if anything. Board member Benjamin Woodhouse states that this tree board manual is a good start to then try to start interdepartmental work with the tree board and other departments. PPM Thaniel mentions Public Works potentially, to talk about street trees and storm water division. Linda Bielejec states that Councilperson Kate Baldwin is planning to come to the next meeting. Thaniel states that public works with street trees. Eric (public comment) is wondering about potentially getting PSE, planning, streets, and parks to bridge the gap in trees and the health of the trees.

ACTION ITEMS

UNFINISHED BUSINESS

NEW BUSINESS

A. 2026 Arbor Day Celebration Planning and Discussion

Park Planning Manager Thaniel talks about Arbor Day for 2026. The location could be at Les Gove park near the splash pad. Park Maintenance Manager Stefanie Coleman states that this could be a shade tree, and recognizes that this would be a good opportunity to provide shade for the future generation. Looking at the 3rd week of April 2026 to celebrate Arbor Day, pending Mayor Nancy Backus's availability. Erin with maintenance was looking at trees. Park Maintenance Manager Stefanie wants to buy the biggest tree possible and provide protection barriers.

ADJOURNMENT

Chairperson Bryce Landrud motioned to adjourn at 3:15pm.

APPROVED this ___ day of _____ 2024.

Thaniel Gouk, Director of Board

Alexa Bragg, Administrative Assistant

**CITY OF AUBURN
PARKS AND RECREATION
BOARD MANUAL**



Urban Tree Board Manual
Approved by the Board xxxxxxxx x , 2026

Table of Contents

Overview.....3

Organizational Values.....4

Board Responsibilities & Functions5

Parks & Recreation Board Meetings.....7

Meeting Facilitation10

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Overview

The purpose of the City of Auburn Urban Tree Board is to assist the Parks and Recreation Board and the City Council in promoting preservation and beautification of trees through involvement of the citizens and through public education. The tree board shall recommend rules and procedures regarding the administration and management of trees located in parks, public places and public rights-of-way in the city of Auburn. All recommendations, rules and regulations will be submitted to the Parks and Recreation Board through Parks Staff and forwarded to the City Council as necessary.

The Urban Tree Board is an integral part of the City's status as a Tree City USA by the National Arbor Day Foundation and its members support celebrations such as the yearly Arbor Day tree planting. Additionally, the Board works with the community to nominate and recognize unique, rare, or endangered tree species for the City's Heritage Tree program.

City Liaison

Thaniel Gouk, Parks Planning & Development Manager

Email: tgouk@auburnwa.gov

Phone: 253-931-3043

Terms

Serve a three-year term; or may be assigned to fill the unexpired term of the person they are replacing. Terms expire December 31 of the corresponding year.

Members

There is a Urban Tree Board, consisting of seven members, who shall be appointed by the mayor and confirmed by the city council. The City Liaison will request the Mayor re-appoint members in December of said year unless a member requests not to continue on the board.

Meetings

2:00 p.m. on the First Tuesday of each month (after the First City Council Meeting of the month), Auburn Community & Event Center Classroom, 910 9th St SE, Auburn WA 98002

Governing Codes and Documents

The Urban Tree Board is governed by Ch. 2.43 ACC (as amended).

Parks and Park facilities within the City of Auburn are regulated by Ch. 2.22 ACC (as amended).

The Park Policy Manual (as amended)

Organizational Values

From the City's adopted Comprehensive Plan:

Auburn's Comprehensive Plan is organized around seven main value statements. The value statements provide a foundation and format for the Comprehensive Plan and its implementation, which includes the development of capital facilities, transportation, and parks and open space plans. The value statements also establish a basis for evaluating future City policies, regulations, actions, investment, budget priorities, grant-seeking priorities, and other community decisions. As such, the value statements can be found in the Core Plan and within each Element of the Comprehensive Plan. The manner in which each Element is consistent with the value statements of the Comprehensive Plan is provided for within each Element.



CHARACTER means developing and preserving attractive and interesting places where people want to be. We will create and maintain high quality neighborhoods, places, and spaces.



WELLNESS means the promotion of community-wide health and safety. We will build and maintain an environment that promotes public safety and healthy lifestyle options.



SERVICE includes providing transparent government service. We will be an efficient, approachable, and responsive City government.



ECONOMY includes encouraging a diverse and thriving marketplace for consumers and businesses. We will provide a diverse and vibrant local economy with employment, retail, and entertainment opportunities for citizens and a growing marketplace for homegrown and regional-scale businesses.



CELEBRATION includes celebrating our cultures, heritage, and community. We will celebrate diversity and creativity and come together to teach, learn, and have fun.



ENVIRONMENT means stewarding our environment. We will protect the natural environment, preserve open space, and create appropriate access.



SUSTAINABILITY means creating a sustainable future for our community. We will balance natural resource protection, economic prosperity, and cultural vibrancy in order to build a thriving and long-lasting community.

Board Responsibilities and Functions

Role of a Board Member

Board members are in a critical position to shape and influence Board decisions and actions. It is important that each member keeps informed and up to date on issues, council activity, and ordinances affecting the board. Individuals who accept an appointment to a board make a commitment to attend meetings and become involved in deliberations.

To function well, the Urban Tree Board of the City of Auburn expects its members to:

- Attend regular meetings and work sessions and actively participate in discussions and decision-making, while respecting the Board’s time constraints and the rights of other Board members to be heard.
- Serve on committees as appointed.
- Appear before the City Council in support of Board and interests.
- Attend Parks, Arts & Recreation Department-sponsored events.
- Develop a knowledge of the policies, procedures, and goals of the Board.
- Become individually knowledgeable about Parks and Recreation issues so that our collective advice as a Board is credible. This includes reading appropriate literature, visiting sites, talking with citizens, and other actions. To advise means to give an opinion, to inform, to counsel, and to recommend.
- Encourage citizen involvement at all levels.
- Generate ideas, such as for community awareness or outreach, projects, education, workshops, fundraising, or special events, in keeping with the overall plan, and without creating additional burdens for existing staff.

Attendance

A Board seat may be considered vacant if a Board member is unexcused and “*misses two consecutive meetings of the commission or board, or more than 25 percent of the regular meetings*” It is important for the work of the Board and the decisions and deliberations the Board makes. Regular attendance is essential so that decisions may more truly represent the Board as a whole. In addition, regular attendance enables Board members to keep abreast of Board business and concerns. This helps ensure that issues are examined from a variety of perspectives.

Elections

Each year, at the first meeting of the board, the members will select a chairperson and a vice-chairperson. Each serves for one year and is eligible for re-election.

Vacancy

If the position of Chairperson becomes vacant, the Chair would be replaced by the Vice-Chair of the Park Board. *Any vacancies created by removal of a member of a board or commission shall be filled in the same manner in which members of the board are regularly chosen.*

Chair: The Chair assists staff in developing agendas, runs the meeting, and provides leadership to the Board.

The Chair:

- Keeps the discussion on the topic
- Clarifies and rephrases if people are not understood
- Assures that board members are heard on any given topic
- Manages the pacing of the meeting
- Separates areas of agreement from areas of disagreement
- Summarizes
- Tests for agreement
- Gets feedback
- Makes sure all members know the decisions that are being made

Vice-Chair: The Vice-Chair assists the Chair in fulfilling his or her duties. In the absence of the Chair, the Vice-Chair performs all duties of the Chair.

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Urban Tree Board Meetings

Public Meetings

Meetings of the Urban Tree Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW

Meetings & Meeting Time

Meetings shall be scheduled for the first Tuesday following the first City Council meeting each month. Hours are generally 2:00 p.m. to 3 p.m. but may run longer than that on occasion. Robert's Rules of Order shall form the basis of the operation of the meetings. The Chair may participate in discussion under the same limitations as exist for other members and may vote.

Conducting the Meeting

In the event of the absence of the Chair and Vice Chair, the senior member of the Board present shall act as Chair for that meeting or may delegate the responsibility to another member.

Quorum

A quorum is required to hold an official meeting. A majority of the board shall constitute a quorum for the transaction of business, and affirmative votes from a majority of the members present and voting shall be necessary to carry any proposition

If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. If quorum is not reached by the RSVPs in advance of the meeting, a meeting may be canceled at the notice of the Chair provided at least 24 hours in advance.

Voting

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Voting by secret ballot is prohibited. The Chair shall have the full right to have his/her own vote recorded in all deliberations of the Board. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion.

Agenda

The agenda for each meeting shall be determined by consultation of the Chair and Department Director. Board members who wish items on the agenda may contact the Chair prior to the printing of the agenda, at a regular meeting during adoption of the agenda, or at a regular meeting for the upcoming meeting. The agenda and accompanying information packet are emailed on Thursday of the week preceding the regular meeting. The agenda includes a proposed allotted time for each agenda topic, and the purpose for which it is presented. Where appropriate the name of the presenter of each agenda item shall be included in the topic listing.

The order of topics shall be as follows:

- Call to Order. The Chair announces, "The meeting will please come to order."

- Public Participation. The public may speak as directed through the Chair.
- Roll Call. The Chair will notice that a quorum is present, meaning that four or more members are present. If a quorum is not present the meeting may discuss subjects, but no decision may be rendered through a vote.
- Agenda Modifications. This is the time to modify the agenda if necessary
- Audience Participation. This is the time for the audience to speak as directed through the Chair
- Approval of Minutes. The Chair asks “Are there any corrections? If no, the minutes stand approved.”
- Announcements, Reports and Presentations. This is the time for the Parks Department staff to present, to speak about any reports, and any announcements from the department
- Discussion Items.
- Actions Items. These items will be voted on, there has to be a quorum to allow voting.
- Unfinished Business. This item includes anything that has been previously talked about that needs further discussion.
- New Business
- Adjournment.

Business

Members of the public may attend board meetings. It is at the discretion of the Board via the Chair when the Board wants to hear from them. Guests may not understand the procedures of the meeting. It is helpful to make it clear how the meeting will proceed. The chair can establish reasonable time limits for each speaker. Members should communicate with the Chair any item they wish to be placed on the agenda. A majority of the members may place an item on the agenda. Public comments will be limited to 3 (three) minutes

Minutes

The Board shall adopt rules for transaction of business and shall keep written minutes of its proceedings which minutes shall be a public record.

A member of City staff shall act as the Secretary for the Park Board and shall keep a record of all meetings of the Board. The minutes will be provided to the Board at the next regular meeting for the Board’s approval of the accuracy of the record. These records shall be retained at the City Clerk’s Office.

Meeting Preparation

City staff members will provide meeting minutes, reports, proposals, and other information to help Board members make informed decisions. Do not hesitate to request any additional information needed in order to make thoughtful and appropriate decisions.

Effective Board members:

- Attend all regularly scheduled and special board meetings.
- Arrive well prepared and on time for meetings.

- Recognize that serving the public interest is the top priority.
- Recognize that the Board must operate in an open and public manner.
- Become knowledgeable of legislative process/issues affecting the Board
- Examine all available evidence before making a judgment.
- Communicate effectively and actively participate in group discussions.
- Are aware that authority to act is granted to the Board as a whole, not to individual members.
- Possess a willingness to work with the group in making decisions.

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Meeting Facilitation

Unless specifically provided in these rules, all Park Board meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).

