



# CITY OF LAKE FOREST PARK TREE BOARD MEETING

**Wednesday, September 03, 2025 at 7:00 PM**

**Meeting Location: In Person and Virtual / Zoom**

**17425 Ballinger Way NE Lake Forest Park, WA 98155**

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## **INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:**

**Join Zoom Webinar:** <https://us06web.zoom.us/j/88960694796>

**Call into Webinar: 253-215-8782 | Webinar ID: 889 6069 4796**

The Tree Board is providing opportunities for public comment by attending in person to provide oral public comment.

### **HOW TO PARTICIPATE WITH ORAL COMMENTS:**

If you are attending in person, there is a sign-in sheet located near the entrance to the room. Fill out the form and the presiding officer will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

For up-to-date information on agendas, please visit the City's website at [www.cityoflfp.gov](http://www.cityoflfp.gov).

## **AGENDA**

- 1. CALL TO ORDER: 7:00 PM**
- 2. SHORT REFLECTION**
- 3. INTRODUCTIONS**
- 4. ADOPTION OF AGENDA**
- 5. APPROVE MINUTES**

[A.](#) August 06, 2025 meeting Minutes

- 6. PUBLIC COMMENTS**

***The Board is not accepting online public comments. This portion of the agenda is set aside for the public to address the Board on agenda items. However, the Board may not respond to comments from the public. If the comments are of a nature that the Board does not have influence***

*over, then the Chair or presiding officer may request the speaker suspend their comments. Comments are limited to a three (3) minute time limit.*

**7. REPORTS AND ANNOUNCEMENTS**

**8. OLD BUSINESS**

- A.** SFI grant - follow-up
- B.** King Conservation 21 District canopy assessment - follow-up
- C.** Confirm plan for the TB table at Picnic in the Park (Sept. 6th)

**9. NEW BUSINESS**

**10. AGENDA FOR NEXT MEETING**

**11. ADJOURN**

*Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.*

**City of Lake Forest Park – Tree Board Meeting**  
**Meeting Minutes: August 6, 2025; 7:00-9:00pm**  
**Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**

**Tree Board Members present:** Victoria Kutasz, Richard Saunders (via Zoom), Stacey Spain, Doug Sprugel

**Staff and others present:** Elizabeth Talavera, Assistant Planner; Linda Holman, Parks Board

**Members of the Public present:** Drue Epping

**Tree Board Members absent:** Richard Olmstead and Mark Phillips

**Call to order:** Vice Chair Kutasz called the meeting to order at 7:00 PM.

**Short Reflection:** Board member Spain gave a short reflection on hiking the Wonderland trail on Mount Rainier.

**Introductions:** All members of the Tree Board and public introduced themselves.

**Approval of Meeting Agenda:** Vice Chair Kutasz proposed editing the agenda to include a presentation by Ms. Holman and to switch the order of old and new business. Board member Sprugel motioned to approve the agenda; Board member Spain seconded. The agenda was approved unanimously with the amended changes.

**Approval of Minutes:** Board member Spain motioned to approve the May 2025 minutes; Board member Sprugel seconded. The May 2025 minutes were approved unanimously.

Board member Spain motioned to approve the July 2025 minutes; Board member Sprugel seconded. The July 2025 minutes were approved unanimously.

**Public Comment:** No public comments.

**Next meeting:** The next meeting occurs on Wednesday, September 03, 2025.

**Reports and Announcements:**

City Staff Update

Ms. Talavera gave an update on the hiring process for the urban forest planner, noting that the process is moving quickly. Ms. Talavera also mentioned that the city is currently in the process of transitioning to a new permitting software system. Ms. Talavera also mentioned that council member Goldman had sent an email for his announcement about the city's new levy tax.

**New Business:**

Blue Heron Park

Ms. Holman presented a map of Blue Heron Park to highlight the proposed project of cleaning up the park and removing invasive trees with the help of city staff and volunteers. Board member Spain volunteered to assist with the project. Vice Chair Kutasz volunteered to create flyers to handout during upcoming events,

**Old Business:**

SFI grant - status, follow-up

Chair Phillips, Vice Chair Kutasz, and Mike from SFI will be meeting to discuss next steps, including what the Tree Board wants to prioritize for the remainder of the money.

Draft climate element feedback

The Tree Board members discussed edits to the draft climate feedback. Edits include changing the verbiage from “heritage trees” to “exceptional trees”, data research, and drought resistant trees. Chair Phillips and Vice Chair Kutasz discussed putting the edits in the draft tool.

King Conservation 21 District canopy assessment - status, follow-up

The Tree Board members discussed the different options of layers and maps for the canopy assessment. Ms. Epping showed the Tree Board members different examples of other cities including Burien and Bothell.

Tree Ordinance follow-up

Tabled for next meeting.

Outeach Opportunities

Picnic in the Park, Sept. 6, 11 am - 3pm

Farmers Market Table (shared with the Climate Action Committee), Oct. 5, 10 am - 2 pm

The Tree Board members discussed the times for members to be stationing the booths.

**Agenda for Next Meeting:** The Board will be discussing SFI grant - follow-up, King Conservation District canopy assessment - follow-up, and the Tree Ordinance follow-up.

**Adjournment:** Board member Saunders motioned to end the meeting and board member Spain seconded.

Meeting adjourned at 8:30 PM

APPROVED:

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Mark Phillips, Chair

Having the information from the completed SFI Urban and Community Forest Sustainability Standard will help inform our future municipal code and comprehensive plan updates as a city. Our city council and legal department strive to make policy changes that are based in review of needs for the community, best science, and best management practices. Having this SFI standards review would give us a starting point for building out better policy and long-range urban forest planning for our city. We are also working specifically on review of our climate element right now which urban forest health is an essential part of. Lastly, this completed document is a jumping off point to developing a comprehensive forest plan for the city aimed at providing tree equity and accessibility to all residents. We have limited budget and staff time for completing work like this due to our small size.

**LFP SFI GRANT BUDGET**

Drue Epping

12/18/2025

This grant request is to support part-time internal city personal to complete this project. Drue Epping is an ISA-certified Master Arborist and ISA-Certified Municipal Specialist with a degree in Arboriculture from MATC. She has 8 years of experience in urban forestry operations and has been serving as a municipal urban forest planner for 3 years making her qualified to do the reporting.

Budget Category	Request	Narrative
STAFF – LFP Urban Forest Planner (Drue Epping)	\$18,324	364 hours of staff time at \$50.34/hour (7 hours of work once a week for a year). 19% of total staff time.
FRINGE BENEFITS – health insurance, pension contribution, etc.	\$2,749	15% of total compensation for additional staff time. 15% used based on best estimate of impacts based on previous contributions.
SUM OF TOTAL DIRECT COSTS	\$21,073	
De minimis 7% of STDC	\$1,475	
ORIGINAL REQUEST	\$22,548	
Addition Funding for SFI Audit		
Consultant Services	\$45,000	Contracting with appropriate consulting companies to complete preaudit assessment including certification body services, and other environmental services related to pre-audit review.
SUM OF TOTAL DIRECT COSTS	\$45,000	
De minimis 7% of STDC	\$3,150	
ADDITIONAL REQUEST	\$48,150	
TOTAL REQUEST	\$70, 698	

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long-range urban forest planning for our city. We are also working specifically on review of our climate element right now which urban forest health is an essential part of. Lastly, this completed document is a jumping off point to developing a comprehensive forest plan for the city aimed at providing tree equity and accessibility to all residents.

We have limited budget and staff time for completing work like this due to our small size. I am only a part-time position with the city currently so this grant would have a huge impact on our ability to dive more into long-range planning and examining where we need to improve. Our tree board is very motivated to take on code update projects and anything else that is aimed at improving our city.

Updated to include the additional funding for the pre-certification audit which will provide additional benefits to our long-range city planning.