

Sehome Hill Arboretum Board of Governors
Meeting Minutes
May 19, 2022

1. **Meeting called to order at 4:00 PM:** Joan Drinkwin, John Furman, Kendra Bradford, Grace Wang, Steve Janiszewski, Janet Ott, and James Detke present. Joined by James Wepler, Olivia (Libby) Taylor-Manning, and Arlen Bogaards.
2. Steve Janiszewski is filling in for John Tuxill as the chair for May's meeting.
3. **Parks Personnel Update**
 - a. Ryan Robie is the new Parks Volunteer Coordinator. He has attended previous Arboretum Board meetings and has ample experience in coordinating volunteers for trail work.
4. **April 2022 Minutes**
 - a. Janet Ott made a motion to approve the April 2022 meeting minutes. The minutes were approved unanimously.
5. **Existing Business - South Ridge Trail**
 - a. Arlen Bogaards, Northwest Regional Manager of the Washington Trail Association, reported that the trail work on the South Ridge trail has been 85 percent completed. The reroute is designed to reduce erosion and create a better trail for all users. Arlen's goal is to have the reroute connected to the old trail by June 4th in time for National Trails Day. Decommissioning the old trail will be done at a later time. The area around the new trail and covering the old trail will need to be planted with native species, as the area has been disturbed and already had a number of invasive species present. This would be a good project for LEAD this coming Fall.
 - b. Kendra Bradford noted that she saw trail users on the rerouted trail already, despite it not being open. Arlen does not see this as an issue.
6. **Existing Business - House of Healing**
 - a. Kendra B. reported that the House of Healing Steering Committee met on May 9. They discussed the architecture and design process. There were eight applicants submitted contract bids to design and build the House of Healing. Members of the Steering Committee interviewed four of the applicants and have chosen one, who will hopefully be approved by the WWU Board of Trustees in June. The next meeting of the Steering Committee is June 13th.
 - b. Kendra B. shared two websites that contain information on the House of Healing. Western's [Tribal Relations webpage](#) and the [Western Foundations page](#) on the House of Healing contain relevant information and will be updated as the project progresses.
 - c. Joan Drinkwin requested that Kendra share who is on the Steering Committee. Kendra B. will share this information with the SHABOG.

- d. Steve J. would like to see the minutes for the Steering Committee's meetings. Kendra B. will bring this up at their next meeting.

7. Existing Business - Tunnel Mitigation

- a. Professional Services has contracted with Koughman Engineers to come up with a scope of work and a set of plans for the tunnel mitigation that will go out to bid. This work would hopefully allow the tunnel to reopen.
- b. James Wepler reported that geoengineers and Koughman met on site on April 12th. The geoengineers will provide Koughman with the 60% set of plans to determine the best mitigation method. Most work will occur on the north side of the tunnel, with some also on the south side. He anticipates the work on site to take no more than two days. The parking lot and trail access will be disrupted while the work is occurring.
- c. There will be internal scaling of the tunnel and external tree removal on the north side. Seven to ten yards will need to be removed and a few small maples will need to be removed there for worker safety. Additionally, workers on site will prune and clean up around the road to allow for equipment to reach the tunnel. The project will move slowly and carefully to assure the structure of the tunnel is not harmed.
- d. Janet O. asked what rock scaling is. James W. responded that scaling involves removing loose rock mechanically. Work will be performed on the roof of the tunnel using hand tools and other work will be performed around the tunnel. The most disruptive work will not occur inside the tunnel.
- e. Steve J. acknowledged that workers will learn a lot about the fragility of the tunnel and how realistic it will be to keep the tunnel open without large future expense.
- f. The project costs are being split equally between WWU and the City.
- g. Koughman is still deciding between choosing a contractor using a small works roster or a selected local contractor.

8. Existing Business - Draft Invasive Species Signage

- a. Olivia Taylor-Manning (WWU student) taught a lesson with LEAD and workshopped a list of recommendations to improve the invasive species sign located on the upper Huntoon Trail. Moving forward, Olivia will be graduating and is developing a team to continue working on this project during the next academic year. She would like to put up a temporary sign at one of the trailhead kiosks for the next three to six months. This would include information to inform the public about invasive species in the Arboretum while moving away from language that personifies the plants.
- b. Grace Wang offered to aid Olivia in workshopping the sign. The Board could look at the sign at the September meeting and determine if the sign could go up and where the best location would be.

- c. Steve J. noted that the kiosks are not open bulletin boards and signage will need to be approved by the Board. The maps on the kiosks likely need updating as well, since many of them are out of date.
- d. Taylor-Manning will send the draft signage to John T., who may send it to the Board over the summer.

9. Existing Business - Board Member Term Expirations

- a. Kendra B. noted that the dates for when her term expires are incorrect. Jennifer Hamilton will correct it.

10. Existing Business - CEDAR Page for the Arboretum

- a. Joan D. has continued to work on getting the CEDAR page updated. The City reports on habitat, trees, and other reports related to the Arboretum are now on that page. Joan D. is looking through historic copies of *The Planet* magazine to find articles related to the Arboretum, and will be in contact with Kendra B.

11. Existing Business - Urban Forestry Management Plan (UFMP)

- a. Steve J. announced that there will be two virtual technical workshops to provide feedback on the draft UFMP. They are on Tuesday, May 31, from 2:30 - 4:00 p.m. and 6:30 - 8:00 p.m. Board members can go to these to give feedback on the project.
- b. There is an Engage Bellingham site for the project as well. Steve J. shared this site with the board.
- c. Steve J. also showed a five-minute urban forestry video created by the city to explain the UFMP to the public.
- d. There will be an update to the Board once the data has been collected.

12. New Business - Graffiti and Couch in the Tower

- a. Kendra B. noted that there was a couch and graffiti in the Arboretum tower. The couch has been removed. Kendra B. will send photos to Steve J., who will send City staff to clean it up.

13. New Business - Gate Opening

- a. Kendra B. noted that the gate to the Arboretum was not opened during normal access hours. John Furman replied that typically this happens when someone forgets to open it. John F instructed Board members to contact the University Police Department if this happens again, and they will open the gate.

14. New Business - Summer Contacts

- a. Reach out to Steve J. as the City contact. For WWU contacts, reach out to Heidi Zeretske for trail issues and Chris Bruiski (Director for Maintenance Operations). John F. suggested calling 360-650-3420 to contact Facilities Management's customer service.

15. New Business - John Furman's Last Meeting

- a. The Arboretum Board thanks John F. for his years of work on the Board as well as throughout the Western campus. John F.'s retirement party will take place June

8th in the Viking Union from 11:30 a.m. to 1:30 p.m. John F. thanked the Board members for their time volunteering as well. Thank you for your service on the Board!

16. New Business - Volunteer Work Party

- a. The City is organizing a work party on May 21st from 6:00 AM - Noon at the south entrance to the Arboretum. Steve J. will send the event poster to Grace W. for dissemination.

17. New Business - Meeting Dates and Location

- a. SHABOG meeting dates will be announced for the 2022-2023 year. The location of the September meeting will be announced over the summer.

18. Meeting adjourned at 5:04 PM with a motion by Grace W. and seconded by Kendra B.