



*Home of the Tualatin River National Wildlife Refuge*

## MEETING AGENDA

**Parks & Recreation Advisory Board**

**Monday, November 6, 2023 at 7:00pm**

**Sherwood City Hall, Community Room**

**22560 SW Pine Street  
Sherwood, OR 97140**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADJUSTMENTS TO AGENDA**
- 4. APPROVAL OF SEPTEMBER MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
  1. Murdock Park Master Plan (Kristen Switzer, Community Services Director)
  2. Tree Removal (Harry Banister, Operations Supervisor)
- 7. PARK MAINTENANCE REPORT** (Harry Banister, Operations Supervisor)
- 8. STAFF UPDATES** (Kristen Switzer, Community Services Director)
- 9. COUNCIL LIAISON ANNOUNCEMENTS** (Doug Scott, City Councilor)
- 10. OTHER**
- 11. ADJOURN**

### **How to Provide Citizen Comments:**

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov) and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov) or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

### **ADA Accommodations:**

If you require ADA accommodations for this public meeting, please contact [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov) or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



**SHERWOOD PARKS BOARD MEETING MINUTES**  
**22560 SW Pine St., Sherwood, OR**  
**November 6, 2023**

**WORK SESSION**

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
2. **BOARD PRESENT:** David Scheirman, Steve Munsterman, John Clifford, Rodney Lyster, Joy Kuczer, Jim Craig, Cory McLennan, City Councilor Doug Scott  
  
**STAFF PRESENT:** Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operation Supervisor Harry Banister
3. **ADJUSTMENTS TO AGENDA:** None.
4. **APPROVAL OF SEPTEMBER MEETING MINUTES:**  
**MOTION: FROM LYSTER TO APPROVE THE SEPTEMBER MEETING MINUTES.**  
**SECONDED BY CRAIG. MOTION PASSES.**
5. **CITIZEN COMMENTS:** None
6. **NEW BUSINESS**
  - Murdock Park Master Plan (Switzer):

Switzer reported that the Request for Proposal to work on the conceptual design is due October 31, 2023. As of the date of this meeting, the city has received four proposals. There are four staff members scoring the proposals. Staff will schedule interviews November 13 through November 15 then issue an Intent to Award. That will be followed by a protest period. If the bid is over \$150,000, it will require a Resolution by City Council. If it is under \$150,000, the City Manager can sign. Switzer expects that a Notice to Proceed will be issued January 2024.
  - Tree Removal (Harry Banister):

Banister reviewed Exhibits A and B with the Board.

**MOTION: FROM CRAIG TO APPROVE REMOVAL OF THE RECOMMENDED TREES. SECONDED BY MUNSTERMAN. MOTION PASSES. MUNSTERMAN**

**NOTED THAT IF THE TREES AT SNYDER ARE REPLACE WITH SOMETHING DIFFERENT, IT WILL LOOK ODD.**

**7. PARK MAINTENANCE REPORT (Banister)**

- Four walnut trees were removed at Snyder Park and will be replaced with four white and red dogwood trees.
- The backboards have been replaced at Snyder Park.
- Two permanent pickleball nets have been installed at Snyder Park. An adjacent tennis net was left up as a ball barrier for safety.
- The sunshades over Festival Plaza have been taken down for the season.
- Street tree lights have gone up in Old Town.
- Permanent high-water signs are up along the trail at Stella Olsen Park to replace the temporary signs that had been used.
- Leaf season has begun.
- Halloween trick-or-treat festivities in Old Town were successful.
- The tree for the Holiday Tree Lighting has been picked out and purchased. It will be picked up the Monday after Thanksgiving.
- Clifford informed Banister that there is a tree down on Cedar Creek Trail.

**8. STAFF UPDATE (Switzer)**

- City Council is moving away from the annual SWOT dinner meeting that is held in December. They met with all the Boards & Commissions Chairs in September and will meet again in December during an open work session. Instead of the SWOT dinner meeting all Boards & Commissions members will be invited to an appreciation dinner in April as part of National Volunteer Appreciation Week. Scheirman shared with the Board that he expressed to City Council at the September meeting that the Parks Board's priorities are #1 Murdock Park and #2 future parks – land acquisition, dog park, and all-inclusive park.
- Bathroom at Skate Park is part of 2024 Capital Improvement Plan.
- Munsterman asked if City Council intends to earmark the money from the sale of the YMCA building for parks. Councilor Scott said that that City Council members are all in agreement that the money will go towards parks – unofficially for land acquisition.
- Clifford asked about the red house property. Switzer explained that a contractor is leasing the property on a 3-year lease and that there is the potential for the Cedar Creek Trail to tie into that property in Phase II.
- Craig asked about walking trails in the commercial area under construction off Oregon Street. Scott stated that the sidewalks will connect to the Tonquin Ice Age Trail.
- Lyster asked if the train trestle was active. Scott informed him that it has been rebuilt.
- McLennan informed Switzer that there is a section along Highway 99 where there is an interruption in the sidewalk by the new London Estates development. Switzer and Scott both stated that they would bring it to the attention of the correct people.
- Switzer informed the Board that Kuczer would be recommended for the Charter Review Committee to City Council at the November 7 meeting.

**9. COUNCIL LIAISON ANNOUNCEMENT:**

- Scott explained to the Board that the Charter Review Committee that Kuczer is being recommended for consists of approximately 15 people. The City Charter requires that it be reviewed every 4-6 years. The committee recommends changes to City Council who, if in agreement, send it to the voters.
- City Council received 5-6 bids for the Pedestrian Bridge. Bids came in high. Council is looking for ways to cut costs.
- City Council is considering whether to request an expansion to the UGB. They need to decide by December if they are going to submit a letter. To send a letter to Metro doesn't bind us, just keeps the option open.

**10. OTHER:** None

**11. ADJOURNED 7:46PM**

# Tree Removal November 2023

(Fitch, Mandel/Pinehurst Woodhaven Trails, Stella Olsen,  
Snyder Park, Timbrel)

November 6, 2023

# Open Space-Fitch Ct.



## HALSTEAD'S ARBORICULTURE CONSULTANTS

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P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

ATTN: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 fax

October 12, 2023

Reference: Tree Assessment  
Location: 17438 SW Fitch Ct., Sherwood, OR 97140  
Subject: Red Alder Trees

Per your request, I inspected nine red alder trees (*Alnus rubra*) located within the green space behind the address listed above to determine their condition.

**Description/Evaluation:** There are nine red alder trees (*Alnus rubra*) located within the green space behind the property. Eight of the trees have an average diameter at breast height of 20 inches as measured 54 inches above ground level. The eight trees are in fair health and exhibit fair structure.

There is one red alder tree (*Alnus rubra*) located at the east side of the grove that has perished. The tree's diameter at breast height is 24 inches as measured 54 inches above ground level.

**Results:** I recommend for the safety of person/property that the dead red alder tree be removed and the eight remaining red alder trees be pruned for structure, removal of dead limbs and thinning through-out the upper canopies to mitigate tree failure.

If further information is required, please call.

Sincerely,

Matthew Evans  
ISA Certified Arborist PN-9760A  
ISA Member/ PNW ISA Member

- Remove 1 large dead red alder
- Plant back a replacement tree this fall
- Prune remaining 8 red alders assessed, to mitigate tree failure

# Open Space-Trail off Mandel



- Clean Water Services, as part of their stewardship of enhancement projects throughout the watershed, has certified arborist monitoring and assessing Oregon ash trees to determine potential risks from the recently confirmed Emerald Ash Borer (EAB). For the next 10-12 months, arborists will be visiting property, focusing on property boundaries and trails to understand potential risks from Oregon ash trees as they decline from EAB infestation.
- As part of their assessment that are also assessing for hazardous trees. We have an Oregon Ash, south of Mandel near the Woodhaven Trail that is noted as having root failure and decay, with a recommendation of removal
- Replant a tree this fall.



# Open Space-Trail off Pinehurst



- Tree assessed by CWS arborist
- Remove two dead non-native cherry trees, previously girdled as part of our vegetated enhancement
- Replant a tree this fall



# Open Space-Stella Olsen, North parking lot



- Tree assessed by CWS arborist
- Remove one dead Red alder tree
- Replant a tree this fall

# Snyder Park



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(503) 245-1383

"Specialists in the Care and Preservation of Trees"

September 13, 2023

ATTN: Mr. Rich Sattler  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 fax

Reference: Tree Inspection  
Location: Snyder Park: 15365 SW Sunset Blvd. Sherwood, OR 97140  
Subject: Arborist Report – On-site Inspection Completed 9.12.2023


I inspected one Flowering cherry tree (*Prunus accolade*) located at the main entrance on the Sunset Boulevard side. The purpose of this inspection was to determine tree's condition, health and structure for the safety of persons and property.

**Description:** One Flowering cherry tree (*Prunus accolade*) located at the main entrance on the Sunset Boulevard side. The trunk has a diameter of five inches as measured 4.5 feet above ground level. The height of the tree is approximately twenty feet and the canopy spread measures approximately ten feet in diameter.

**Evaluation:** The tree's main stem is completely dead with no further bud development present. The remaining living stem (approximately 40% of the canopy) is currently in decline.

**Results:** For the safety of persons and property, I recommend the tree be removed and replaced.

If further information is needed, please call.

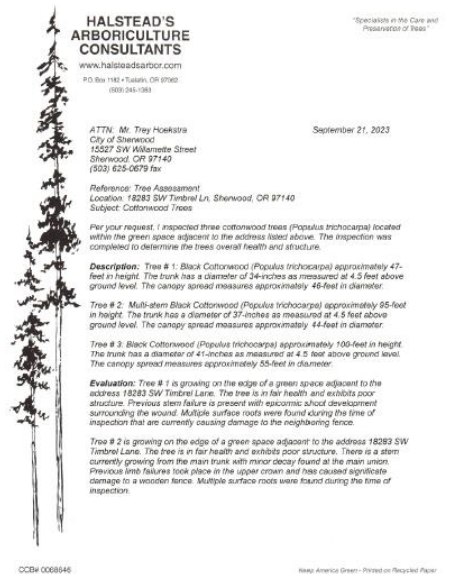
Sincerely,  
  
Matthew Evans  
ISA Certified Arborist PN-9760A  
ISA Member / ISA-PNW Member

CCBH 0068646

Keep America Green - Printed on Recycled Paper

- Remove 1 flowering cherry tree, due to main stem of tree being completely dead, canopy of tree is in decline
- Replant a more suitable tree for this area

# Open Space-Timbrel



- Remove 3 cottonwood trees, due to poor structure, previous personal property damage claims to fence, roots causing damage to neighbor property, decay to main stem of tree, close proximity to residence
- Replant a more suitable tree for this area

Page 2  
Reference: Tree Assessment  
Location: 18283 SW Timbrel Ln, Sherwood, OR 97140  
Subject: Cottonwood Trees

**Evaluation continued:** Tree # 3 is growing on the edge of a green space adjacent to the address 18283 SW Timbrel Lane. The tree is in fair health and exhibits fair structure. Multiple surface roots were found during the time of inspection.

**Results:** Due to the close proximity to the residence and the likelihood for additional limb failures to take place, I recommend trees numbered 1, 2 and 3 be removed.

Please see the attached site map for specific tree location and identification numbers.

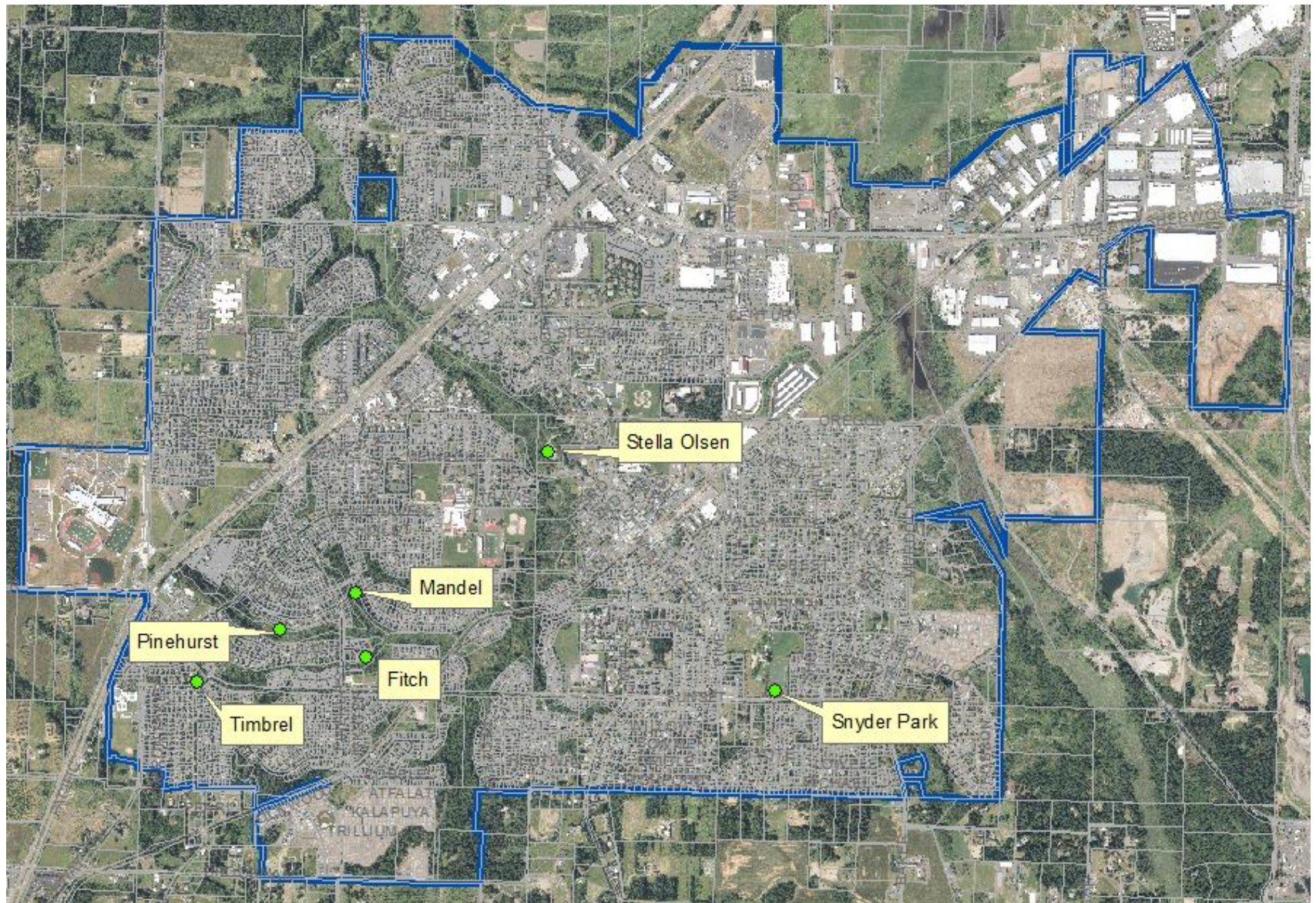
All recommendations are based on good forestry management and adhere to both American National Standards Institute A300 Standards and the International Society of Arboriculture Standards.

If further information is required, please call.

Sincerely,

Matthew Evans  
Certified Arborist PN-9786A  
ISA Member PNW ISA Member





# Tree Removal Location



# Emerald Ash Borer Risk Planning

This interactive digital document is optimized for landscape view on a computer screen. For a document optimized to be printed portrait at 8.5x11, [click here](#) or contact [ryan@nidusconsulting.com](mailto:ryan@nidusconsulting.com).

Prepared by Ryan Gilpin (Nidus Consulting)  
for Clean Water Services  
May 31, 2023



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# Overview

## **Emerald Ash Borer is a destructive insect that will kill many ash trees managed by Clean Water Services**

[Emerald Ash Borer](#) (EAB, *Agrilus planipennis*) is a small green beetle native to Asia that has killed millions of ash (*Fraxinus* sp.) trees across North America. Adult beetles feed on ash foliage and lay eggs in bark crevices in early summer. Larva bore through the bark and create “S” shaped galleries damaging the xylem and phloem which disrupts the transportation of sugars and water throughout the tree. Ash trees typically decline, become brittle, and fail relatively quickly following EAB infestations.

[Clean Water Services](#) (CWS) is one of the largest riparian land managers at the epicenter of the EAB outbreak in Forest Grove, OR. Within the Urban Growth Boundary, CWS has 50 active projects across 144 properties covering ~1,700 acres. [Oregon ash](#) (*Fraxinus latifolia*) is a common riparian species in the Willamette Valley with canopy coverage of up to 60% on some of these properties.



Adult Emerald Ash Borer

## **CWS focuses on protecting public health**

[EAB is expected to kill hundreds of thousands of ash trees](#) throughout the area in the next few years. Public access is common on CWS project areas, and some neighboring properties will see increased risk due to the dying trees. Clean Water Services is preparing for the tree loss and managing the risk posed to people as these trees die and fail.

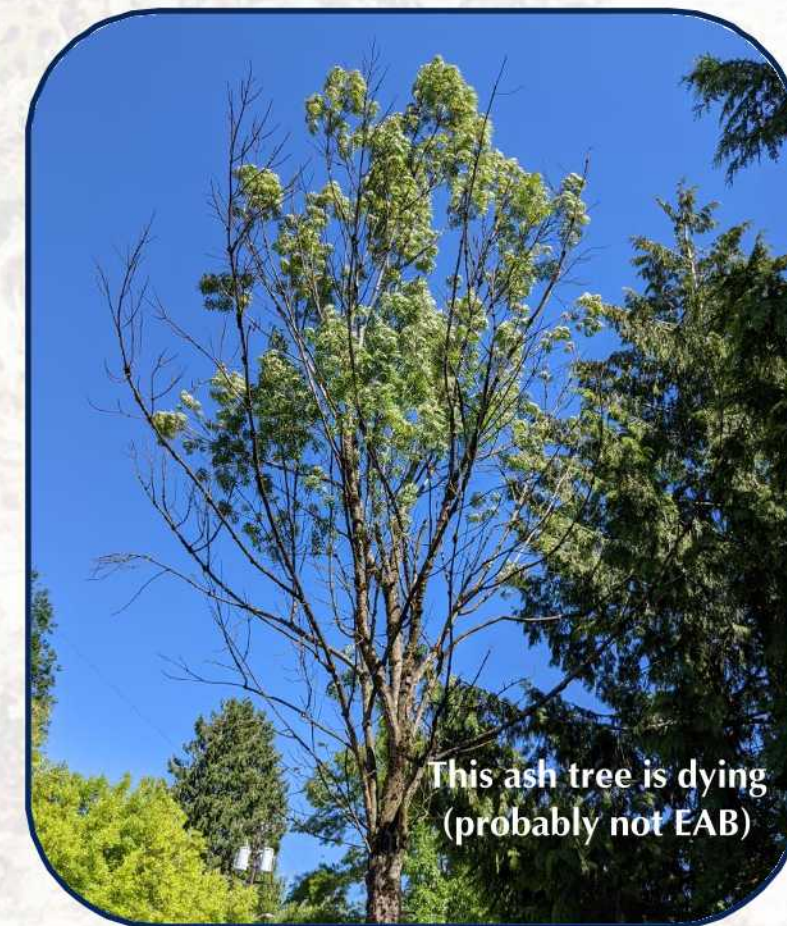


This Oregon ash was confirmed with EAB

## **Arborists should assess ash trees for risk and CWS can use data to inform management decisions**

While many communities have dealt with EAB, there are few models available to follow for how to proactively manage risk in urban natural areas. The proposed plan invests more in data collection and planning to make complicated decisions. This should allow CWS (and project partners) cost savings over the long run by making smarter decisions and retaining flexibility.

CWS is planning a response to mitigate the increased risk of tree failures associated with the EAB that keeps costs manageable.



This ash tree is dying (probably not EAB)



Tree removal is one mitigation option

[Initial estimates](#) were that ~225,00 ash trees would die with ~5,500 trees requiring mitigation at a cost of approximately \$4,000,000. These estimates helped to refine methodology and consider how to balance risk management and costs.

Specifically, the plan is designed to use tree risk assessments and allow low risk ash trees to die and fall apart in place, while identifying the trees most likely to injure people and damage property. These trees will be mitigated to low risk.

This plan should help CWS manage their risk and budget while retaining wildlife habitat benefits of dead and dying trees.





# Plan

## Use a metric to prioritize projects based on important characteristics

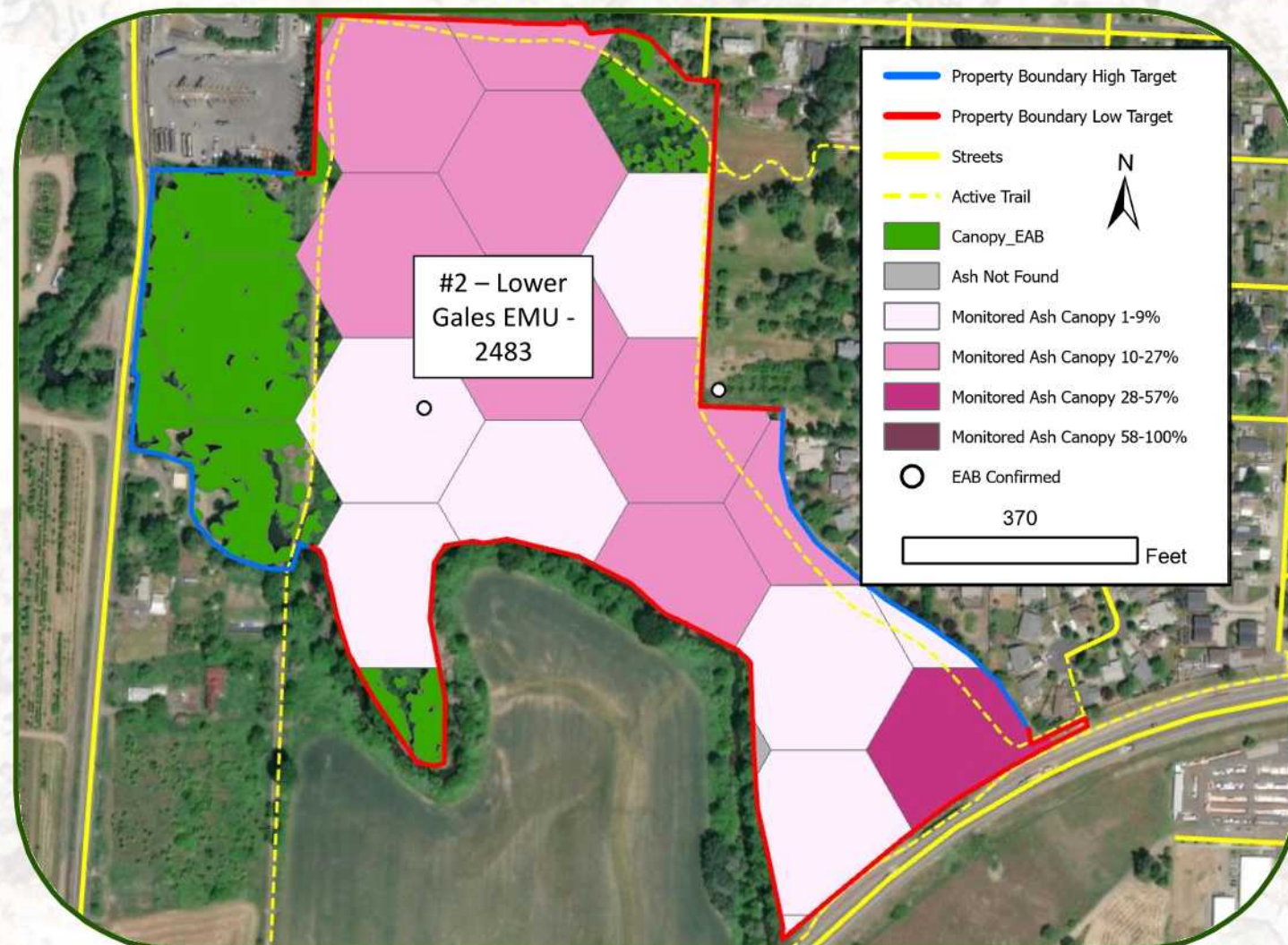
A [metric to prioritize](#) projects was created to decide which properties to assess first. The [metric](#) uses:

- Length of property perimeter with high value targets
- Length of trails
- Ash canopy of hexagons where CWS monitors
- Deciduous canopy of areas not monitored
- Distance to verified EAB locations

Some of the highest [priority areas](#) to assess are:

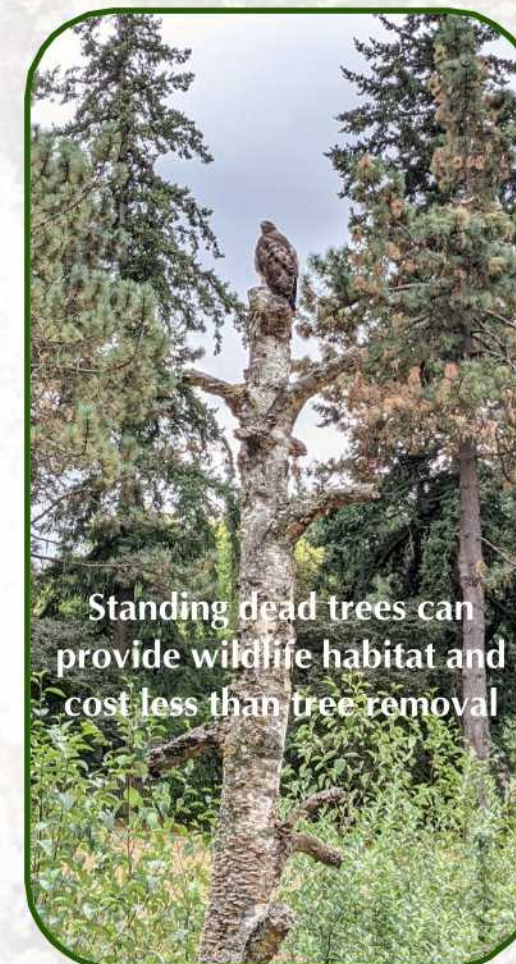
1. **Fanno EMU 3.** Many targets, high ash canopy, far from EAB
2. **Lower Gales EMU.** Many trails, EAB present within site
3. **Community Projects West 1.** High deciduous canopy, close to EAB

### Lower Gales EMU



## Tree Risk Assessment Qualified Certified Arborists perform risk assessments along high value target areas

Tree Risk Assessment Qualified (TRAQ) Certified Arborists should perform [risk assessments along high value target areas](#) (mostly trails and property boundaries). The vast majority of ash trees on CWS projects will pose low risk even as they die and fail. Arborists will not collect data on these trees. In addition to ash trees, arborists will look for high or extreme risk trees of other species. Arborists will identify ash trees that will eventually have a moderate, high, or extreme risk rating.



## Mitigation options: insecticide treatment, felling, pruning, and partial removal/snag

For each tree, data from the assessment can be used by CWS or partners to [mitigate trees to low risk](#) as cost effectively as possible while maintaining important wildlife habitat. Four mitigation options will be considered: insecticide treatment, felling, pruning, and partial removal/snag creation.

Trees that currently pose low risk, but will pose moderate, high or extreme risk as they decline are candidates for insecticide treatment. These treatments are on-going for the life of the tree but appear to be highly effective in protecting healthy ash trees from EAB.

Trees that can be safely felled, will be, but many ash trees will be leaning over neighboring properties requiring more complicated (and expensive) removal techniques. Most of these trees will be planned for partial removal/snag creation.

Some trees can be mitigated to low risk as they die and fall apart through pruning. Other trees can be pruned to initially mitigate the risk of a branch failure but will require insecticide injections to keep from dying and becoming moderate, high, or extreme risk.

A variety of data will be collected that will help CWS and/or partners determine the appropriate mitigation and how to prioritize this work.







High and extreme risk trees should be mitigated as soon as possible by the responsible party.

### Prioritize mitigation based on tree assessment and other data

Data from the assessment can be used to [prioritize tree mitigation](#). High and extreme risk trees should be mitigated as soon as possible. How to prioritize the removal of low and moderate risk trees that will become riskier over time will depend on additional factors not known at this time such as:

- How many trees require mitigation and what is the available budget?
- How is EAB spreading across Washington County and how quickly are ash trees declining?
- What are project partners and state agencies doing and finding effective?



A stand of healthy Oregon ash trees



## Next Steps

### Prioritize mitigation based on tree assessment and other data

I recommend Clean Water Services next take the following actions.

1. Coordinate internally and make any necessary revisions to this plan.
2. Mobilize tree risk assessment evaluations of the highest priority properties (and probably include some lower priority properties for budget estimation).
3. Select at least a few trees to begin mitigation operations (primarily for future budget planning).
4. Use data from #2 and 3 above to plan budgets for future years.
5. Work with project partners, state agencies, and professionals to continue assessing the status of the EAB outbreak and what others are finding effective.



CWS Partners discussing EAB

## Resources



The digital version of this document is interactive with links to resources scattered throughout.

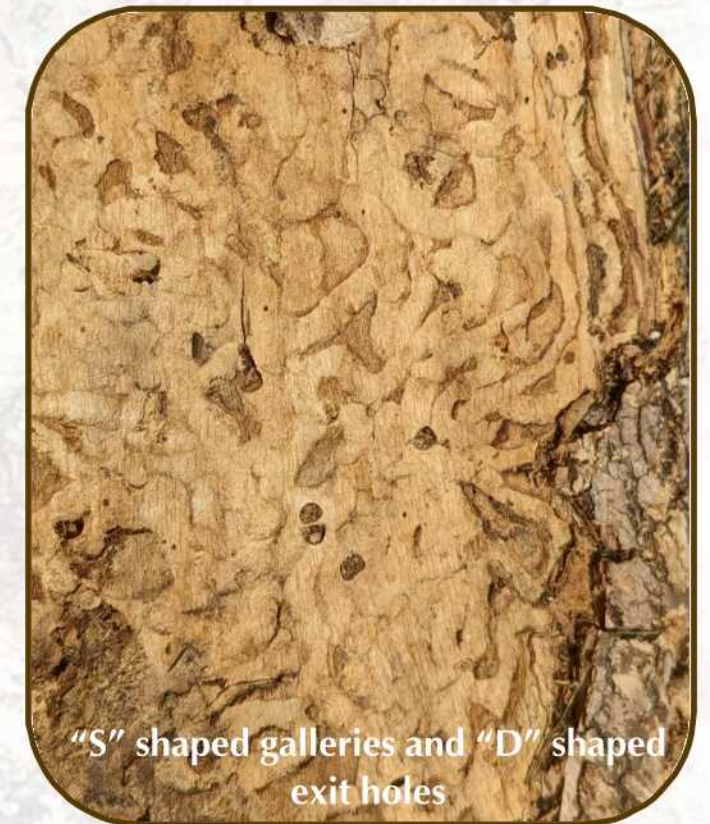
The resources linked throughout the document are also listed below along with additional key resources.

#### Additional Components of this Report

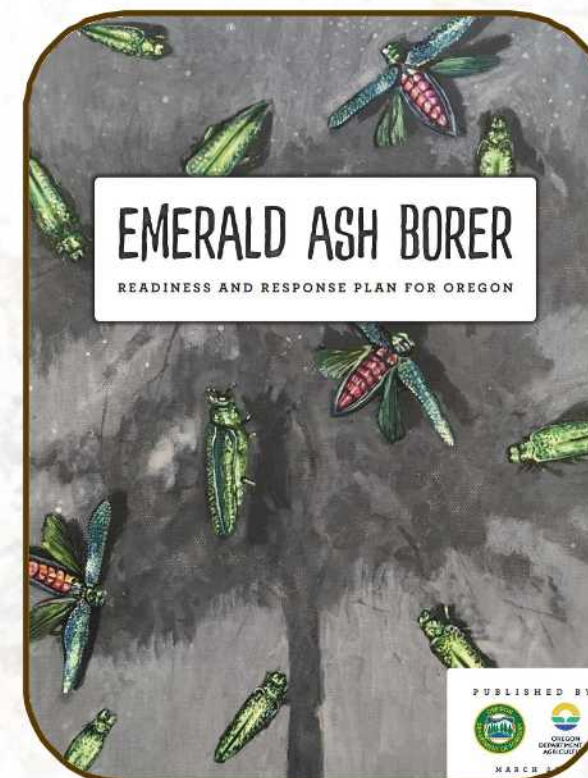
1. [Property priority metric](#)
2. [Property Priority metric excel sheet](#)
3. [Property Priority Maps](#)
4. [Tree Risk Assessment](#)
5. [Mitigation Plan](#)
6. [Prioritizing Mitigation](#)
7. [Printable version of this report](#)

#### Previous Documents from this Project

- [CWS EAB Info Sheet](#)
- [Initial Estimates](#)
- [Emamectin Benzoate Sheet](#)



"S" shaped galleries and "D" shaped exit holes



#### Other Resources

- [Nidus Consulting's Website](#)
- [Ryan Gilpin's CV](#)
- [Oregon Department of Forestry Emerald Ash Borer Factsheet](#)
- [Clean Water Services Emerald Ash Borer Article](#)
- [Recognizing ash trees in Oregon, Washington and Northern California](#)
- [Oregon Department of Forestry Forest Health](#)
- [Oregon Department of Agriculture Emerald Ash Borer](#)
- [Oregon State University Extension Emerald Ash Borer Resources](#)
- [Emerald Ash Borer Readiness and Response Plan for Oregon](#)
- [ODA EAB Dashboard](#)
- [CWS Instagram Account](#)
- [USDA Forest Service Monitoring Ash Decline and Emerald Ash Borer Symptoms in Infested Areas](#)