



# CONTRA COSTA COUNTY

## AGENDA

### Integrated Pest Management Advisory Committee

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Thursday, January 15, 2026

10:00 AM

2380 Bisso Lane, Concord  
11780 San Pablo Ave.,  
Suite D, El Cerrito  
<https://zoom.us/j/97982014544>  
Call in: (669) 900-6833  
Meeting ID: 97982014544

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**Susanna Thompson (Chair), Gabriel Chan (Vice Chair)**

Agenda Items may be taken out of order at the discretion of the Chair

1. Convene and introductions
2. Public comment on items not on this agenda (speakers will be limited to three minutes unless otherwise indicated by the Chair)
3. CONSIDER approval of the November 20, 2025 Integrated Pest Management Advisory Committee meeting minutes. [26-175](#)  
  
**Attachments:** [3.1 IPMAC 2025 1120 minutes\\_DRAFT](#)  
[3.2 UFMP Presentation](#)  
[3.3.1 Tree Ordinance Summary Table 3-31-25](#)  
[3.3.2 Tree Protection Ord - public\\_draft\\_March 2025](#)  
[3.4 2025 IPMAC Annual Report](#)
4. RECEIVE a presentation on Ailanthus altissima (tree-of-heaven) and ADVISE staff, as appropriate. [26-176](#)  
  
**Attachments:** [4.1 Bill Neill Ailanthus control methods](#)
5. APPROVE 2026 IPMAC meeting schedule and coordinate subcommittee membership and meeting dates. [26-177](#)

6. REVIEW Brown Act revisions and DISCUSS updated training requirements for members of advisory bodies. **26-178**

**Attachments:** [6.1.1\\_Brown Act excerpt p4-5](#)  
[6.1.2\\_Brown Act excerpt p11-12](#)  
[6.2\\_Advisory Body Training Requirements Update Memo 06.11.25](#)  
[6.3\\_Training Certification 2025 \(Updated\)](#)

7. ELECT a Chair, Vice-Chair, and Secretary **26-179**

8. RECEIVE updates and announcements from Committee members and staff.

9. RECOMMEND future agenda items.

### Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2380 Bisso Lane, Concord, CA 94520, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For additional information, contact [Wade.Finlinson@cchealth.org](mailto:Wade.Finlinson@cchealth.org) or 925.655.3214



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-175

**Agenda Date:** 1/15/2026

**Agenda #:** 3.

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Advisory Board: Integrated Pest Management Advisory Committee

Subject: 3. CONSIDER approval of the November 20, 2025 Integrated Pest Management Advisory Committee meeting minutes.

Presenter: Wade Finlinson

Contact: 925.655.3214

### Information:

County Ordinance (Better Government Ordinance 95-6, Article 25-205, [d]) requires that each County Body keep a record of its meetings. Though the record need not be verbatim, it must accurately record the Committee's official decisions and actions. Minutes should include a brief description of any motion considered (whether or not it is approved), and must record the vote taken on the motion. Votes must be recorded in the minutes using the format required in California law.

### Referral History and Update:

The draft minutes for the November 20, 2025 meeting of the Integrated Pest Management Advisory Committee (IPMAC) are included in this agenda packet.

### Recommendation(s)/Next Step(s):

Staff recommends approval of the November 20, 2025 minutes with any necessary corrections.

Meeting Minutes - DRAFT  
CONTRA COSTA COUNTY  
Integrated Pest Management Advisory Committee

**Thursday November 20, 2025**

**10:00 AM**

2380 Bisso Lane, Concord  
11780 San Pablo Ave., Suite D, El Cerrito  
<https://zoom.us/j/97982014544>  
Call in: (669) 900-6833  
Meeting ID: 97982014544

Members Present: Susanna Thompson (Chair), Gabriel Chan (Vice Chair), Carlos Agurto (Secretary), Susan Heckly, Jutta Burger, Michele Mancuso, Michelle Cordis, Thomas Fenster

Members Absent: Andrew Sutherland, Roxana Lucero, Kiara Pereira

Staff Present: Wil Shaub, Wade Finlinson

1. Convene and Introductions

*The Chair called the meeting to order at 10:03 AM.*

2. Public comment on items not on this agenda.

*None*

3. CONSIDER approval of the September 18, 2025 Integrated Pest Management Advisory Committee meeting minutes.

*A motion was made and seconded (JB/SH) to approve the September 18, 2025 minutes as presented.*

*Ayes: Fenster, Chan, Cordis, Mancuso, Burger, Heckly, Thompson*

*Noes: None*

*Abstain: Agurto*

*Absent: Sutherland, Lucero, Pereira*

*Public speakers: None*

4. RECEIVE an update on the development of the Urban Forest Management Plan and ADVISE staff, as appropriate.

Integrated Pest Management Advisory Committee  
November 20, 2025 Meeting Minutes



*A motion was made and seconded (MM/JB) to waive the Better Government Ordinance time limits and allow the inclusion of the presentation materials for this item.*

*Ayes: Fenster, Chan, Cordis, Mancuso, Burger, Heckly, Agurto, Thompson*

*Noes: None*

*Abstain:*

*Absent: Sutherland, Lucero, Pereira*

*The presentation slides are attached.*

*Public speakers: None*

*The Committee discussed the presentation on the development of the Urban Forest Management Plan (UFMP) given by Adam Scarbrough, Sustainability Planner with the Department of Conservation and Development. Committee members made the following comments and suggestions:*

- Detail what is meant by 'green infrastructure' and broaden to include low impact development such as biofiltration.*
- If provisions of the UFMP will have a regulatory component, it's important to exclude invasive species from preservation mandates.*
- Interior areas of the County that are not considered to be impacted should be included in needs assessments.*
- A question was raised regarding the sourcing of trees for the community tree planting workshops to ensure invasive trees are not planted. (The presenter later followed up with the IPM Coordinator that the trees for the first workshop were obtained from Devil Mountain Nursery).*
- It was recommended that training made available to workshop participants and other partners include the impacts of invasive species.*
- Consider fire resistance of tree species when creating a recommended tree list.*
- Further discussions of the UFMP and potential sites for future planting workshops may occur at the next meeting of the Nature-Based Climate Solutions Subcommittee.*

*No further action was taken.*

*Public Speakers: None*

5. RECEIVE Report on the update to the County's Tree Protection Ordinance and ADVISE staff, as appropriate.

*Jamar Stamps, Principal Planner with the Department of Conservation and Development, gave an overview of the attached tables summarizing proposed changes to the Tree protection ordinance. The following observations were made during the discussion:*

- *A recommendation to exempt Italian Cypress and palms from protection along with Monterey pine and eucalyptus.*
- *Make trees growing on properties in high and very high fire hazard severity zones exempt from obtaining a permit prior to removal.*
- *The Agriculture Department will forward language to include citing California Codes of Regulations Section 4500 in order to avoid the preservation of rated pest species.*
- *Further review of potential SB330 impacts on this ordinance may be needed.*
- *There should be a tracking system in place for how many trees are removed each year along with how many are planted.*
- *Find a way to add a layer of additional protection for the four native oaks found in Contra Costa County, if possible.*
- *The Nature-based Climate Solutions Subcommittee may discuss the draft ordinance revisions at future meetings.*

*No formal action was taken.*

*The tables presented and a draft of proposed changes to the ordinance are attached.*

*Public Speakers: None*

*Susanna Thompson left the meeting prior to item #6 at 11:33 AM. Gabriel Chan took over as Chair.*

6. CONSIDER the draft 2025 IPM Advisory Committee Annual Report and 2026 Work Plan and APPROVE with any further revisions.

*A motion was made and seconded (JB/SH) to accept the annual report and work plan as presented*

*Ayes: Fenster, Chan, Cordis, Mancuso, Burger, Agurto, Heckly,*

*Noes: None*

*Abstain: None*

*Absent: Pereira, Lucero, Sutherland, Thompson*

7. RECEIVE updates and announcements from Committee members and staff.

*Various updates were provided by Committee members and staff. No formal action was taken.*

8. Recommend future agenda items

*The January meeting may include further discussion of the future role of IPMAC and other items determined by the Committee Chair.*

The meeting adjourned at 12:02 PM.

# Contra Costa County Urban Forest Management Plan



Presenter: Adam Scarbrough  
November 20, 2025



1

1

## Why develop the UFMP?

The UFMP builds on 10 years County work

- 2015 - Climate Change Vulnerability in Contra Costa: A Focus on Heat
  - Found that urban heat islands are prevalent in CCC's impacted (AKA CalEnviroscreen Disadvantaged Communities)\*
- 2023 - Healthy Lands, Healthy People Study
  - Recommendation to develop a UFMP
- 2024 - General Plan (GP)/Climate Action and Adaptation Plan (CAAP)
  - GP Health and Safety Element (Ch 9)
  - CAAP Resilient Communities and Natural Infrastructure (NI)

\* <https://oehha.ca.gov/calenviroscreen>

2

2

# Funding for the UFMP



Governor's Office  
of Land-use and  
Climate  
Innovation (LCI)



Integrated  
Climate  
Adaptation and  
Community  
Resilience  
Program (ICARP)



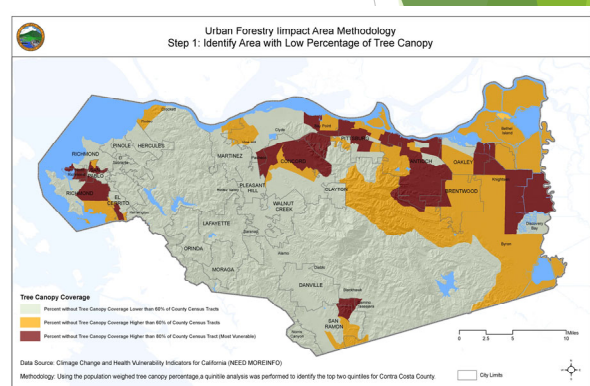
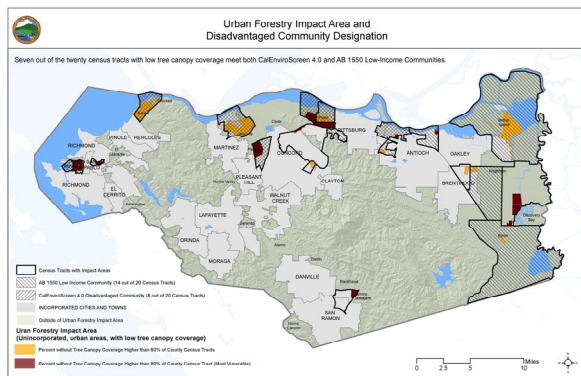
Extreme Heat  
and Community  
Resilience  
Program (EHCRP)

- Large planning grant
- \$750,000
- 2-year project timeline
- For extreme heat mitigation with a focus on impacted communities

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## UFMP Target Area



\* <https://oehha.ca.gov/calenviroscreen>

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# UFMP Grant Partners

## Lead Applicant:

Contra Costa County Dept. of Conservation and Development (DCD)

## Partners:

The Watershed Project (TWP)

Sustainable Contra Costa (SCOCO)

Civicorps

Workforce Development Board of Contra Costa (WDBCCC)

Rincon Consultants

Community Engagement	Workforce Development	UFMP Development	Tree Planting Demonstration Project	Admin
<ul style="list-style-type: none"> <li>• TWP</li> <li>• SCOCO</li> </ul>	<ul style="list-style-type: none"> <li>• WDBCCC</li> <li>• Civicorps</li> </ul>	<ul style="list-style-type: none"> <li>• Rincon</li> </ul>	<ul style="list-style-type: none"> <li>• TWP</li> <li>• CCCDCD</li> </ul>	<ul style="list-style-type: none"> <li>• CCCDCD</li> </ul>

5

5

# Community Engagement



The Watershed Project & Sustainable Contra Costa will lead our community engagement efforts which include:

- Community Needs Assessment
- Community Science Tree Inventory
- Design and Production of Outreach Collateral
- Tree Stewardship Academy
- Tree Planting Events
- Tabling at Public Events
- Municipal Advisory Committee Meetings
- Leveraging Each Organization's Mailing List

**Our Neighborhood Trees**  
A county plan to bring more shade and comfort to our neighborhoods

**Comfort**  
Cooler homes and safer walks

**Health**  
Cleaner air and less heat stress

**Community**  
More inviting streets for everyone

**Join Our Neighborhood Tree Plan Academy**

Join your neighbors in shaping a cooler, greener future for Contra Costa.

The Academy is a five meetings community program where residents learn, share, and help shape how trees are planted, cared for, and protected across the county.

At the Academy, we will explore how trees improve health, comfort, and neighborhood safety, and how every community can have a fair share of shade.

Everyone is welcome. No experience needed!

Participants who attend all five sessions will receive a \$500 stipend

Scan the QR code to fill out the application form

This project is supported by the Extreme Heat and Community Resilience Program implemented by the Governor's Office of Land Use and Climate Innovation.

6

6

# Workforce Development

Civicorps and the Workforce Development Board of Contra Costa County will lead our green infrastructure workforce development efforts which include:



- Develop Green Infrastructure Training Curricula
  - 5 trainings/20 corpsmembers per year
  - 2 years
- Host 2 Career Outreach Events for Green Infrastructure Training Graduates
- Proposed Training Curricula:

Training 1	Training 2	Training 3	Training 4	Training 5
<ul style="list-style-type: none"> <li>• Career Exploration</li> <li>• Cover Letter/Resume</li> </ul>	<ul style="list-style-type: none"> <li>• Proper Tree Care</li> <li>• Tools Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Native and Invasive Species Identification</li> <li>• Principles of Urban Forestry</li> </ul>	<ul style="list-style-type: none"> <li>• GIS</li> <li>• Tree Tracker Platform Field Application</li> </ul>	<ul style="list-style-type: none"> <li>• Green Infrastructure and Public Works Job Applications</li> <li>• Interview Skills</li> </ul>

7

7

# Urban Forest Management Plan

Rincon Consultants will lead the development of the UFMP with input from CCCDCD staff and the Advisory Working Group.



## Urban Forest Management Plan Sections

- I. Analysis of Current Conditions in Unincorporated Contra Costa County
  - Tree Canopy and Urban Heat Assessment
  - Community Science Tree Canopy Assessment
- II. UFMP Policies and Best Practices
  - County specific planting lists
  - Best practices for maintaining trees on public/private property
- III. Financing Strategies
  - For long-term tree maintenance and implementation of the UFMP
- IV. Implementing and Monitoring Plan

8

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## UFMP Advisory Working Group

To provide input and feedback on UFMP draft sections as they are produced



Working group will consist of:

- County Departments (Public Works, Fire Protection District, and More!)
- Community Group Representatives
- Individual Experts

9

9

## Tree Demo Project(s)

- 3 demonstration projects
- Approximately 50 trees total
- Volunteers welcome
- Learn about planting and the benefits of trees!
- First planting date set:
  - Date : December 13
  - Time : 9:00 - 12:30
  - Location: Lynbrook Park in Bay Point



**the watershed project**  **CONTRA COSTA**  
CONSERVATION & DEVELOPMENT

### Community Tree Planting Workshop

Join The Watershed Project and Contra Costa County to plant trees and learn how trees help cool down and green our communities!




During this hands-on workshop, volunteers will learn how to plant and maintain urban trees and get their hands dirty helping us add new greenery to Lynbrook Park.

**Saturday, December 13**  
9:30am – 1:00pm  
Lynbrook Park, Bay Point, CA

As part of the County's effort to grow new trees and develop a countywide Urban Forest Management Plan, you'll help us plant and care for trees right here in your neighborhood.

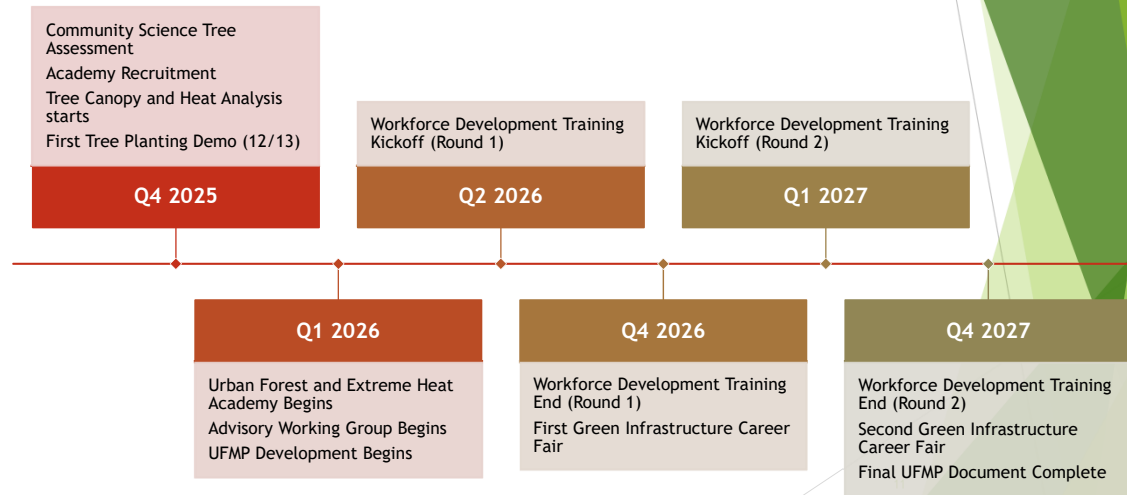
Join us to learn more! [JOIN NOW](#) 



10

10

# UFMP Project Timeline



11

## Questions?

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12



**Table 1. Key Provisions of Proposed Tree Protection Ordinance (3/25/25)**

Parameter	Summary of Proposed Provision
What types of trees are proposed to be protected?	<ul style="list-style-type: none"> <li>• All native and non-native trees (except Monterey pine and eucalyptus) that meet minimum size threshold (see Table 2)</li> <li>• Designated heritage tree</li> <li>• Tree shown to be preserved in County planning approvals for the site</li> <li>• Tree required to be planted as a replacement tree</li> </ul>
What actions may require a permit?	Removal of a protected tree or trenching, grading or filling within the dripline of a protected tree
What type of permit?	No permit required for small trees. Ministerial permit required for mid-sized trees. Discretionary permit required for larger trees. (See Table 2)
Are there exceptions?	<p>Yes. Permit is not required to remove or impact a protected tree when:</p> <ul style="list-style-type: none"> <li>• hazardous situations exist (as determined by named officials)</li> <li>• there is prior approval</li> <li>• permit requirement is precluded by law</li> <li>• routine maintenance is being performed</li> <li>• harvest trees are grown at holiday tree farms, orchards or nurseries</li> <li>• performing rangeland management on ag properties &gt; 20 acres</li> <li>• property is located in a very high fire hazard severity zone</li> <li>• removing branches for defensible space (as specified)</li> <li>• minor work within dripline is proposed, including installing pavers or irrigation trenching &lt; 1 foot deep</li> </ul>
What are the permitting criteria?	<ul style="list-style-type: none"> <li>• Ministerial permits would be issued if review confirms tree is eligible</li> <li>• Discretionary permits require a detailed finding that the burden of protecting the tree outweighs the benefit or the work is necessary to enable reasonable use of property and no reasonable alternative exists.</li> </ul>
Other noteworthy aspects	Tree replacement and safeguards for remaining trees (discretionary only)

**Table 2. How Proposed Ordinance Would Apply to Distinct Types of Trees**

Type of Tree	Exempt (no permit required)	Ministerial Permit (no hearing/not appealable)	Discretionary Permit (hearing / appealable)
Non-coniferous	Circumference < 28" (diameter < 9" approx.)	Circumference from 28" to 56" (diameter 9" to 18" approx.), unless on "undeveloped" lot	Circumference > 56" (diameter > 18" approx.). If on "undeveloped" lot, circumference ≥ 28" (9" diameter)
Coniferous	Circumference < 48" (diameter < 15" approx.)	Circumference from 48" to 94" (diameter 15" to 30" approx.), unless on "undeveloped" lot	Circumference > 94" (diameter > 30" approx.). If on "undeveloped" lot, circumference ≥ 48" (15" diam.)
Multi-stem non-coniferous	Aggregate circum. < 42" (aggregate diameter < 13" approx.) Or one stem meets single-stem criteria.	Aggregate circumference from 42" to 84" inches (aggregate diameter 13" to 27" approx.) or one stem meets single-stem criteria, unless on "undeveloped" lot	Aggregate circumference > 84" (aggregate diameter > 27" approx) or 1 stem meets single-stem criteria. If on "undeveloped" lot, aggregate circum. ≥ 42" (13" diameter) or one stem meets single-stem criteria.
Multi-stem coniferous	Aggregate circum. < 66" (aggregate diameter < 21" approx.) Or one stem meets single-stem criteria.	Aggregate circumference from 66" to 132" inches (aggregate diameter 21" to 42" approx.) or one stem meets single-stem criteria, unless on "undeveloped" lot	Aggregate circumference > 132" (aggregate diameter > 42" approx) or 1 stem meets single-stem criteria. If on "undeveloped" lot, aggregate circum. ≥ 66" (21" diameter) or one stem meets single-stem criteria.
Monterey pine and eucalyptus	All such trees exempt from permitting	N/A	N/A

Note: Circumference and diameter measured at 4.5 feet above the ground.

**Table 3. Comparison of Current and Proposed Tree Protection Ordinances**

Provision/Scenario	Current	Proposed
Minimum tree circumference (diameter) to qualify as protected	20" (approx. 6.5")	Non-coniferous: 28" (approx. 9") Coniferous: 48" (approx. 15")
Tree species covered	Native only, except on undeveloped/commercial properties	All except Monterey pine & eucalyptus
Rules depend heavily on site context?	Yes. Tree that is not part of a stand of 4+ trees may not be protected. Rules also depend upon zoning, developability, etc.	No. The only exception is that no protected tree on undeveloped properties may receive a ministerial permit.
Process	Staff determination appealable to Planning Commission, etc.	Ministerial for mid-size trees. Larger trees heard at Zoning Administrator. Appealable.
<b>Example scenarios:</b>		
44" diameter oak on built-out residential lot, not part of stand	No permit required	Discretionary permit required. ZA hearing. Appealable to CPC, etc.
29" diameter redwood on built-out residential lot, not part of stand	No permit required	Ministerial permit required. Not appealable.
8" diameter redwood on built-out residential lot, part of stand of 4	Permit required. Appealable to Planning Commission, etc.	No permit required
10" diameter oak on <u>undeveloped</u> residential lot, part of stand of 4	Permit required. Appealable to Planning Commission, etc.	Discretionary permit required. ZA hearing. Appealable to CPC, etc.
4" diameter oak on <u>undeveloped</u> residential lot, part of stand of 4	Permit required. Appealable to Planning Commission, etc.	No permit required

**Public Review DRAFT March 2025**  
**ORDINANCE NO. 2025-XX**

**TREE PROTECTION AND PRESERVATION**

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

**SECTION I. SUMMARY.** This ordinance amends Chapter 816-6 of the County Ordinance Code to protect and preserve specified categories of trees as vital natural resources in the unincorporated area of the County.

**SECTION II.** Chapter 816-6 of the County Ordinance Code is amended to read:

**Chapter 816-6**  
**TREE PROTECTION AND PRESERVATION**

**Article 816-6.2**  
**General**

**816-6.202 Title.** This chapter is known as the Tree Protection and Preservation Ordinance of Contra Costa County. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.204 Findings.** The board of supervisors finds as follows:

- (a) Trees provide soil stability, improve drainage conditions, provide habitat for wildlife, and provide aesthetic beauty and screening for privacy.
- (b) Trees are a vital part of a visually pleasing, healthy environment for the unincorporated area of this County.
- (c) It is necessary to preserve certain trees on private property in the interest of the public health, safety, and welfare, and to preserve scenic beauty. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.206 Purposes.** The purposes of this chapter are to provide for the preservation of certain protected trees in the unincorporated area of the county, and to provide for the protection of certain trees on private property by regulating tree removal while allowing for reasonable enjoyment of private property rights and property development. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.208 Definitions.** For purposes of this chapter, the following words and phrases have the following meanings:

ORDINANCE NO. 2025-XX      **DRAFT March 2025**

- (a) “Arborist” means:
  - (1) A certified arborist who is certified by the International Society of Arboriculture;  
or
  - (2) A consulting arborist who is listed as a member of the American Society of Consulting Arborists.
- (b) “Arborist report” means a written report prepared by an arborist that evaluates the feasibility and impact of a proposed restorative action or actions.
- (c) “Coniferous tree” means any cone-bearing tree with needle-like leaves, as opposed to broad leaves. Coniferous trees include but are not limited to the following tree species: pine, fir, redwood, spruce, cypress, cedar, juniper, and hemlock.
- (d) “Designated heritage tree” means a tree previously designated by resolution of the board of supervisors as a heritage tree, pursuant to Ordinance No. 88-83.
- (e) “Development” means any improvement of real property that requires the approval of a subdivision, land use permit, development plan, variance, grading permit, or building permit.
- (f) “Discretionary development approval” means the approval of a subdivision, land use permit, development plan, variance, or any other non-ministerial development approval by the board of supervisors, planning commission, or zoning administrator.
- (g) “Dripline” means the area of ground directly underneath any portion of the canopy of a tree.
- (h) “Non-coniferous tree” means any tree except a coniferous tree.
- (i) “Routine maintenance” means actions taken to maintain the health of a tree, including but not limited to removal of deadwood, removal of diseased or crossing limbs, control of deleterious insects, or pruning in a reasonable manner that does not structurally harm the tree.
- (j) “Tree” means a live woody plant with a single perennial stem or trunk or multiple perennial stems or trunks.
- (k) “Undeveloped parcel” means any of the following:

- (1) A parcel of private land that is vacant or that is developed only with barns, sheds, or other non-habitable structures.
  - (2) A parcel of land that can be further subdivided in accordance with the zoning regulations of the county, except as provided for under Article 94-4.10.
  - (3) A parcel of land with one or more structures that are proposed to be demolished or relocated.
- (l) “Very high fire hazard severity zone” means an area designated as a very high fire hazard severity zone by: (1) the State Department of Forestry and Fire Protection pursuant to Public Resources Code Section 4203 or Government Code Section 51178; or (2) the County or other appropriate local agency pursuant to Government Code Section 51179. (Ords. 2025-XX § 2, 94-59, 94-22.)

#### **Article 816-6.4 Protected Trees**

**816-6.402 Protected trees.** A protected tree is any of the following:

- (a) A non-coniferous tree that is:
  - (1) a single-stem tree with a circumference of 28 inches (approximately 9 inches in diameter) or larger, as measured 4.5 feet above the natural grade;
  - (2) a multi-stemmed tree with an aggregate circumference of 42 inches (approximately 13 inches in aggregate diameter) or larger, as measured 4.5 feet above the natural grade; or
  - (3) a multi-stemmed tree that has a single stem with a circumference of 28 inches (approximately 9 inches in diameter) or larger, as measured 4.5 feet above the natural grade.
- (b) A coniferous tree that is:
  - (1) a single-stem tree with a circumference of 48 inches (approximately 15 inches in diameter) or larger, as measured 4.5 feet above the natural grade;
  - (2) a multi-stemmed tree with an aggregate circumference of 66 inches (approximately 21 inches in aggregate diameter) or larger, as measured 4.5 feet above the natural grade; or

- (3) a multi-stemmed tree that has a single stem with a circumference of 48 inches (approximately 15 inches in diameter) or larger, as measured 4.5 feet above the natural grade.
- (c) A designated heritage tree.
- (d) A tree shown to be preserved on an approved tentative map, development plan, or site plan, or required to be preserved as a condition of approval.
- (e) A tree required to be planted as a replacement tree pursuant to this chapter. (Ords. 2025-XX § 2, 94-59, 94-22.)

### **Article 816-6.6 Permit**

**816-6.602 Permit requirement.** No person may cut down, destroy, or remove a protected tree, or trench, grade, or fill within the dripline of a protected tree, without first obtaining a tree removal permit as provided in this chapter. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.604 Permit exceptions.** A tree removal permit is not required in the following situations:

- (a) Hazardous situation. A permit is not required to remove a tree that presents a hazard to life or property and requires immediate action to remedy the hazard, as determined by the zoning administrator, building inspector, sheriff, or fire chief. If none of the listed officials are available, the property owner may remedy the hazardous situation and submit a report of the incident and description of the hazard to the department within 10 days after the incident.
- (b) Prior approval.
  - (1) A permit is not required to remove a tree that is specifically approved for removal in connection with an approved development plan, site plan, subdivision, or building permit.
  - (2) A permit is not required to trench, grade, or fill within the dripline of a tree if the work is specifically approved in connection with an approved development plan, site plan, subdivision, or building permit.
- (c) Precluded by law. A permit is not required under this chapter if precluded by federal, state, or other applicable law
- (d) Routine maintenance. A permit is not required for routine tree maintenance.

- (e) Commercial plantings. A permit is not required to remove and harvest trees grown at holiday tree farms, orchards, or nurseries.
- (f) Rangeland management. A permit is not required for normal activities associated with rangeland management on agriculturally-zoned properties that are 20 acres or larger. These activities include but are not limited to: clearing and thinning trees to reduce fire risk or enhance forage production; removing obstructions to stormwater runoff flow; maintaining adequate clearance on range roads and fire trails; fence maintenance; and protecting equipment and construction. Agriculturally-zoned parcels that are adjacent and under common ownership with an aggregate size of 20 acres or larger satisfy the acreage requirements of this subsection.
- (g) Public lands. A permit is not required to remove a tree from, or to trench, grade, or fill within the dripline of a tree on, property a public agency owns in fee.
- (h) Public agency/utilities easements. A permit is not required to trim or clear a tree located within an easement or right-of-way of a public agency or public utility for the purpose of maintaining the easement or right-of-way. Property owned by a public utility and used for administrative purposes or uses unrelated to the public service provided by the utility is not exempt under this subsection.
- (i) Very high fire hazard severity zone. A permit is not required to remove a tree from property located in a very high fire hazard severity zone.
- (j) Defensible space wildfire buffer. A permit is not required for trimming necessary to do any of the following within 100 feet of a building or structure:
  - (1) Remove branches within 10 feet of a chimney or stovepipe outlet.
  - (2) Remove branches to maintain a distance of 10 feet from other trees.
  - (3) Remove branches to a height of six feet or three times the height of the tallest shrub or other vegetation within the tree's dripline, whichever is greater.
- (k) Certain non-native species. A permit is not required to remove a tree that is any of the following species:
  - (1) Eucalyptus.
  - (2) Monterey Pine.
- (l) Minor work within dripline. A permit is not required to conduct minor work within the dripline of a tree. Minor work includes: the installation of irrigation lines not exceeding one inch in diameter to a depth of not greater than one foot; the construction,



maintenance, or repair of a fence; or the installation of pavers or other porous surfaces intended for pedestrian use. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.606 Application.** An application for a tree removal permit must contain the following information:

- (a) A site plan showing the approximate location of all trees on the property, including those proposed to remain. For a tree removal permit application submitted with proposed development, the site plan must be overlaid on all proposed grading, building, and development plans.
- (b) The size (including height and circumference or diameter, as measured 4.5 feet above the natural grade), species, dripline, and condition of each protected tree proposed to be removed or impacted by trenching, grading, or filling within the dripline.
- (c) The reason for tree removal.
- (d) Information indicating the effect of tree removal on drainage, soil stability, and erosion control.
- (e) Photographs of the protected tree(s) to be removed or impacted by trenching, grading, or filling within the dripline.
- (f) The signature of the property owner or, if the permit is requested by someone other than the owner, a written authorization from the owner.
- (g) Additional information as may be required by the department.
- (h) Application and permit fees. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.608 Arborist Report.**

- (a) A report prepared by a certified arborist must be submitted with an application for a tree removal permit if:
  - (1) the application is submitted in connection with an application for a discretionary development approval;
  - (2) the application is for the removal of three or more protected trees;
  - (3) the application is to trench, grade, or fill within the dripline of a protected tree; or
  - (4) the reason for removal is related to the health of the protected tree.

- (b) An arborist report shall include all of the following:
  - (1) The health, age, and condition of the protected tree(s) to be removed or impacted.
  - (2) The value of the protected tree(s) to be removed or impacted.
  - (3) The possible impact from development on any protected trees to remain.
  - (4) Feasible restorative or other remedial actions to address tree removal or impacts, including but not limited to a replacement tree planting plan. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.610 Permitting procedure.**

- (a) Except as otherwise provided in subsection (b) or (c) of this section, the zoning administrator will consider an application for a tree removal permit under the administrative decision procedure specified in Article 26-2.21.
- (b) An application for a tree removal permit that is submitted with an application for a discretionary development approval will be considered in conjunction with the application for the discretionary development approval.
- (c) An application for a tree removal permit will be approved ministerially without discretionary review or public hearing and is not subject to the findings requirement in Section 816-6.612, or the tree preservation requirements in Sections 816-8.802 through 816-8.808, if it is not submitted with an application for a discretionary development approval and it meets all of the following.
  - (1) For a non-coniferous tree:
    - (A) If the tree is a single-stem tree, the tree does not exceed 56 inches in circumference (approximately 18 inches in diameter), as measured 4.5 feet above the natural grade.
    - (B) If the tree is a multi-stemmed tree:
      - (i) the tree does not exceed 84 inches in aggregate circumference (approximately 27 inches in aggregate diameter), as measured 4.5 feet above the natural grade; and
      - (ii) no single stem exceeds 56 inches in circumference (approximately 18 inches in diameter), as measured 4.5 feet above the natural grade.

- (2) For a coniferous tree:
  - (A) If the tree is a single-stem tree, the tree does not exceed 94 inches in circumference (approximately 30 inches in diameter), as measured 4.5 feet above the natural grade.
  - (B) If the tree is a multi-stemmed tree:
    - (i) the tree does not exceed 132 inches in aggregate circumference (approximately 42 inches in aggregate diameter), as measured 4.5 feet above the natural grade; and
    - (ii) no single stem exceeds 94 inches in circumference (approximately 30 inches in diameter), as measured 4.5 feet above the natural grade.
- (3) The tree is not located on an undeveloped parcel. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.612 Decision.** A tree removal permit will not be issued unless at least one of the following findings is made:

- (a) The burden to the applicant in preserving the protected tree outweighs the benefit to the public. The following factors will be considered in weighing the relative burden and benefit of preserving the protected tree:
  - (1) the tree’s general health;
  - (2) the tree’s status as a public nuisance;
  - (3) the tree’s potential to pose a danger from falling, the tree’s proximity to existing or proposed structures;
  - (4) the tree’s potential interference with or impacts to utility services;
  - (5) the tree’s potential to damage infrastructure or private property; and
  - (6) the tree’s status as a host for plant, pest, or disease endangering other trees or plants with infection or infestation that cannot be controlled or remedied through reasonable preservation or preventative procedures and practices.
- (b) It is necessary to remove, or trench, grade, or fill within the dripline of, the protected tree to enable the reasonable and conforming use or improvement of the subject property that is otherwise prevented by the presence of the tree. The “reasonable and conforming use or

improvement of the property” shall be determined in accordance with the County general plan and zoning code. The applicant must demonstrate that there are no reasonable and conforming alternatives to the proposed use or improvement of the property that would not impact the protected tree. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.614 Conditions of approval.** An approved tree removal permit will include conditions necessary to ensure compliance with this chapter, including the tree preservation requirements in Article 816-6.8, and may include other feasible measures to mitigate the effects of tree removal and impacts to remaining trees. (Ords. 2025-XX § 2, 94-59, 94-22.)

### **Article 816-6.8 Tree Preservation**

**816-6.802 Tree replacement.** A protected tree may not be removed pursuant to a tree removal permit unless one or more replacement trees that meet all of the following criteria are planted at the subject property.

- (a) The ratio of replacement trees to protected trees removed will be three to one, except that the number of replacement trees may be reduced if it is determined based on an arborist report that the subject property would not support the total number of required replacement trees.
- (b) Replacement trees must be of the same species as the protected tree to be removed.
- (c) Replacement trees must be planted as 15-gallon trees, except that up to 50 percent of the required replacement trees may be planted as 5-gallon trees if it is determined based on an arborist report that long-term tree health and survival will be improved by starting with a smaller container size.
- (d) An approved tree removal permit that is connected with a discretionary development approval will require compliance with an arborist-evaluated replacement tree planting plan. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.804 Tree protection.** On a property proposed for development, the following tree protection measures apply to all protected trees that will remain on the property after development is completed.

- (a) The parking or storing of vehicles, equipment, machinery, construction materials, construction trailers, oil, or chemicals within the dripline of a protected tree is prohibited.
- (b) If no grading or construction is approved within the dripline of a protected tree, fencing shall be installed at the dripline prior to the start of any grading or construction activities.

- (c) If an approved tree removal permit allows for trenching, grading, or filling within the dripline of a protected tree, the permit may require that an arborist be present during the trenching, grading, or filling operations to advise on measures to protect the tree. After the trenching, grading, or filling operations are completed, the arborist will prepare a report describing further measures required, if any, for protection of the tree. (Ords. 2025-XX § 2, 94-59, 94-22.)

#### **816-6.806 Deposit.**

- (a) Before any grading or building permit is issued for a property where one or more protected trees are to remain on the property after development is completed, the applicant shall deposit cash or other acceptable security with the department on a per tree basis in the amount of \$1,000 per tree, or as otherwise established by the applicable tree removal permit or discretionary development approval.
- (b) To guarantee the health of the protected tree, the department will retain the deposit for a two-year period beginning when construction is completed.
- (c) The applicant may request that the department relinquish all or a portion of the deposit during the two-year period for the cost to prepare an arborist report, or for expenses directly related to preserving the health of the protected tree or, if the protected tree dies, planting and maintaining replacement trees.
- (d) The department will relinquish any remaining deposit funds to the applicant upon termination of the two-year period. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.808 Damage during construction.** A property owner shall notify the department of any damage that occurs to a protected tree during construction. The department may require, at the property owner's expense, an arborist report to evaluate the extent of damage to the protected tree. If the damaged tree dies, or if an arborist report finds that the tree is likely to die due to the damage or has suffered significant damage, the property owner shall plant replacement trees consistent with the requirements of Section 816-6.802. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.810 Tree removal only after issuance of building or grading permit.** An approved tree removal permit that is connected with proposed development shall require that a protected tree that is approved for removal may not be removed until a grading or building permit for the proposed development is issued. (Ords. 2025-XX § 2, 94-59, 94-22.)

### **Article 816-6.10 Enforcement**

**816-6.1002 Separate offense.** Each tree damaged or removed in violation of this chapter constitutes a separate offense. (Ords. 2025-XX § 2, 94-59, 94-22.)

**816-6.1004 All remedies.** The County may seek compliance with this chapter by any remedy allowed under this code, including but not limited to administrative fines and any other remedy allowed by law. (Ords. 2025-XX § 2, 94-59, 94-22.)

**SECTION III.** Chapter 816-4 of the County Ordinance Code is deleted in its entirety.

**SECTION IV.** Section 26-2.2102 of the County Ordinance Code is amended to read:

**26-2.2102 Decisions without public hearing.** Unless otherwise required by this article, the zoning administrator may, without public hearing, decide applications for any of the following:

- (a) A variance permit pursuant to subsection (1) of Section 26-2.1204.
- (b) A minor subdivision pursuant to subsection (3) of Section 26-2.1204, including an application for improvement exceptions.
- (c) A small lot occupancy permit pursuant to subsection (c) of Section 82-10.002.
- (d) A wireless facility access permit pursuant to Chapter 88-24.
- (e) A short-term rental permit that does not meet one or more of the short-term rental regulations specified in Section 88-32.602.
- (f) An industrial hemp cultivation permit renewal pursuant to Section 88-34.412.
- (g) A sign permit pursuant to Chapter 88-6.
- (h) A tree removal permit pursuant to Chapter 816-6. (Ords. 2025-XX § 4, 2022-03 § 3, 2021-21 § 3, 2020-12 § 3, 2020-01 § 3, 2017-11 § 3, 2016-11 § 3, 2011-05 § 5, 95-51 § 3, 80-87 § 2: See Gov. C. § 65901.)

**SECTION V. EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the East Bay Times, a newspaper published in this County.

PASSED on \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: MONICA NINO,  
Clerk of the Board of Supervisors

\_\_\_\_\_  
Board Chair

ORDINANCE NO. 2025-XX

**DRAFT March 2025**

and County Administrator

By:

\_\_\_\_\_  
Deputy

[SEAL]

KCK:

H:\Client Matters\2024\DCD\Tree Protection Ord - draft6.doc



## **ADVISORY BODY ANNUAL REPORT**

Advisory Body Name: Integrated Pest Management Advisory Committee (IPMAC)

Advisory Body Meeting Time/Location: 3rd Thursday of January, March, September, and November

Chair (during the reporting period): Susanna Thompson

Staff Person (during the reporting period): Wade Finlinson

Reporting Period: January through November, 2025

### **I. Activities**

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

The full Committee met 4 times and held seven subcommittee meetings in 2025.

-IPMAC Subcommittees included the standing Decision-Making Subcommittee, the ad hoc IPM Training Subcommittee, and the ad hoc Nature-Based Climate Solutions Subcommittee.

-The Committee received presentations on pesticides measured in indoor dust from child care centers in Northern California, the proposed updates to the County's Tree Protection Ordinance, and the efforts to create an urban forest management plan.

### **II. Accomplishments**

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

-In support of the IPM Policy goal of promoting availability, public awareness, and public input into written County IPM records, the Committee approved decision documentation regarding the management of ground squirrels. State legislation that went into effect in January limits the use of rodenticides. The IPM Decision-Making Subcommittee held four meetings to revise the document to acknowledge and respond to the challenges posed by these operational impacts. The full Committee approved the document in September and will present recommendations to TWIC in the coming months.

-The IPM Training Subcommittee reviewed current training programs in applicable County departments and divisions and helped prioritize areas for improvement. The IPM Coordinator will work with staff from Agriculture/Weights & Measures to implement these suggestions into a resource document that clarifies training standards consistent with regulations and County policy for applicable personnel.

-The Nature-Based Solutions Subcommittee initiated a review of various County-owned properties and discussed potential nature-based climate co-benefits that overlap with IPM practices. This ongoing effort is in line with the IPM Policy goal to "minimize risks and maximize benefits to the general public, staff, and the environment as a result of pest control activities conducted by County staff and contractors."



### III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

All seats were occupied for the majority of the reporting period. Public members currently live in each of the five Board of Supervisor districts. A brief vacancy occurred when the term expired for the previous representative of the Sustainability Commission in March, but a new representative was appointed by the Board of Supervisors in May. The Board also appointed a new member to the Public Works Director Designee seat in October.

No agenda meetings were canceled or delayed due to not having a quorum. There were no concerns raised regarding attendance during the reporting period.

### IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

All public and ex officio members of the Committee are current on Brown Act, Better Government Ordinance, and Ethics training. The IPM Coordinator will follow up with Committee members to ensure ongoing compliance with revised requirements adopted by the Board of Supervisors on June 10, 2025.

### V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*

In 2026, IPMAC will prioritize the following activities in support of the goals and objectives of the IPM Policy:

1. Hold a planning session during the January meeting to review the IPM Program and identify potential strategies to strengthen the implementation of the IPM Policy.
2. Continue the work of the Decision-Making and Nature-Based Solutions Subcommittees.
3. Receive an update and provide feedback on the efforts of the IPM Coordinator and representatives of the Agriculture Commissioner to establish IPM training standards.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-176

**Agenda Date:** 1/15/2026

**Agenda #:** 4.

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Advisory Board: Integrated Pest Management Advisory Committee

Subject: : 4. RECEIVE a presentation on Ailanthus altissima (tree-of-heaven) and ADVISE staff, as appropriate

Presenter: Bill Neill

Contact: Wade Finlinson, 925.655.3214

### Information:

The bylaws of the Integrated Pest Management Advisory Committee (IPMAC) list several purposes of the Committee. Those include:

- Making policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions.
- Providing a forum for communication and information exchange among members in an effort to identify, encourage, and stimulate the use of best or promising pest management practices.

### Referral History and Update:

On November 20, 2025, IPMAC received presentations on the County's development of an Urban Forest Management Plan (UFMP) and revisions to the Tree Preservation Ordinance. During these and previous discussions, Committee members have raised concerns about Ailanthus altissima or tree-of-heaven (ToH).

ToH is a widespread noxious weed that is considered a significant urban and agricultural pest. In urban conditions, aggressively spreading root systems can damage infrastructure within the built environment. It also crowds out native species and attracts nuisance insects that excrete honeydew and creates a substrate for sooty mold. In Agricultural settings, ToH is the preferred host for the spotted lanternfly (*Lycorma delicatula*) (SLF). If SLF arrives in California, it will pose a significant threat to grapes and other important crops.

Bill Neill has worked to combat ToH and variety of other invasive species for several years in Southern California. In consultation with the IPMAC Chair, Mr. Neill has been invited to present at this meeting. A copy of slides he presented on the topic at a California Invasive Plant Council (Cal-IPC) symposium are attached. An LA Times video documenting his recent work in the areas that burned last January is available at the following link: <https://www.latimes.com/0000019a-2d56-d87b-a7fe-ff5770300000-123>

Additional information is available from the University of California Agriculture and Natural Resources, Cal-IPC, and Calflora.org. Also, review presentations from the Sonoma County Agriculture Commissioner and Sonoma Resource Conservation on ToH that comprise the first forty minutes of the 2024 Statewide Weed Management Areas (WMA) Meeting at this link:

<https://www.youtube.com/watch?v=QsmqGwoIOUM&t=1512s>

### Recommendation(s)/Next Step(s):

Staff recommends receiving the presentation and advising on potential next steps.



Riverside Fwy – Santa Ana Canyon

# Ailanthus Control Methods

*Ailanthus altissima*

Common names in U.S.:

West Coast – (Chinese)  
Tree of Heaven

East Coast – Stink Tree

California Taxon Report 161

**Ailanthus altissima** (Mill.) Swingle  
Ailanthus, Tree of heaven

Ailanthus altissima, a dicot, is a **tree** that is **not native** to California.  
Cal-IPC rating: Moderate

**Plant Range**

**Observation Search**  
(4435 records)

**Plant Characteristics**

one or more occurrences within a 7.5-minute quadrangle

© 2021 California

**Bloom Period**

Photos from California / CalPhotos

Family: Simaroubaceae  
Genus: Ailanthus

© 2014 Dr. Amadej Trnkoczy

© 2013 Neal Kramer

© 2014 Dr. Amadej Trnkoczy

photo size:

**Name Status:**  
Accepted by PLANTS

**Alternate Names:**  
PLANTS Ailanthus glandulosa  
PLANTS Toxicodendron altissimum

**Toxicity:** MINOR, DERMATITIS **Wetlands:** Occurs usually in non wetlands, occ

**Habitat:** disturbed

**Communities:** weed, characteristic of disturbed places



## WIDESPREAD IN SOUTHERN CALIFORNIA & SIERRA NEVADA FOOTHILLS

Natural Areas treated during past 20 years:

Whittier Narrows – Army Corps Engineers

Griffith Park – City of Los Angeles

Montecito Heights – North East Trees

Big Tujunga Canyon – Angeles N. Forest

Mill Creek Canyon – Inland Empire RCD

Private yards treated during past 10 years:

Mt. Washington/Pasadena --- 75

Calabasas/Agoura/Topanga – 15

Lake Hughes/Leona Valley --- 18







# CONTROL AND UTILIZATION OF TREE-OF-HEAVEN

*A Guide for Virginia Landowners*

Ubiquitous in vacant lots  
and abandoned factories of  
eastern U.S.; increasingly  
common in wildlands.



VIRGINIA DEPARTMENT OF FORESTRY  
WWW.DOF.VIRGINIA.GOV

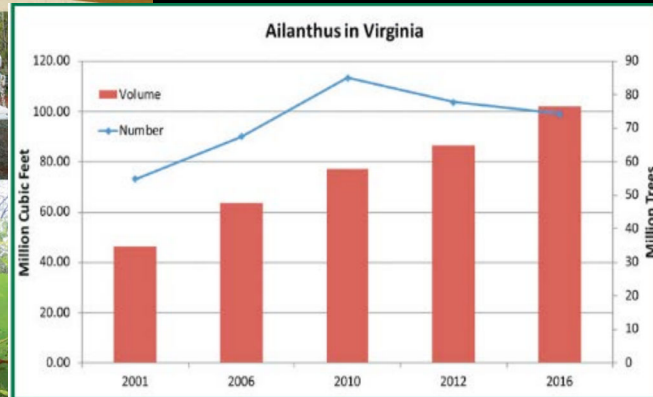


Figure 1. Volume and number of trees ( $\geq 5.0$  inches d.b.h.) of Ailanthus by survey year, Virginia.

## How to recognize Ailanthus

- > Long pinnate compound leaves
- >> Leaflets have notch at base
- >>> Mottled yellow-gray bark
- >>>> Foliage odor resembles male cat urine (Wikipedia) or rancid peanut butter







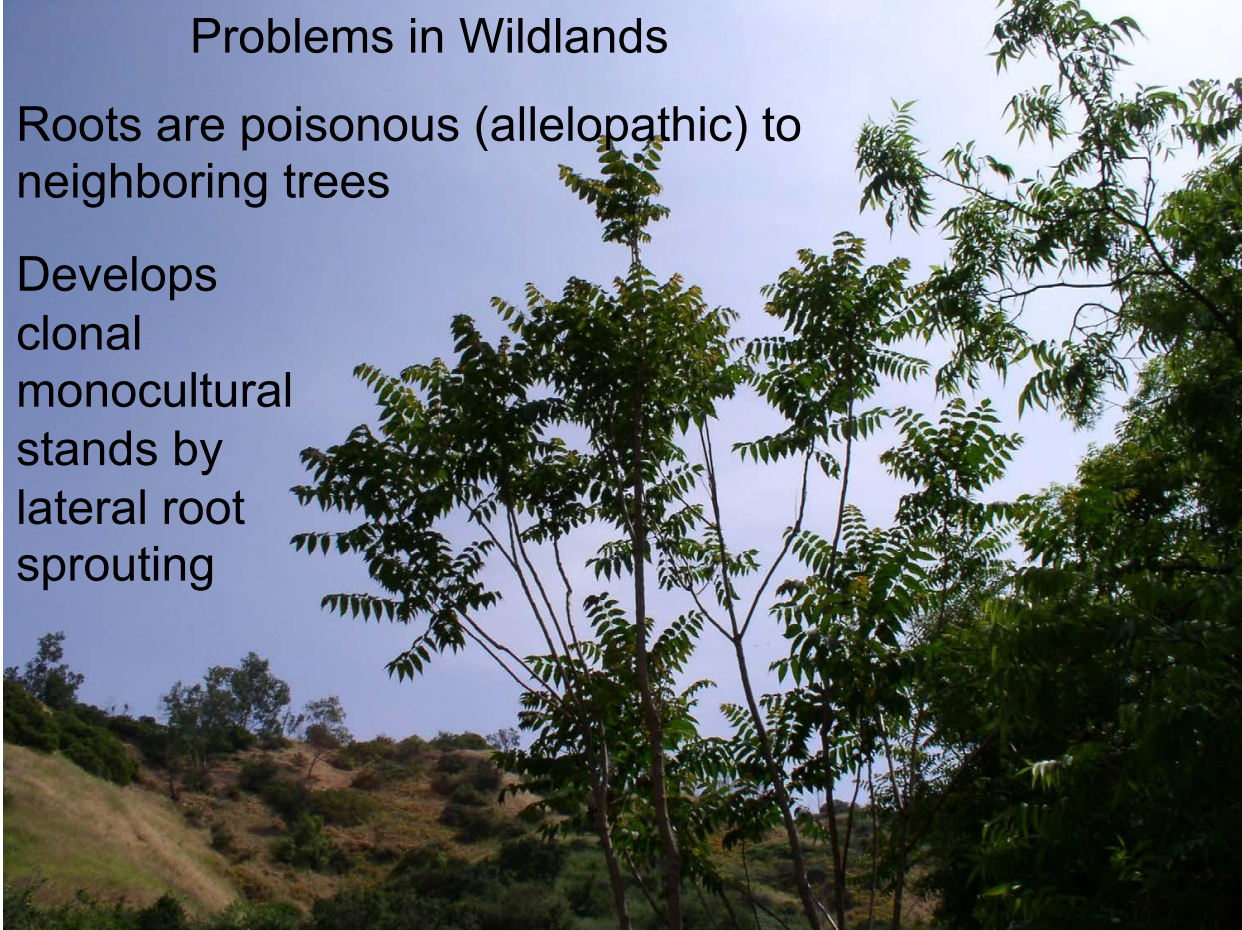
**In Big Tujunga Canyon, basal bark application of Pathfinder II herbicide accentuates yellow-gray mottling of bark on 2-inch trunk**



## Problems in Wildlands

Roots are poisonous (allelopathic) to neighboring trees

Develops  
clonal  
monocultural  
stands by  
lateral root  
sprouting



**Large parent tree surrounded by saplings grown from lateral roots –  
outlier plants to left, possibly sprouted from seeds --  
6 weeks after herbicide treatment, in Santa Fe Dam basin  
of San Gabriel Valley**

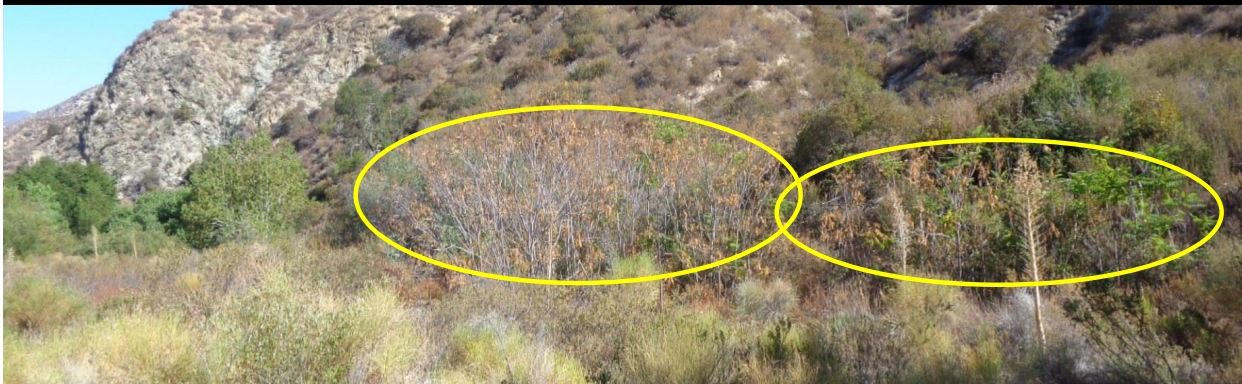


Half-acre dense grove of  
Ailanthus at Griffith Park



Quarter-acre Ailanthus grove  
on Glendora Ridge in San Gabriel Mountains,  
4 weeks after herbicide treatment





**Upper: Ailanthus grove in Big Tujunga Canyon, sprouted after 2009 wildfire**  
**Lower: Defoliated trees 7 weeks after basal bark herbicide application**

## AILANTHUS Control Considerations

- > Felling or girdling trunks causes profuse root sprouting
- > Has thin bark like castor bean, so saplings & juvenile trees are susceptible to basal bark application of Pathfinder II without cutting
- > For large trunks, use hatchet to chop frill cuts in vertical rows, followed by basal bark treatment with Pathfinder II
- > Imazapyr (BASF's Stalker & Habitat) effective for foliar spraying of saplings





## Preferred Control Methods

Highly susceptible to triclopyr herbicide

→ Pathfinder II for basal bark

→ or 25% Garlon 4 in veg oil or diesel oil



Apply Pathfinder II herbicide using spray bottle with chemical-resistant trigger, available from janitorial supply stores.



Basal-bark treatment of large multi-trunk plants takes less than one minute



No cutting of bark required on largest trunks with diameters up to 16 inches



Unlike girdling, vertical columns of frill cuts by hand ax followed by basal bark application preserves fluid communication between tree crown and roots, thus avoiding massive sucker sprouting from lateral roots



Successful  
single basal-  
bark treatment  
near Arroyo  
Seco



Successful  
single basal-  
bark treatment  
in Santa Ana  
Canyon







**One-acre grove of Ailanthus trees in Montecito Heights  
(northeast of downtown Los Angeles) in July 2020,  
two weeks after basal bark application of Pathfinder II at top**

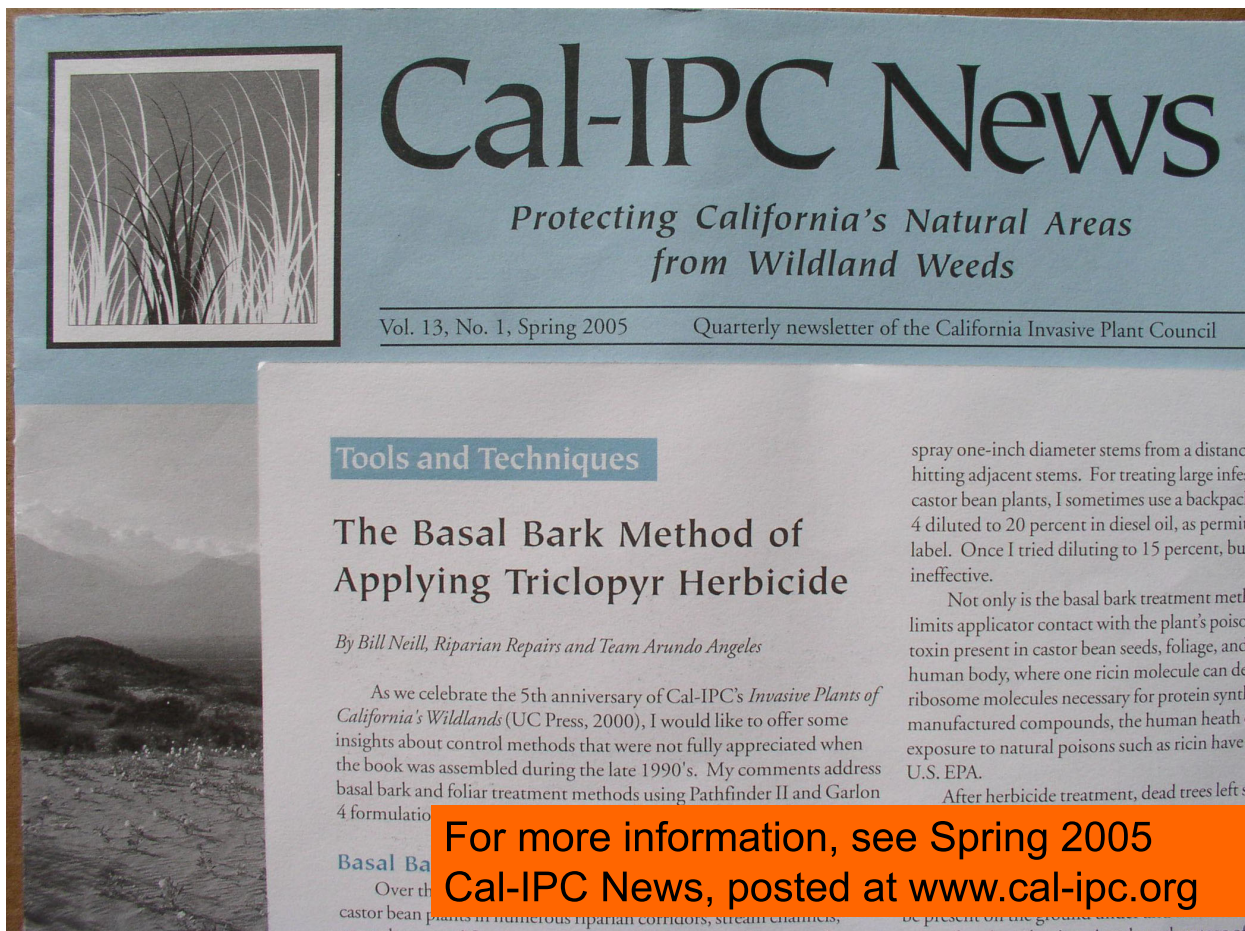


**One-acre Ailanthus grove in Montecito Heights, September 2020,  
6 to 8 weeks after basal bark application of Pathfinder II;  
approx. 150 trunks treated in 4 hours with 1 gallon herbicide**





**One-acre grove of dead *Ailanthus* trees at Montecito Heights, July 2021, one year after basal bark herbicide treatment; foliage of few new stems sprayed with dilute imazapyr**





**After cutting without herbicide, shallow roots sprout abundant saplings that can be controlled by foliar spraying**



Los Angeles freeway margin



**After wildfire, Ailanthus foliage grows rapidly from root crowns and lateral roots, here at Whittier Narrows. Fire followed by foliar spraying allows control of established groves relatively easily and cheaply.**





**One options: Spray post-fire foliage with 2.5% imazapyr herbicide (Habitat or Polaris) plus methylated seed oil to control regrowth effectively and easily.**



**Imazapyr is effective at translocating through long lateral roots, but slow-acting so foliage turns yellow and wilted about 4 to 6 weeks after application**





About ten weeks after foliar spraying, *Ailanthus* foliage is mostly brown; resprouted Mexican elderberry behind dead foliage is thriving.



The preferred herbicide for *Arundo* control stops protein synthesis by plants, hence is inert to animal life.

Habitat herbicide is registered for aquatic use, and livestock are allowed to drink treated water.



# Capstone®

## HERBICIDE

- ▣ Excellent **grass safety**
- ▣ **Caution** signal word
- ▣ **Premix of Milestone + Garlon 3A**
- ▣ Broadcast use rates up to 9 pt/a or 9 qt/a max for spot treatments (50% acre limit)
- ▣ Not a Restricted Use Pesticide
- ▣ **Best Post Resistance Management Product on the market**
  - No grazing restrictions
- ▣ Packaging: 2.5's, 30's, bulk

GROUP	4	HERBICIDE
Active Ingredient:		
Trisopropanolammonium salt of 2-pyridine carboxylic acid, 4-amino-3,6-dichloro-	2.22%	
Triethylamine salt of [(3,5,6-trichloro-2-pyridinyl)oxy]acetic acid)	16.22%	
Other Ingredients	81.56%	
Total	100.0%	
Acid Equivalents:		
aminopyralid (2-pyridine carboxylic acid, 4-amino-3,6-dichloro-) – 1.15% (0.1 lb/gal)		
triclopyr (3,5,6-trichloro-2-pyridinyloxyacetic acid) – 11.63% (1 lb/gal)		
<b>Precautionary Statements</b>		
<b>Hazards to Humans and Domestic Animals</b>		
EPA Reg. No. 62719-572		
<b>CAUTION</b>		
Harmful if Swallowed • Causes Moderate Eye Irritation		
Avoid contact with eyes, skin or clothing.		
<b>Personal Protective Equipment (PPE)</b>		
Some of the materials that are chemical-resistant to this product are listed below. If you want more options, follow the instructions for category C on an EPA chemical-resistance category selection chart.		

Do not apply to persons, etc. in the area or Tribe, etc.

**Not For Sale**

**Not for use in New Hampshire**

**are permitted these sites**

Vermont  
New York

**Entry Restriction**

**Agriculture**

Use this product

Capstone equivalent to  
5% Milestone & 36% Garlon 3A



*Tree of Heaven Demo in Visalia  
Foliar treatment  
9 pints of Capstone/acre*



Beau Miller slide

*Tree of Heaven Caltrans Demos  
With Capstone 9 pts/acre or 5% v/vol*



Pretreatment



Capstone @ 28  
DAT



Dead Ailanthus  
Roots  
7 MAT

28 DAT



Beau Miller slide

## *Capstone on Tree of Heaven 7 months after treatment*





## THE ROLE OF HERBICIDES IN PRESERVING BIODIVERSITY

by Jake Sigg

**N**O DATA EXIST for private land, but the Bureau of Land Management estimates that the United States is losing 6,000 acres of public land every day to invasive non-native plants (4,600 acres a day in the West alone), rendering land economically useless and biologically impoverished. In the frequently polarized debate over the use of herbicides in battling aggressive weeds, the subject of biodiversity is too often lost. Herbicides, per se, have become the focus of the debate. This is backwards—biological diversity should be front and center. This is the pivot on which CNPS policy must turn. Does proper use of herbicides work for or against biodiversity? Herbicide critics usually isolate the subject. They neglect the differences among herbicides and fail to address the serious weed problem confronting the California flora. I am a proponent of judicious use of herbicides, and favor their employment as a vital part of a weed management strategy.

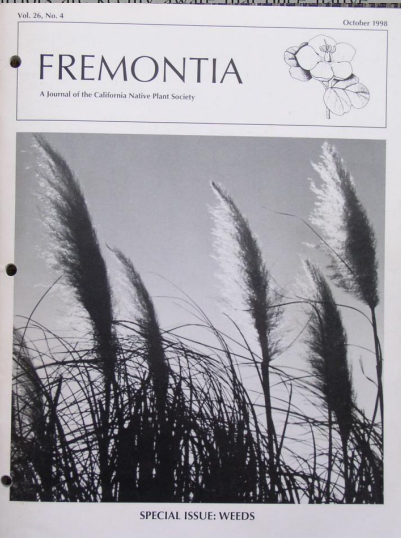
Our discomfort with chemicals began with revelations in Rachel Carson's *Silent Spring* in the 1960s. The use of chemicals as a quick fix for complex problems created a backlash, resulting in a regulatory climate that protects the public against many of the dangerous substances used indiscriminately in the past. Herbicides became entangled in the reaction to chemicals, but evidence is skimpy re-

at those "who are unwilling to accept a short-term environmental insult to avoid a long-term ecological catastrophe." Weed warriors are keenly aware that once native

biological control agents they find it difficult to find them sometime and deeply paid

Our present native weeds are ecological agents, man and herbicides.

Classical biological control perhaps only, by means of reducing the ample of classic (Hypericum perforatum) lands in northern which has been introduction of Klamath weed. for some plants tural crops or predators that feeding a biological control agent is initially expensive and time-consuming, and there is no guarantee of success. Un-



*That's all, Folks!*

*Thank you!*



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-177

**Agenda Date:** 1/15/2026

**Agenda #:** 5.

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Advisory Board: : Integrated Pest Management Advisory Committee

Subject: 5. APPROVE 2026 IPMAC meeting schedule and coordinate subcommittee membership and meeting dates

Presenter: Wade Finlinson

Contact: 925.655.3214

### Information:

The IPMAC Bylaws state "The Committee shall agree on a meeting schedule during the first meeting of the calendar year. The first meeting of the calendar year shall be held on the third Thursday of January from 10:00 a.m. to 12:00 p.m."

Regarding subcommittees the bylaws say, "The Committee Chair shall designate Subcommittee members from the Committee with advice from the Committee." Typically members of the subcommittee recommend a subcommittee Chair to the Committee Chair.

### Referral History and Update:

While the full Committee approves the meeting schedule at the first meeting of the calendar year, subcommittees usually coordinate meeting schedules based on members' availability throughout the year. Current subcommittee membership is as follows:

#### Decision-Making Subcommittee

Carlos Agurto, Chair

Susanna Thompson

Andrew Sutherland/UC representative

Michelle Cordis/PWD Director representative

Gabriel Chan/Ag Commissioner representative

#### Ad-hoc Nature-based Climate Solutions (NBS) Subcommittee

Tommy Fenster, Chair

Susanna Thompson

Jutta Burger

Lindsay Neuner/Acting Ag Commissioner representative

Kiara Pereira/Sustainability Commission representative

### Recommendation(s)/Next Step(s):

The IPM Coordinator recommends that IPMAC members advise the Chair on subcommittee membership assignments and approving the following proposed meeting schedule with any necessary adjustments:

#### 2026 IPMAC Meeting Schedule

(proposed third Thursday of January, February, August, September, and November)

Thursday, January 15, 2026-10:00 AM to 12:00 PM

Thursday, February 19, 2026-10:00 AM to 12:00 PM

Thursday, August 20, 2026-10:00 AM to 12:00 PM

Thursday, September 17, 2026-10:00 AM to 12:00 PM

Thursday, November 19, 2026-10:00 AM to 12:00 PM

(first meeting of 2027 will be January 21, 2027-10:00 to 12:00 PM)

The IPM Coordinator also recommends that subcommittee members review the following tentative schedules and advise on potential adjustments (note that these do not need to be formally approved, but are proposed for planning purposes):

Decision-Making Subcommittee

(proposed third Thursday of April, May, June, and July)

Thursday, April 16, 2026-10:00 AM to 12:00 PM

Thursday, May 21, 2026-10:00 AM to 12:00 PM

Thursday, June 18, 2026-10:00 AM to 12:00 PM

Thursday, July 16, 2026-10:00 AM to 12:00 PM

Ad-hoc Nature-based Climate Solutions (NBS) Subcommittee

(proposed first Thursday of March, May, and July)

Thursday, April 16, 2026-10:00 AM to 12:00 PM

Thursday, May 21, 2026-10:00 AM to 12:00 PM

Thursday, June 18, 2026-10:00 AM to 12:00 PM

Thursday, July 16, 2026-10:00 AM to 12:00 PM

The Committee may also form any new Ad hoc subcommittees at this time with a majority vote.





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 26-178

**Agenda Date:** 1/15/2026

**Agenda #:** 6.

Advisory Board: Integrated Pest Management Advisory Committee

Subject: 6. REVIEW Brown Act revisions and DISCUSS updated training requirements for members of advisory bodies.

Presenter: Wade Finlinson

Contact: 925.655.3214

### Information:

State law now requires that a copy of the Brown Act is distributed to all members of boards and commissions subject to the Brown Act. Two changes to Brown Act rules became effective on January 1, 2026. Additionally, County policy requires that members of advisory bodies receive training on the Brown Act, Better Government Ordinance, ethics, and implicit bias.

### Referral History and Update:

Individual IPM Advisory Committee members were emailed a digital copy of the Brown Act on January 8, 2026. The current version is available at the following link:

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=>](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=>)

The two recent changes involve alternative remote teleconference meeting procedures and the allowance of members of legislative bodies to participate remotely as a reasonable accommodation for a disability. The update to alternative remote teleconferencing rules added new reasons for a remote appearance under “just cause” provisions. The three areas previously deemed as “emergency circumstances” were added to the list of “just cause” reasons. Excerpts from the Brown Act detailing traditional teleconferencing provisions, reasonable accommodation for remote participation, and alternative remote teleconferencing rules are provided in attachment 6.1.1 and 6.1.2 in this agenda packet.

The IPM Coordinator should be notified as early as possible including at the start of a meeting to request a remote appearance under “just cause.” The Clerk of the Board must be contacted to coordinate reasonable accommodations for remote participation. Members wishing to attend remotely in accordance with traditional teleconferencing must work with the IPM Coordinator far enough in advance to ensure compliance with all requirements including the posting of the meeting agenda at the remote location at least 96 hours before the meeting.

On June 10, 2025, the Board of Supervisors revised training requirements for appointees and staff to County advisory bodies. Details are included in attachment 6.2. IPMAC members are now required to complete the following three trainings every two years: Brown Act/Better Government Ordinance, Ethics Training, and Implicit Bias Training as described on attachment 6.3. Previously, IPMAC members were required to complete the trainings within the first three months of appointment without any renewal requirements.

**Recommendation(s)/Next Step(s):**

Staff recommends reviewing materials associated with this item and discussing as appropriate.

authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as expressly provided in this chapter.

(4) The teleconferencing requirements of this subdivision shall not apply to remote participation described in subdivision (c).

(c) (1) Nothing in this chapter shall be construed to prohibit a member of a legislative body with a disability from participating in any meeting of the legislative body by remote participation as a reasonable accommodation pursuant to any applicable law.

(2) A member of a legislative body participating in a meeting by remote participation pursuant to this subdivision shall do both of the following:

(A) The member shall participate through both audio and visual technology, except that any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.

(B) The member shall disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any of those individuals.

(3) Remote participation under this subdivision shall be treated as in-person attendance at the physical meeting location for all purposes, including any requirement that a quorum of the legislative body participate from any particular location. The provisions of subdivision (b) and Sections 54953.8 to 54953.8.7, inclusive, shall not apply to remote participation under this subdivision.

(d) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) (A) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of either of the following during the open meeting in which the final action is to be taken:

(i) A local agency executive, as defined in subdivision (d) of Section 3511.1.

(ii) A department head or other similar administrative officer of the local agency.

(B) This paragraph shall not affect the public's right under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(e) For purposes of this section, both of the following definitions apply:

(1) "Disability" means a physical disability or a mental disability as those terms are defined in Section 12926 and used in Section 12926.1, or a disability as defined in Section 12102 of Title 42 of the United States Code.

(2) (A) "Teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(B) Notwithstanding subparagraph (A), "teleconference" does not include one or more members watching or listening to a meeting via webcasting or any other similar electronic medium that does not permit members to interactively speak, discuss, or deliberate on matters.

(3) "Remote participation" means participation in a meeting by teleconference at a location other than any physical meeting location designated in the notice of the meeting.

*(Amended (as amended by Stats. 2023, Ch. 534, Sec. 2) by Stats. 2025, Ch. 327, Sec. 4. (SB 707) Effective January 1, 2026.)*

**54953.1.** The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

*(Added by Stats. 1979, Ch. 950.)*

**54953.2.** All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

*(Added by Stats. 2002, Ch. 300, Sec. 5. Effective January 1, 2003.)*

**54953.3.** A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

*(Amended by Stats. 1981, Ch. 968, Sec. 28.)*

**54953.4.** (a) The Legislature finds and declares that public access, including through translation of agendas as required by this section, is necessary for an informed populace. The Legislature encourages local agencies to adopt public access requirements that exceed the requirements of this chapter by translating additional languages, employing human translators, and conducting additional outreach.

(b) (1) In addition to any other applicable requirements of this chapter, a meeting held by a eligible legislative body pursuant to this chapter shall comply with both of the following requirements:

(A) (i) (I) (ia) All open and public meetings shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform, except if adequate telephonic or internet service is not operational at the meeting location. If adequate telephonic or internet service is operational at the meeting location during only a portion of the meeting, the legislative body shall include an opportunity for members of the public to attend via a two-way telephonic service or a two-way audiovisual platform during that portion of the meeting.

(ib) (Ia) On or before July 1, 2026, an eligible legislative body shall approve at a noticed public meeting in open session, not on the consent calendar, a policy regarding disruption of telephonic or internet service occurring during meetings subject to this sub-subclause. The policy shall address the procedures for recessing and reconvening a meeting in the event of disruption and the efforts that the eligible legislative body shall make to attempt to restore the service.

(Ib) If a disruption of telephonic or internet service that prevents members of the public from attending or observing the meeting via the two-way telephonic service or two-way audiovisual platform occurs during the meeting, the eligible legislative body shall recess the open session of the meeting for at least one hour and make a good faith attempt to restore the service. The eligible legislative body may meet in closed session during this period. The eligible legislative body

**54953.8.2.** (a) A legislative body of a local agency may conduct a teleconference meeting pursuant to Section 54953.8 during a proclaimed state of emergency or local emergency, provided that it complies with the requirements of that section and the teleconferencing is used in either of the following circumstances:

(1) For the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) After a determination described in paragraph (1) is made that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(b) If the state of emergency or local emergency remains active, in order to continue to teleconference pursuant to this section, the legislative body shall, no later than 45 days after teleconferencing for the first time pursuant to this section, and every 45 days thereafter, make the following findings by majority vote:

(1) The legislative body has reconsidered the circumstances of the state of emergency or local emergency.

(2) The state of emergency or local emergency continues to directly impact the ability of the members to meet safely in person.

(c) This section shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(d) Notwithstanding paragraph (1) of subdivision (b) of Section 54953.8, a legislative body conducting a teleconference meeting pursuant to this section may elect to use a two-way telephonic service without a live webcasting of the meeting.

(e) For purposes of this section, the following definitions apply:

(1) "Local emergency" means a condition of extreme peril to persons or property proclaimed by the governing body of the local agency affected, in accordance with Section 8630 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2), as defined in Section 8680.9, or a local health emergency declared pursuant to Section 101080 of the Health and Safety Code. Local emergency, as used in this section, refers only to local emergencies in the boundaries of the territory over which the local agency exercises jurisdiction.

(2) "State of emergency" means state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2).

*(Added by Stats. 2025, Ch. 327, Sec. 10. (SB 707) Effective January 1, 2026.)*

**54953.8.3.** (a) A legislative body of a local agency may conduct a teleconference meeting pursuant to Section 54953.8 if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda, which location shall be open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, provided that the legislative body complies with the requirements of Section 54953.8 and all of the following additional requirements:

(1) A member of the legislative body notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

(2) The member shall participate through both audio and visual technology.

(3) (A) The provisions of this subdivision shall not serve as a means for any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for just cause for more than the following number of meetings, as applicable:

(i) Two meetings per year, if the legislative body regularly meets once per month or less.

(ii) Five meetings per year, if the legislative body regularly meets twice per month.

(iii) Seven meetings per year, if the legislative body regularly meets three or more times per month.

(B) For the purpose of counting meetings attended by teleconference under this paragraph, a "meeting" shall be defined as any number of meetings of the legislative body of a local agency that begin on the same calendar day.

(b) The minutes for the meeting shall identify the specific provision in subdivision (c) that each member relied upon to participate remotely. This subdivision shall not be construed to require the member to disclose any medical diagnosis or disability, or any personal medical information that is otherwise exempt under existing law, including, but not limited to, the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code).

(c) For purposes of this section, "just cause" means any of the following:

(1) Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. "Child," "parent," "grandparent," "grandchild," and "sibling" have the same meaning as those terms do in Section 12945.2.

(2) A contagious illness that prevents a member from attending in person.

(3) A need related to a physical or mental condition that is not subject to subdivision (c) of Section 54953.

(4) Travel while on official business of the legislative body or another state or local agency.

(5) An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner of the member that requires the member to participate remotely.

(6) A physical or family medical emergency that prevents a member from attending in person.

(7) Military service obligations that result in a member being unable to attend in person because they are serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency.

(d) This section shall remain in effect only until January 1, 2030, and as of that date is repealed.

*(Added by Stats. 2025, Ch. 327, Sec. 11. (SB 707) Effective January 1, 2026. Repealed as of January 1, 2030, by its own provisions.)*

**54953.8.4.** (a) An eligible neighborhood council may conduct a teleconference meeting pursuant to Section 54953.8, provided that it complies with the requirements of that section and all of the following have occurred:

(1) (A) The city council for a city described in paragraph (2) of subdivision (b) considers whether to adopt a resolution to authorize eligible neighborhood councils to use teleconferencing as described in this section at an open and regular meeting.

(B) If the city council adopts a resolution described in subparagraph (A), an eligible neighborhood council may elect to use teleconferencing pursuant to this section if a majority of the eligible neighborhood council votes to do so. The eligible neighborhood council shall notify the city council if it elects to use teleconferencing pursuant to this section and its justification for doing so.

(C) Upon receiving notification from an eligible neighborhood council described in subparagraph (B), the city council may adopt a resolution to prohibit the eligible neighborhood council from using teleconferencing pursuant to this section.

(2) After completing the requirements of subparagraph (A) of paragraph (1), an eligible neighborhood council that holds a meeting pursuant to this subdivision shall do all of the following:

(A) At least a quorum of the members of the eligible neighborhood council shall participate from locations within the boundaries of the city in which the eligible neighborhood council is established.

(B) At least once per year, at least a quorum of the members of the eligible neighborhood council shall participate in person from a singular physical location that is open to the public and within the boundaries of the eligible neighborhood council.

**County of Contra Costa  
CLERK OF THE BOARD'S OFFICE  
MEMORANDUM**

**DATE:** June 11, 2025

**TO:** Advisory Body Appointees & Staff

**FROM:** Clerk of the Board Staff *LH*

**SUBJECT:** Updated Advisory Body Training Requirements

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To simplify advisory body training requirements and to ensure that appointees receive and are kept current on information relevant to their offices, the Board of Supervisors has adopted updates to the county's training requirements.

**All three required training courses (Brown Act, Ethics, and Implicit Bias) must now be renewed every two years by both advisory body appointees and support staff designated for those bodies.**

Advisory body members should provide their completed training certifications to the applicable advisory body staff person. Staff should continue to keep training certifications for each member with the advisory body's records. Advisory bodies will now also be required to provide a training compliance update to the Clerk of the Board's Office as part of the annual survey of advisory bodies for the Triennial Review. The June 10, 2025 Item C.5 Staff Report detailing the updates is available [here](#).

If you have any questions, please contact Lauren Hull in the Clerk of the Board's Office at [lauren.hull@cob.cccounty.us](mailto:lauren.hull@cob.cccounty.us) or (925) 655-2007. Thank you!

Attachments:

Training Certification Form (also available online [here](#))

# Training Certification for Members of County Advisory Bodies



Contra Costa County's independent and advisory body members are required to take three trainings within three months of appointment and every two years thereafter.

## Instructions:

1. **Brown Act & Better Government Ordinance Training:** This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at [ClerkoftheBoard@cob.cccounty.us](mailto:ClerkoftheBoard@cob.cccounty.us) or (925) 655-2000 for more information.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the UCLA Office of Equity, Diversity and Inclusion through an [online video series playlist](#) (click the white "Play all" button on the left side of the webpage).

Alternatively, evidence of completion of comparable training from other jurisdictions within the most recent two years can be accepted and will satisfy of the County's training requirement for any of the above courses.

## Certification

By signing below, I certify that on \_\_\_\_\_ (date), I have watched or attended the entire training titled "**The Brown Act And Better Government Ordinance**" OR have completed an alternative training program.

By signing below, I certify that on \_\_\_\_\_ (date), I completed the Fair Political Practices Commission (FPPC) training "**Ethics for Local Government Officials**." I have received the certificate of completion OR have completed an alternative training program.

By signing below, I certify that on \_\_\_\_\_ (date), I watched the seven videos in the UCLA "**Implicit Bias Video Series**" OR have completed an alternative training program.

\_\_\_\_\_  
(Name of Advisory Body)

\_\_\_\_\_  
(Name of Member)

\_\_\_\_\_  
(Date)

## **\*\*RETURN THIS CERTIFICATION TO STAFF FOR YOUR ADVISORY BODY\*\***

Your training completion status will be included in your advisory body's Annual Report and Triennial Review to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 26-179

**Agenda Date:** 1/15/2026

**Agenda #:** 7.

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Advisory Board: Integrated Pest Management Advisory Committee

Subject: 7. ELECT a Chair, Vice-Chair, and Secretary

Presenter: Wade Finlinson

Contact: 925.655.3214

### Information:

The IPM Advisory Committee Bylaws state "The Committee shall elect its officers every two (2) years, at the first meeting of each even numbered calendar year. Officers shall be elected by a simple majority of those present."

Section V. of the bylaws detail the duties of officers:

- 1. It shall be the duty of the Chair to preside at all meetings.*
- 2. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. Should both senior officers be unavailable, the Secretary or another member shall preside.*
- 3. The Secretary shall coordinate with County staff concerning the advisory body's administrative needs and operating procedures.*

### Referral History and Update:

The Committee held off-cycle officer elections on January 18, 2025 since the previous Chair's term was about to expire and she was not seeking reappointment to IPMAC. Susanna Thompson was elected Chair, Gabriel Chan was elected Vice Chair, and Carlos Agurto was re-elected as Secretary. Current officer terms expire and January 15, 2025.

### Recommendation(s)/Next Step(s):

The IPM Coordinator recommends that the Committee elects officers for the next two years. Generally, the Chair requests nominations for each position. Members nominated as officers can accept or reject the nomination. Nominations do not require a second. If each office only has one member who has accepted a nomination to that office, a single motion to elect all three positions is sufficient, provided the motion is seconded and a simple majority of voting members pass the motion by a roll call vote. If multiple members accept a nomination for a given position, a roll call vote is taken to determine if one of the nominees receives a simple majority of votes. A member may also make a motion to elect a slate of nominees for all three offices.

A current IPMAC roster is on the following page for reference.