



CONTRA COSTA COUNTY

AGENDA

Integrated Pest Management Advisory Committee

Thursday, February 19, 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

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 January 15, 2026 Integrated Pest Management [26-661](#) Advisory Committee meeting minutes.

Attachments: [3.1 IPMAC 2026 0115 minutes DRAFT](#)
[3.2 Bill Neill Ailanthus control methods](#)
[3.3 Miles DaPrato ToH Handout](#)
[3.4 Resource links shared during Jan 15 meeting](#)
[3.5 Tree Plan Advisory Working Group Flyer](#)

4. REVIEW IPM Program elements and ADVISE on these and other potential program adjustments. [26-662](#)

Attachments: [4.1 IPMAC Presentation](#)
[4.2 ADMIN BULL 542-IPM](#)
[4.3 IPM Policy](#)
[4.4 IPMAC Bylaws](#)
[4.5 Posting and Notification Policy](#)
[4.6 IPM Coordinator Class Spec](#)

5. DISCUSS the vacant Environmental Organization Representative Seat and ADVISE staff.
6. RECEIVE updates and announcements from Committee members and staff
7. RECOMMEND future agenda items
8. 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. 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 or 925.490.3428.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-661

Agenda Date: 2/19/2026

Agenda #: 3.

Advisory Board: Integrated Pest Management Advisory Committee

Subject: 3. CONSIDER approval of the January 15, 2026 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 January 15, 2026 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 January 26, 2026 minutes with any necessary corrections.

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

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

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

Members Absent: Kiara Pereira, Environmental Organization Representative Seat is currently vacant

Staff Present: Matt Slattengren, Wil Shaub, Wade Finlinson

1. Convene and Introductions

The Chair called the meeting to order at 10:01 AM.

2. Public comment on items not on this agenda.

None

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

A motion was made and seconded (MM/SH) to approve the November 20, 2025 minutes as presented.

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

Noes: None

Abstain: Sutherland

Absent: Pereira

Public speakers: None

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

Bill Neill presented the attached slides. Committee members and staff discussed the presentation and shared other resources available in the attachments to these minutes. No formal action was taken.

Public speakers: None

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

The full Committee will meet on the following dates:

- *Thursday, February 19, 2026 at 10:00 AM*
- *Thursday, August 20, 2026 at 10:00 AM*
- *Thursday, September 17, 2026 at 10:00 AM*
- *Thursday, November 19, 2026 at 10:00 AM*
- *Thursday, January 21, 2027 at 10:00 AM*

A motion was made and seconded (AS/JB) to approve the IPMAC meeting as presented.

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

Noes: None

Abstain: None

Absent: Pereira

The Decision-Making Subcommittee will be comprised of Carlos, Susanna, Andrew, Michelle Cordis, and Gabe and will meet on the following dates:

- *Thursday, April 23, 2026 at 10:00 AM*
- *Thursday, May 21, 2026 at 10:00 AM*
- *Thursday, June 18, 2026 at 10:00 AM*
- *Thursday, July 16, 2026 at 10:00 AM*

The Nature-based Solutions Subcommittee will be comprised of Tommy, Susanna, Jutta, Michele Mancuso, and Lindsay and will meet on the following date:

- *Thursday, March 12, 2026 at 10:00 AM*

Public Speakers: None

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

The IPM Coordinator detailed the changes to the Brown Act and training requirements. No formal action was taken. The IPM Coordinator will follow up with each member regarding the when they are due for training renewal.

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

Susanna Thompson was nominated as Chair, Gabe Chan was nominated as Vice-Chair, and Carlos Agurto was nominated as Secretary. All three accepted the nomination. A motion was made and seconded (AS/SH) to approve the IPMAC meeting as presented.

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

Noes: None,

Abstain: None

Absent: Pereira

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

Updates included efforts of the Ag. Department and Public Works to provide feedback on the draft tree preservation ordinance; new pest cards in the Ag. Office, Arundo in the Alhambra Creek watershed, Arundo in Marsh Creek, public comment period now open for DPR's draft aquatic risk memo for on-pet flea treatments, Tree Plan Advisory Working Group is seeking volunteers, and the new pest note for Russian thistle.

9. RECOMMEND future agenda item.

The February meeting will include a follow up to the September discussion on potential refinements to the IPM Program. Other suggestions included Calflora weed mapping, outreach of evidence-based resources to the community for pest issues, Pestec's rodent monitoring innovations, glue trap bans implemented in Southern California municipalities.

Attachments:

Slides from the Tree of Heaven presentation

Miles DaPrato/Cal-IPC Tree of Heaven handout

Resource links to information shared during January 15th meeting

Tree Plan Advisory Working Group Flyer

The meeting adjourned at 12:01 PM.



Ailanthus Control Methods

Ailanthus altissima

Common names in U.S.:

West Coast – (Chinese)
Tree of Heaven

East Coast – Stink Tree

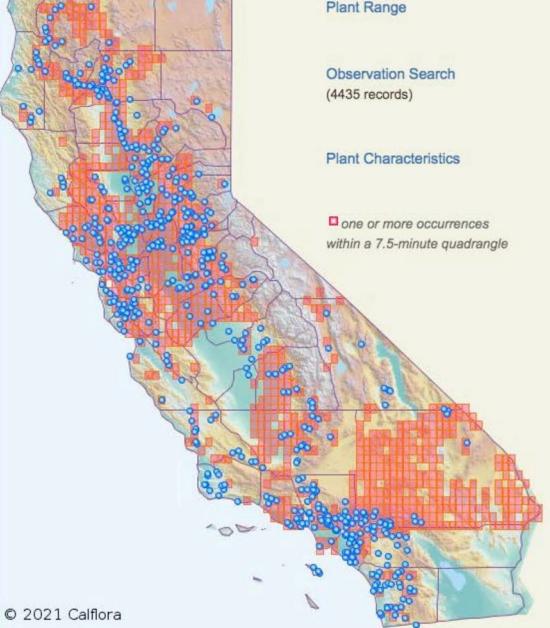
 Calflora Taxon Report 161

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 Calflora

Bloom Period



Photos from Calflora / CalPhotos

Family: Simaroubaceae
Genus: Ailanthus



© 2014 Dr. Amadej Trnkoczy



© 2013 Neal Kramer



© 2014 Dr. Amadej Trnkoczy

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



Ailanthus flourishes in degraded soil where few other trees can survive; abundant on abandoned factory sites of eastern US.



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.

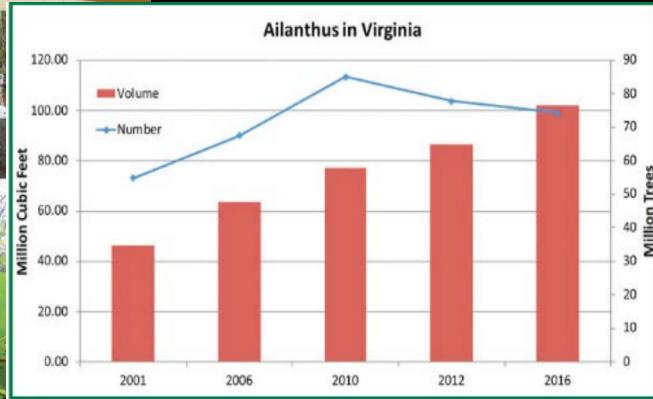


Figure 1. Volume and number of trees (≥ 5.0 inches d.b.h.) of Ailanthus by survey year, Virginia.

VIRGINIA DEPARTMENT OF FORESTRY
WWW.DOF.VIRGINIA.GOV

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





California Walnut
Ailanthus

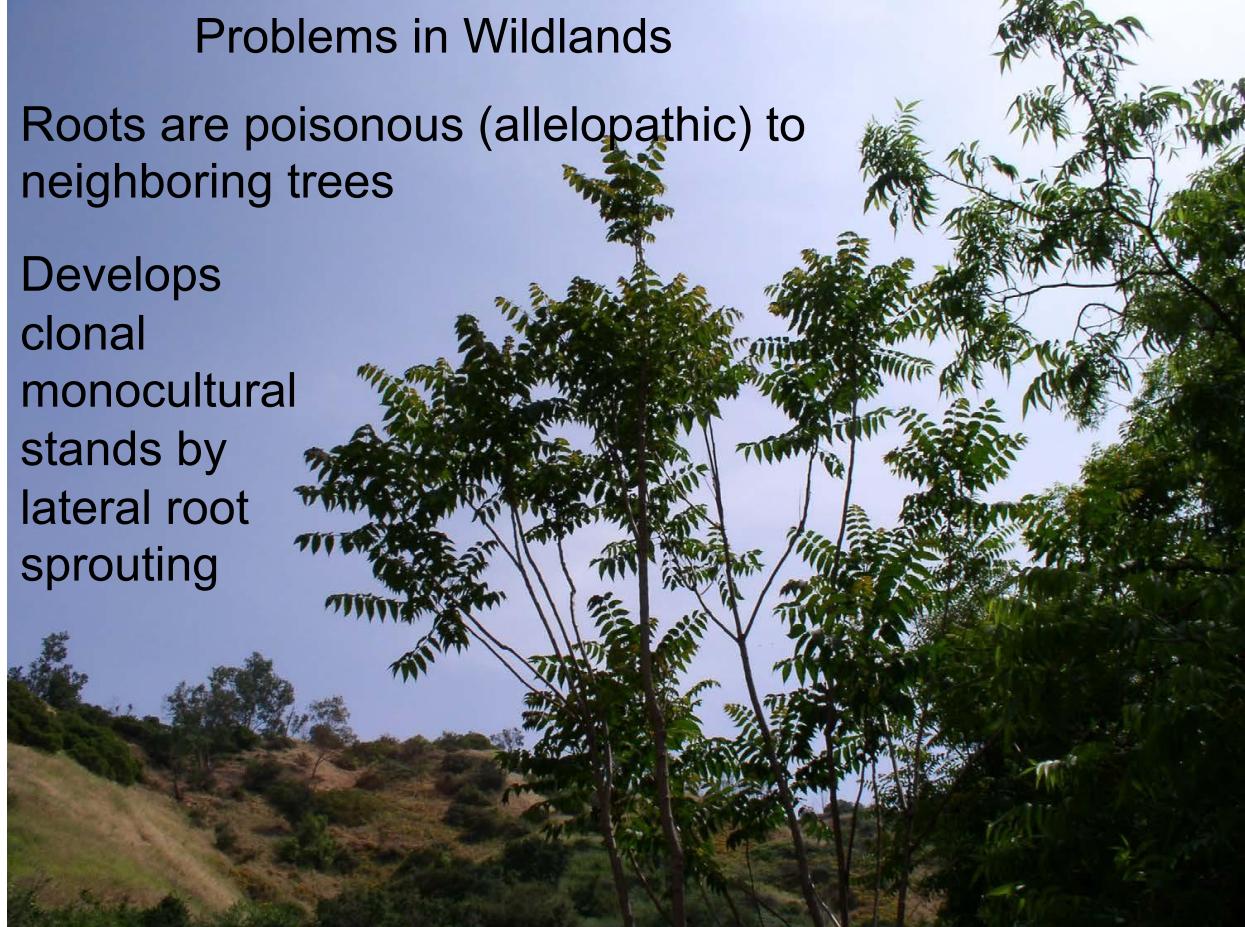


**In Big Tujunga Canyon, basal bark application of Pathfinder II herbicide
accentuates yellow-gray mottling of bark on 2-inch trunk**

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

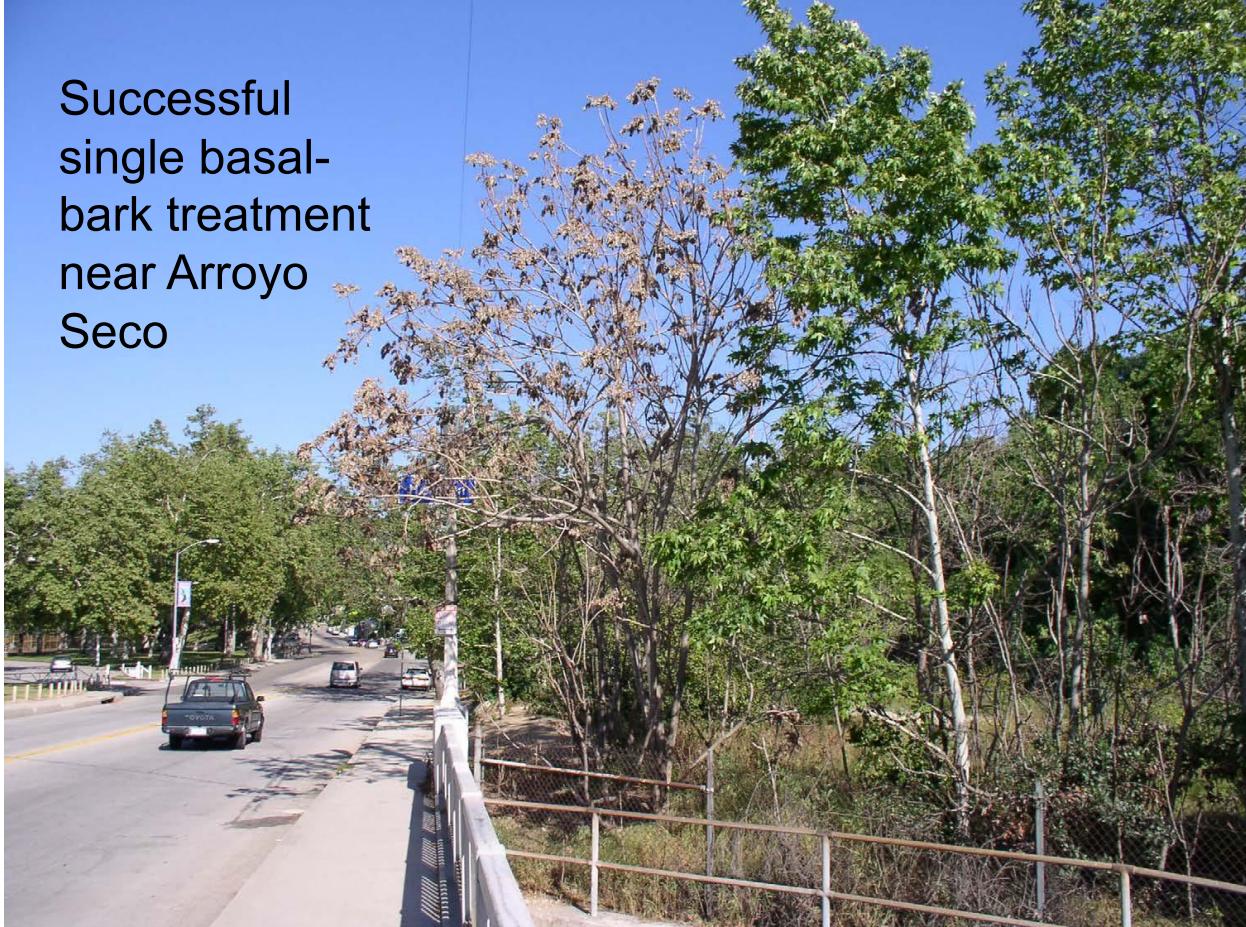


No cutting of bark required on largest trunks with diameters up to 16 inches

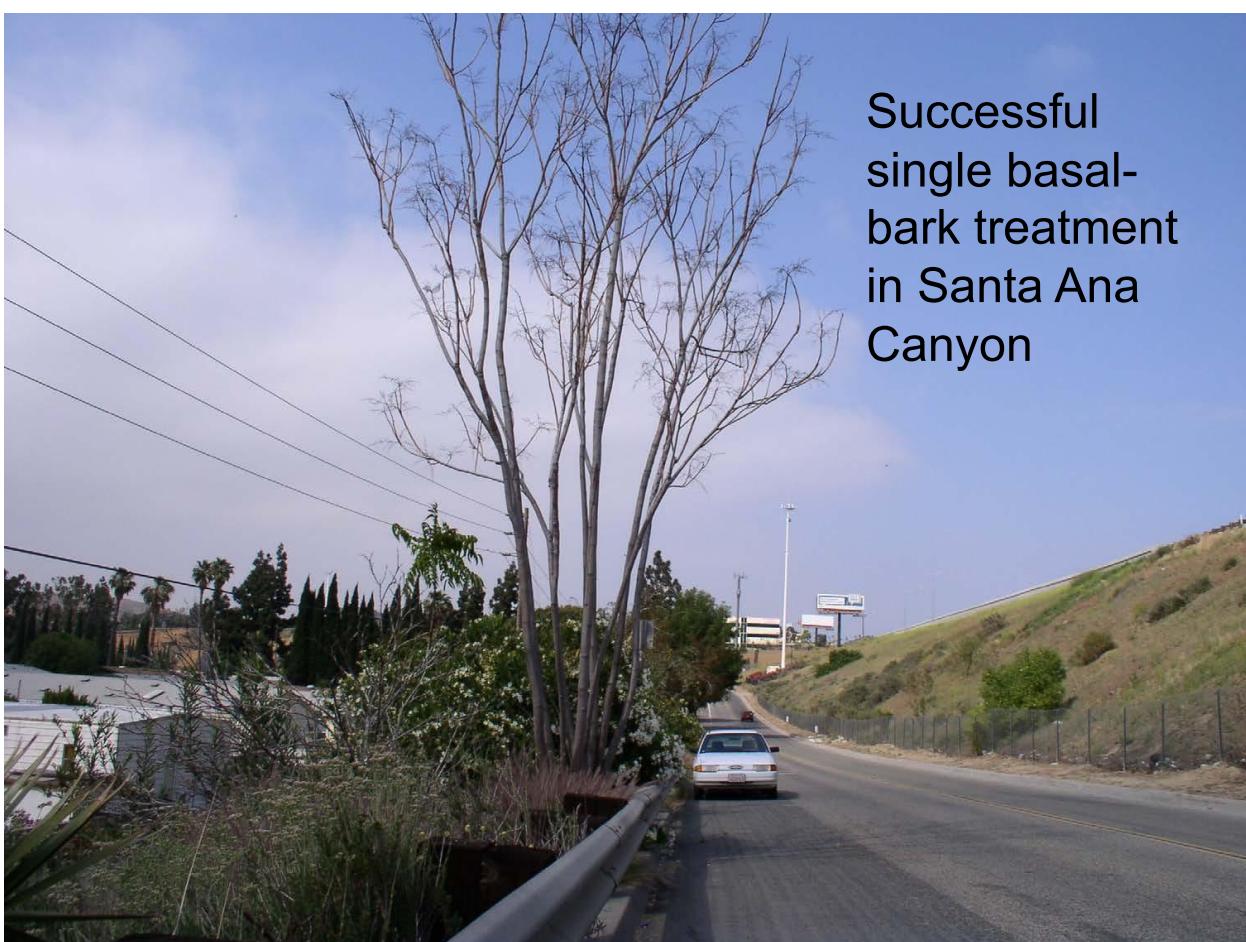


Unlike girdling, vertical columns of frill cuts by hand ax followed by basal bark application preserves fluid communication between tree crown and roots, thus avoiding massive sucker sprouting from lateral roots

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**

Tools and Techniques

The Basal Bark Method of Applying Triclopyr Herbicide

By Bill Neill, Riparian Repairs and Team Arundo Angeles

As we celebrate the 5th anniversary of Cal-IPC's *Invasive Plants of California's Wildlands* (UC Press, 2000), I would like to offer some insights about control methods that were not fully appreciated when the book was assembled during the late 1990's. My comments address basal bark and foliar treatment methods using Pathfinder II and Garlon 4 formulation.

Basal Bark

Over the years, I have treated many castor bean plants in numerous riparian corridors, stream channels, natural areas, and other locations. One of the best methods for control is basal bark.

spray one-inch diameter stems from a distance, hitting adjacent stems. For treating large infestations of castor bean plants, I sometimes use a backpack sprayer diluted to 20 percent in diesel oil, as permitted by the product label. Once I tried diluting to 15 percent, but it was ineffective.

Not only is the basal bark treatment method effective, it limits applicator contact with the plant's poison, ricin toxin present in castor bean seeds, foliage, and flowers. Ricin is a potent toxin that can damage the human body, where one ricin molecule can deactivate ribosome molecules necessary for protein synthesis. Manufactured compounds, such as ricinase, have been used in medical treatments for cancer. The U.S. EPA.

After herbicide treatment, dead trees left standing

For more information, see Spring 2005 Cal-IPC News, posted at www.cal-ipc.org

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.



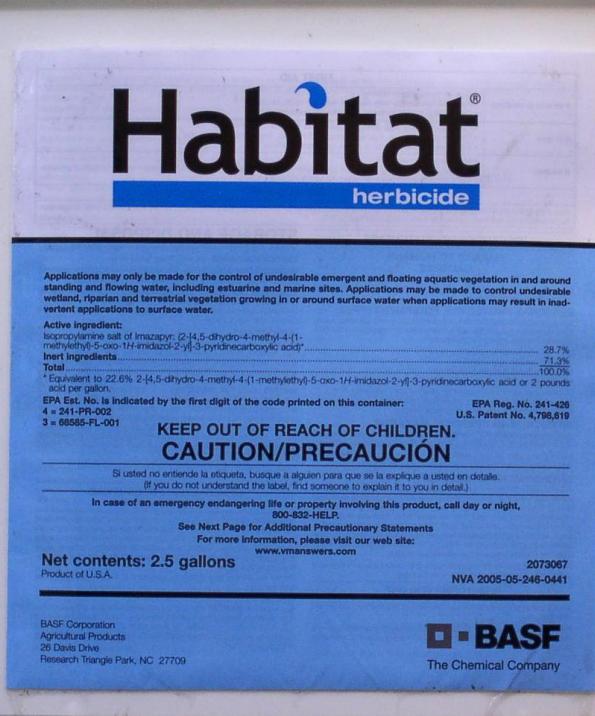
One options: Spray post-fire foliage with 2.5% imazapyr herbicide (Habitat or Polaris) plus methylated seed oil to control regrowth effectively and easily.



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 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%	<p>Do not apply to persons, especially children, in the area or near or in the vicinity of a school or Tribe, camp, or other public place.</p> <p>Not For Sale</p> <p>Not for use in New Hampshire</p> <p>are permitted to use these sites.</p> 
Triethylamine salt of (3,5,6-trichloro-2-pyridinyl)oxy]acetic acid).....	16.22%	
Other Ingredients	81.56%	
Total	100.0%	
Other Ingredients		
Acid Equivalents:		
aminopyralid (2-pyridine carboxylic acid, 4-amino-3,6-dichloro-.....	1.15% (0.1 lb/gal)triclopyr (3,5,6-trichloro-2-pyridinyl)oxyacetic acid) –	
11.63% (1 lb/gal)	11.63% (1 lb/gal)	
Precautionary Statements		
Hazards to Humans and Domestic Animals		
EPA Reg. No. 62719-572		
CAUTION		
Harmful if Swallowed • Causes Moderate Eye Irritation		
Avoid contact with eyes, skin or clothing.		
Personal Protective Equipment (PPE)		
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.		
Entry Restricted or allow other		
Agricultural 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*



*Capstone on Tree of Heaven 7
months after treatment*



**Capstone on Tree of Heaven
54 Months after Treatment**



THE ROLE OF HERBICIDES IN PRESERVING BIODIVERSITY

by Jake Sigg

NO 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.

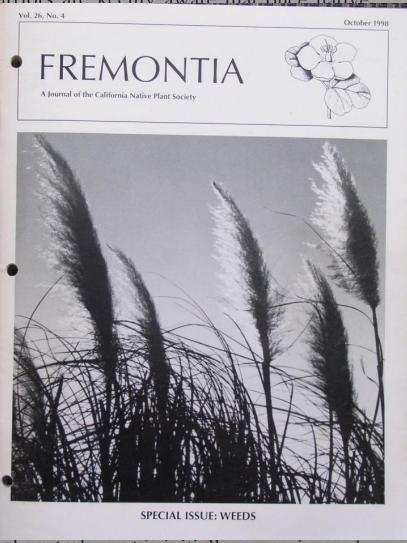
Our discomfort with chemicals began with revelations in Rachel Carson's *Silent Spring* in the 1960s. The use of chemicals as a quick fix for complex problems created a backlash, resulting in a regulatory climate that protects the public against many of the dangerous substances used indiscriminately 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 controls are removed, they find it difficult to replace them sometimes for decades and deeply pain the land.

Our present

native weeds are often introduced by biological agents, man, or by accident, and herbicides.

Classical biological control is perhaps only, if not the best, means of reducing weeds. An example of classic biological control is the Klamath weed. This plant, for some plants, is a serious threat to natural crops or timber. Its natural predators that feed on it are not well known. Developing a biological control agent is initially expensive and time-consuming, and there is no guarantee of success. Un-



That's all, Folks!

Thank you!

Tree of Heaven (*Ailanthus altissima*)**Figure 1.****Origin and Impacts:**

- Native to China
- Fast growing deciduous tree (dioecious: male or female), up to 70' tall
- Spreads by seed and creeping root structure that can easily sucker sprout
- Grows in many different plant communities and disturbed areas
- Spreads aggressively when cut and can create large monocultures displacing native vegetation and reducing habitat value

Know your Target:

Can be confused with other similar looking tree species with pinnately compound leaf structures like CA Black Walnut, Chinese Pistache, Pecan, etc...

**Figure 3.****Figure 4.**

Figure 3. (Right to left) Size 11, Pecan, CA Black Walnut, Tree of Heaven specimen 1, Tree of Heaven specimen 2 (note variability in # of leaflets per leaf). **Figure 4.** Tree of Heaven blending in underneath the Black Walnut.

Timing of Control (blooms May-June):

“Plants should be growing vigorously at the time of application...”

“Foliar treatments best when leaves are fully expanded...”

“Best when used in late summer to early fall, but before leaf drop.”

***My Ideal timeline** for control is to start early summer after full plant expression of leaf growth and flower set (June/July). Execute full assault with systemic herbicides that can move through the vascular system to kill ROOTS. Then revisit the site again in Aug and Sept before fall leaf drop to mop up...Repeat as needed. The following summer, remove “widow makers” near infrastructure.

**Figure 2.**



Scenario 1



Scenario 2



Scenario 3

Effective Control Measures:

First Step: Get the gear and develop a “Clean Hands/Dirty Hands” protocol with your team.

Drill Injection: for ~1" or larger stems (Round-Up Custom 50%, Habitat 10%, H2O, Dye)



Drilling (5/16" bit), 1" spacing



Squirt bottle application



Very Crew-able Activity



Cut Stump: Only use this method for stems less than 1". Larger trees will not be controlled by this method. Gear: Loppers/pruning shears. Squirt bottle with same 50/10 mix.



Foliar: I reserve this method for small multi-stemmed sprouts (Glyphosate/Triclopyr/Surfactant)

Basal Bark: Garlon 4 Ultra mixed with oil carrier like Hasten EA, Pathfinder II (premixed)

EZ-Ject Lance: Copperhead (Imazapyr), Diamondback (Glyphosate)

Lots of tools are available...**PERSISTANCE** is the common theme in successful control stories!

Miles DaPrato, UC Davis Arboretum and Public Garden, madaprato@ucdavis.edu

Resource links shared during 1/15/2026 meeting of the Contra Costa County Integrated Pest Management Advisory Committee:

Tree-of-Heaven and other related resources

- CA Dept. of Fish and Wildlife @ <https://wildlife.ca.gov/Conservation/Plants/Dont-Plant-Me/Tree-of-Heaven>
- Prevalence in Contra Costa Map @ <https://www.eddmaps.org/distribution/viewmap.cfm?sub=3003>
- Calflora Map @ <https://www.calflora.org/entry/dgrid.html?crn=161#cx=121.85471&cy=37.893107&z=14&mtype=s&show=p&vrid=we1649>
- Spotted Lanternfly host tree; SLF Map @ <https://www.stopslf.org/where-is-slf/slf-map/>
- Pest Tracker Map @ <https://www.pesttracker.org/map/IRANADA/2025>
- Contra Costa County Fire Prevention District Defensible Space brochure @ <https://www.cccfpd.org/DocumentCenter/View/142/Defensible-Space-PDF?bidId=>
- CAL Fire's Defensible Space information is available @ <https://www.cccfpd.org/DocumentCenter/View/142/Defensible-Space-PDF?bidId=>
- An LA Times video documenting Bill Neill's recent work available @ <https://www.latimes.com/0000019a-2d56-d87b-a7fe-ff5770300000-123>
- Presentations from the Sonoma County Agriculture Commissioner and Sonoma Resource Conservation on tree-of-heaven that comprise the first forty minutes of the 2024 Statewide Weed Management Areas (WMA) Meeting @ <https://www.youtube.com/watch?v=QsmqGwoIOUM&t=1512s>

Fipronil Pet Products: Potential Risks to Aquatic Life

- Draft document @ <https://www.cdpr.ca.gov/report/fipronil-pet-products-potential-risks-to-aquatic-life-draft/>
- DPR is accepting public comments on the study and possible mitigation options until **February 17, 2026** @ <https://cdpr.commentinput.com/?id=jQus94a5i>

Russian thistle

- Russian thistle pest note @ <https://ipm.ucanr.edu/home-and-landscape/russian-thistle/#gsc.tab=0>

Help Develop Contra Costa County's Tree Plan! Join the Advisory Working Group



Our Neighborhood Trees
A plan to bring more shade and comfort to Contra Costa County neighborhoods



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

Contra Costa County is developing a Tree Plan for the unincorporated areas of the County. The Tree Plan will help improve long-term community resilience to extreme heat by expanding and maintaining a healthy urban forest. The project is managed by the County [Sustainability Team](#). The County's partners in this project include [The Watershed Project](#), [Sustainable Contra Costa](#), the [Workforce Development Board](#) of Contra Costa County, [Civicorps](#), and [Rincon Consultants](#).

The [Tree Plan](#)* will include: an assessment of current tree canopy, including a community science tree inventory;

policies and best practices for planting and maintaining trees on public property and private property; financing strategies for planting and maintaining trees; and an implementation plan. This project also includes a community engagement and education initiative and development of a green infrastructure career pathway.

The County seeks community members to be part of the **Advisory Working Group**. This group will bring together County staff, community members, and community organizations to help develop a Tree Plan that will be implemented across the county with broad community and institutional support. The Advisory Working Group will provide space for staff and community members to collaborate and share perspectives, and to develop potential solutions to challenging issues. It will review and provide input on draft versions of the elements of the Tree Plan before it is brought to the Board of Supervisors for approval.

Community members of the Advisory Working Group will receive \$500 for their contributions to the group. Meetings will be held at times that accommodate schedules for people who have other jobs, so likely early evening. While most meetings will be online, some may be in-person, particularly the initial meeting and final celebratory meeting.

* Development of the Tree Plan is funded by a \$750,000 grant from the Governor's Office of Land Use and Climate Innovation as part of the Extreme Heat and Community Resilience Grant Program that is part of the State's Integrated Climate Adaptation and Resiliency Program.

In the week following each meeting, the County Sustainability Team will host drop-in office hours that any member of the Advisory Working Group can attend to provide additional ideas and feedback, ask questions, etc. The County Sustainability Team will also schedule individual meetings with members if needed.

The tentative schedule for the Advisory Working Group meetings is:

Meeting Number	Month, Year	Topic	Outcome/Deliverable	Meeting Length
1	February 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Group Introductions <input type="checkbox"/> Tree Plan Orientation <input type="checkbox"/> Tree Plan Visioning 	<ul style="list-style-type: none"> <input type="checkbox"/> Draft Vision Statement for the Tree Plan 	2 hours
2	March 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Tree Canopy & Heat Assessment Results 	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback on Tree Canopy Assessment <input type="checkbox"/> Feedback on Heat Assessment 	1.5 hours
3	April 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Tree Selection Criteria (Planting List) <input type="checkbox"/> Community Engagement 	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback on Tree Criteria and Species <input type="checkbox"/> Feedback on Community Engagement 	1.5 hours
4	May 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Tree Plan Policies and Best Practices 	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback on Policies and Best Practices 	1.5 hours
5	August 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Funding Strategies 	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback on funding strategies 	1.5 hours
6	October 2026	<ul style="list-style-type: none"> <input type="checkbox"/> Ongoing Implementation and Monitoring Strategies 	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback on implementation and monitoring 	1.5 hours
7	January 2027	<ul style="list-style-type: none"> <input type="checkbox"/> Administrative Draft Tree Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback on Draft Tree Plan 	1.5 hours
8	September 2027	<ul style="list-style-type: none"> <input type="checkbox"/> Final Tree Plan & Celebration 	<ul style="list-style-type: none"> <input type="checkbox"/> Celebration of Final Tree Plan 	1.5 hours

There will be some materials to review related to each meeting; the total time commitment is expected to be 16-24 hours for the entire project.

To apply to be a community member of the Advisory Working Group send an email that describes why you are interested and affirms you will fully participate to:

Jody London, Sustainability Coordinator
 Contra Costa County
Jody.London@dcd.cccounty.us
 925-655-2815

1/9/2026



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-662

Agenda Date: 2/19/2026

Agenda #: 4.

Advisory Board: Integrated Pest Management Advisory Committee (IPMAC)

Subject: 4. REVIEW IPM Program elements and ADVISE on these and other potential program adjustments.

Presenter: Wade Finlinson

Contact: 925.655.3214

Information:

The County IPM Policy states that IPMAC “serves as a resource to help both Department Heads and the Board of Supervisors periodically review, update, and improve existing programs and the processes used for making pest management decisions.” The IPM Program will likely move from the Hazardous Materials Programs Division of Contra Costa Health to the Agriculture Commissioner’s Office in the near future. This move marks an opportunity to evaluate how the broader program is structured and make recommendations for refinement.

Referral History and Update:

At the June 24, 2025 meeting of the Board of Supervisors, Chief Lewis Broschard of the Contra Costa Fire Prevention District indicated that the IPM Program would transition to the Agriculture Commissioners office. The IPM Coordinator has been transitioning files, office space and other logistics to the Agriculture Commissioner’s office. It is anticipated that the change will be formalized on July 1, 2026.

On September 18, 2025, IPMAC discussed these changes and requested additional information be presented at a future meeting. The requested items will be reviewed in today’s discussion.

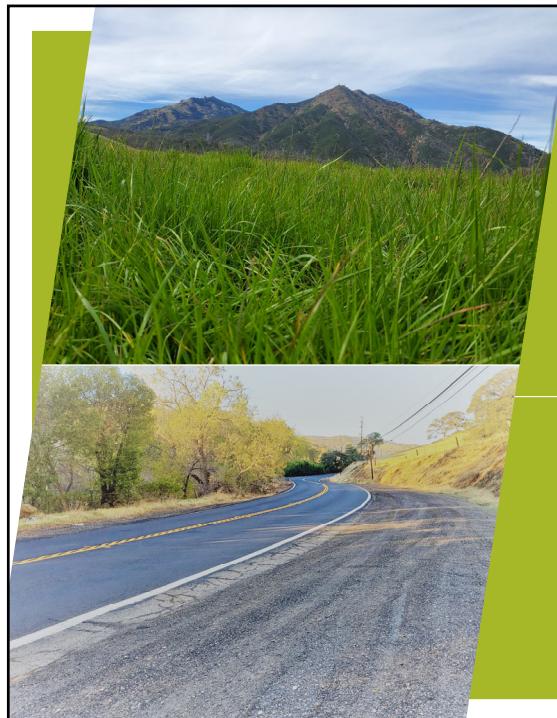
The County IPM Program consists of the IPM Advisory Committee, the IPM Coordinator, and certain County operational departments or divisions that manage pests. Applicable departments and divisions-along with their contracted service providers-are subject to the County IPM policies and practices.

Despite challenges, IPMAC has successfully produced a variety of resources and encouraged practices that should retain a central focus moving forward. Those include decision documentation, IPM plan templates, the Pesticide Risk Footprint Tool, policy revisions, and the facilitation of public forums that promote a high level of transparency.

Various reference documents are attached to this staff report. Those include Administrative Bulletin #542, the County IPM Policy, IPMAC Bylaws, the Pesticide Use Posting and Notification Policy, and the IPM Coordinator class specification. Presentation slides for this item are also attached.

Recommendation(s)/Next Step(s):

The IPM Coordinator would like to explore the feasibility of transitioning IPMAC to a less formal, but more impactful role. Committee members are encouraged to provide feedback, make recommendations, or otherwise advise.



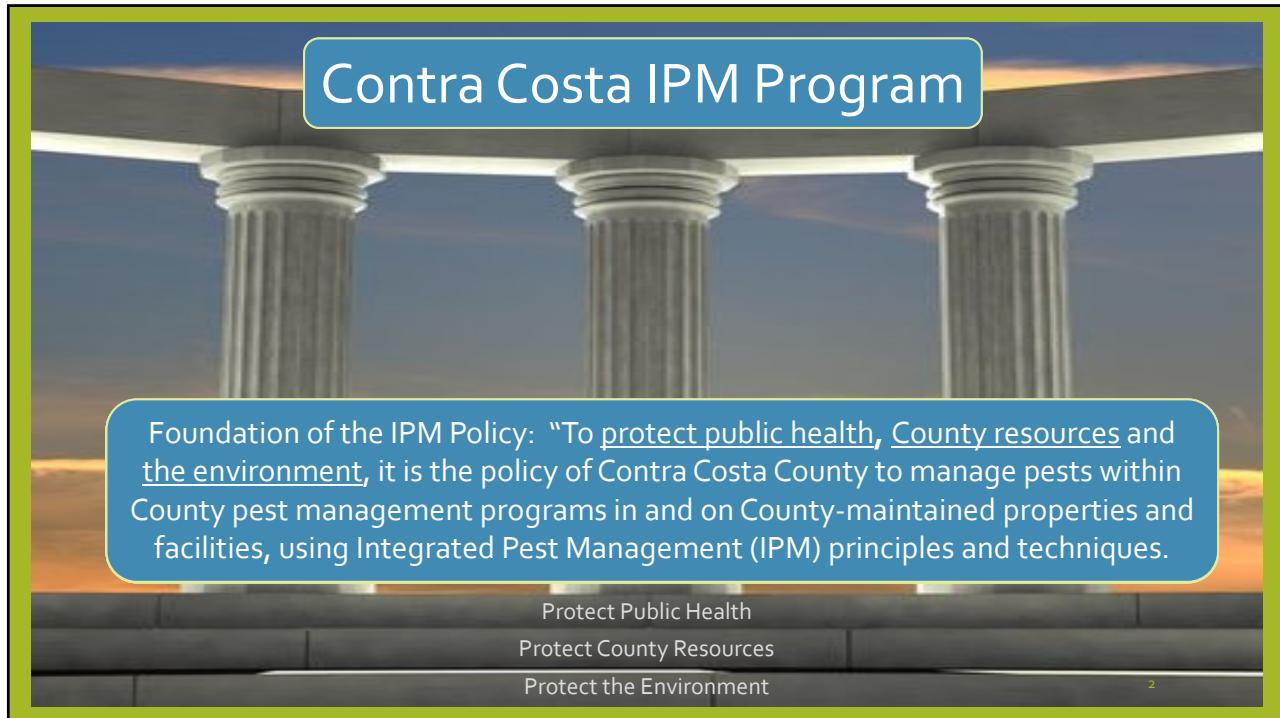
**Contra Costa County
Integrated Pest Management
Advisory Committee:**
Comparison of similar advisory bodies in the
region and other considerations

Wade Finlinson, IPM Coordinator



1

1



Contra Costa IPM Program

Foundation of the IPM Policy: "To protect public health, County resources and the environment, it is the policy of Contra Costa County to manage pests within County pest management programs in and on County-maintained properties and facilities, using Integrated Pest Management (IPM) principles and techniques."

Protect Public Health
Protect County Resources
Protect the Environment

2

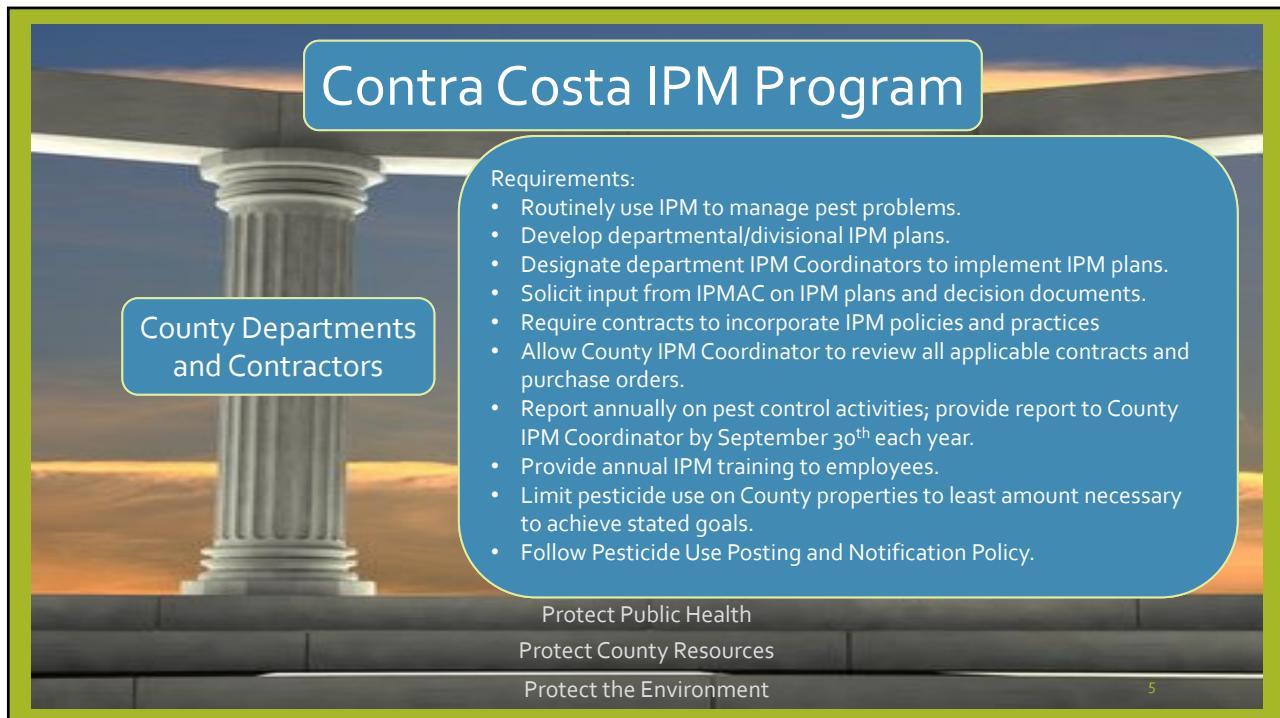
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3



4



Contra Costa IPM Program

County Departments
and Contractors

Requirements:

- Routinely use IPM to manage pest problems.
- Develop departmental/divisional IPM plans.
- Designate department IPM Coordinators to implement IPM plans.
- Solicit input from IPMAC on IPM plans and decision documents.
- Require contracts to incorporate IPM policies and practices
- Allow County IPM Coordinator to review all applicable contracts and purchase orders.
- Report annually on pest control activities; provide report to County IPM Coordinator by September 30th each year.
- Provide annual IPM training to employees.
- Limit pesticide use on County properties to least amount necessary to achieve stated goals.
- Follow Pesticide Use Posting and Notification Policy.

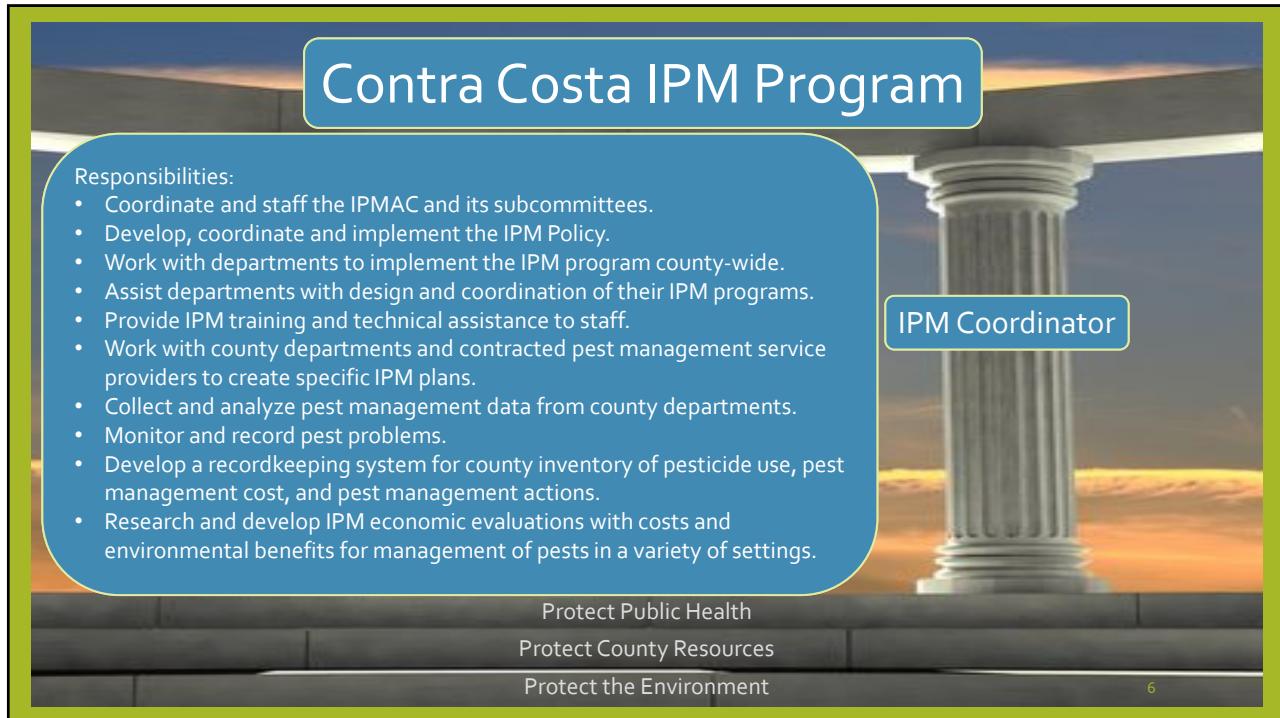
Protect Public Health

Protect County Resources

Protect the Environment

5

5



Contra Costa IPM Program

IPM Coordinator

Responsibilities:

- Coordinate and staff the IPMAC and its subcommittees.
- Develop, coordinate and implement the IPM Policy.
- Work with departments to implement the IPM program county-wide.
- Assist departments with design and coordination of their IPM programs.
- Provide IPM training and technical assistance to staff.
- Work with county departments and contracted pest management service providers to create specific IPM plans.
- Collect and analyze pest management data from county departments.
- Monitor and record pest problems.
- Develop a recordkeeping system for county inventory of pesticide use, pest management cost, and pest management actions.
- Research and develop IPM economic evaluations with costs and environmental benefits for management of pests in a variety of settings.

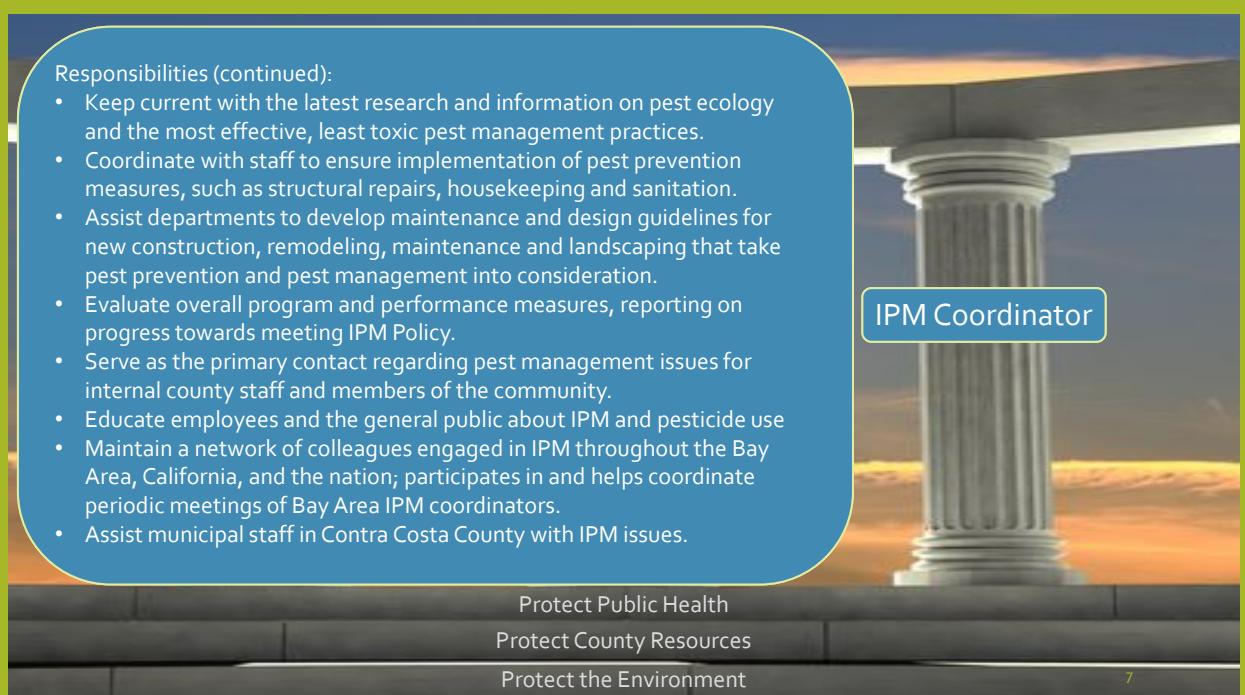
Protect Public Health

Protect County Resources

Protect the Environment

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6



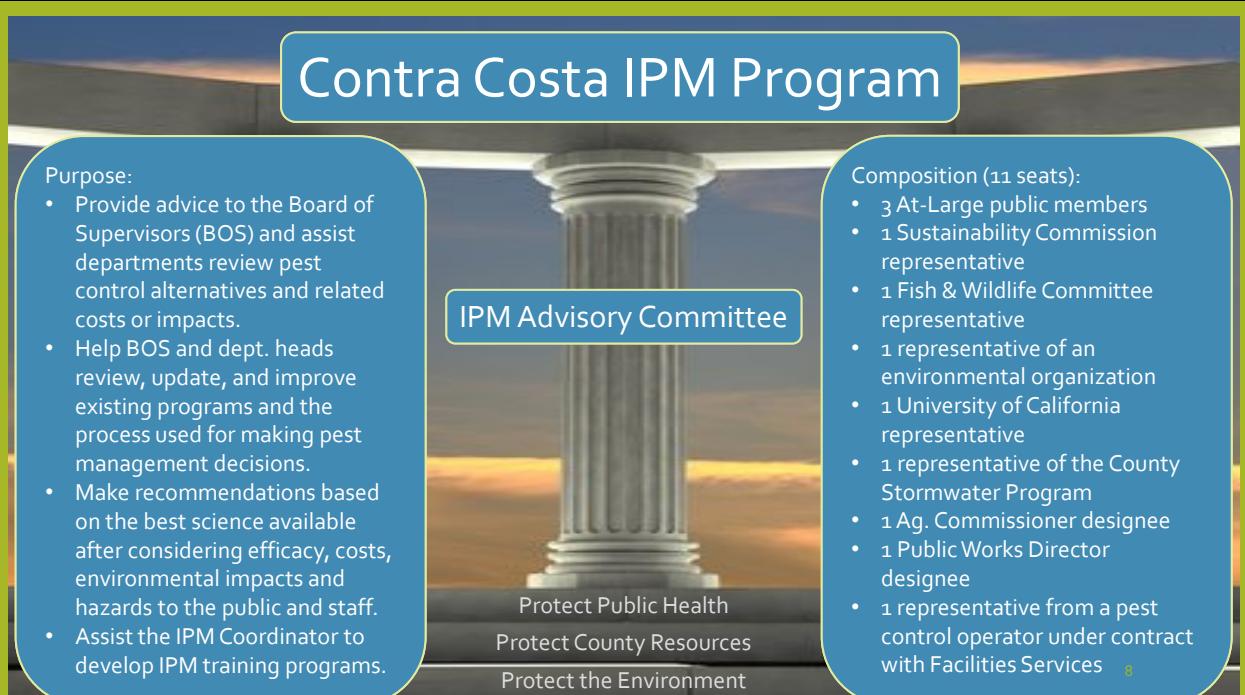
IPM Coordinator

Responsibilities (continued):

- Keep current with the latest research and information on pest ecology and the most effective, least toxic pest management practices.
- Coordinate with staff to ensure implementation of pest prevention measures, such as structural repairs, housekeeping and sanitation.
- Assist departments to develop maintenance and design guidelines for new construction, remodeling, maintenance and landscaping that take pest prevention and pest management into consideration.
- Evaluate overall program and performance measures, reporting on progress towards meeting IPM Policy.
- Serve as the primary contact regarding pest management issues for internal county staff and members of the community.
- Educate employees and the general public about IPM and pesticide use
- Maintain a network of colleagues engaged in IPM throughout the Bay Area, California, and the nation; participates in and helps coordinate periodic meetings of Bay Area IPM coordinators.
- Assist municipal staff in Contra Costa County with IPM issues.

Protect Public Health
Protect County Resources
Protect the Environment

7



Contra Costa IPM Program

IPM Advisory Committee

Purpose:

- Provide advice to the Board of Supervisors (BOS) and assist departments review pest control alternatives and related costs or impacts.
- Help BOS and dept. heads review, update, and improve existing programs and the process used for making pest management decisions.
- Make recommendations based on the best science available after considering efficacy, costs, environmental impacts and hazards to the public and staff.
- Assist the IPM Coordinator to develop IPM training programs.

Composition (11 seats):

- 3 At-Large public members
- 1 Sustainability Commission representative
- 1 Fish & Wildlife Committee representative
- 1 representative of an environmental organization
- 1 University of California representative
- 1 representative of the County Stormwater Program
- 1 Ag. Commissioner designee
- 1 Public Works Director designee
- 1 representative from a pest control operator under contract with Facilities Services

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8

Similar IPM Groups in the Region



Contra Costa IPM Advisory Committee

Alameda County IPM Committee

Santa Clara County IPM Technical Advisory Group

San Francisco IPM Technical Advisory Committee

Marin County IPM Commission

*No known equivalent, county-level bodies in these or other California jurisdictions.

9

9

Alameda County IPM Committee

Composition (10 seats):

- 2 Public members (vacant since 2021)
- Director or designee from:
 - Agriculture/Weights & Measures Department
 - Flood Control District
 - Public Works Agency
 - General Services Agency
 - Public Health Department
 - Environmental Health Dept.
 - Vector Control
 - Fire Department

Meets quarterly; no subcommittees; all meetings are in-person only

Considered to be a Brown Act body



Cattle grazing County property near Dublin, Alameda County

10

10

Santa Clara County IPM Technical Advisory Group




Office of Sustainability

Integrated Pest Management Program

Composition (11 seats):

- 2 members of Pesticide Alternatives of Santa Clara County
- Santa Clara County Water District
- County Agriculture Commissioner
- Pollution Prevention Committee
- County labor organizations
- Representative from:
 - Roads & Airports
 - Parks & Recreation
 - Facilities & Fleet
 - Valley Health and Hospitals
 - Occupational Safety and Environmental Compliance

4 meetings per year; no subcommittees

Not considered to be a Brown Act body

11

11

City and County of San Francisco IPM Technical Advisory Committee

Composition:

- Membership not formally detailed; typical participants include:
 - IPM Coordinators from:
 - Airports
 - Public Health
 - Public Works
 - Parks & Recreation
 - Public Utilities Comm.
 - Contractors
 - IPM specialists from other agencies
 - Other interested parties

10 meetings per year; 9 of 10 in 2025 were online only

Not considered to be a Brown Act body



San Francisco Reduced-Risk Pesticide List
for City-Owned Properties
Approved September 22, 2025

How to Use this List

The Reduced Risk Pesticide List (RRPL) includes pesticide products approved for use on San Francisco City properties under the SF Integrated Pest Management (IPM) Ordinance (Chapter 3, SF Environment Code).

This list is only one component of San Francisco's IPM program. Pesticides should be the last resort, when all other tactics have failed. The RRPL represents the outer boundaries of acceptable IPM tactics in SF.

This list is San Francisco-specific, and not recommended for other local agencies. The RRPL is created through a collaborative problem-solving process to accommodate the wide variety of highly specialized situations in San Francisco's unique climate. Other agencies are advised to develop their own lists based on their local needs.

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Screenshot of first page of SF Reduced-Risk Pesticide List [12](#)

12




LABOR HOURS YEAR-OVER-YEAR

YEAR	STAFF IPM	VOLUNTEER IPM	CONTRACTOR IPM	TOTAL HOURS
2025	16,404.75	10,785	11,704	38,894
2024	22,323	8,790	10,493	41,606
2023	17,367	8,558	10,450	36,375
2022	14,738	9,293	9,534	33,565
2021	18,541	9,333	11,376	39,250
2020	22,259	11,889	11,891	46,039

From 2025 IPM Annual Report

Marin County IPM Commission

Composition (9 seats):

- 6 Public members
 - 1 at-large and 1 from each of the 5 BOS districts
- University of California representative
- Representative of the public health community
- Licensed applicator or advisor supportive of least toxic practices

Meets quarterly; limited subcommittees; all meetings are in-person only

Considered to be a Brown Act body

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Strengths:

- Decision documents
- Qualifications of members
- Development of IPM tools
- Consistency: members have routinely attended meetings and have been engaged.
- Accessibility

Concerns:

- Limited public participation
- Limited staff engagement
- Recommendations seldom progress to implementation.
- Impact vs. investment
- Member recruitment
- Logistics of hybrid meeting coordination and agenda posting requirements.

Protect Public Health
Protect County Resources
Protect the Environment

14

What's next?

The IPM Coordinator would like to explore the feasibility of transitioning IPMAC to a less-formal, but more impactful role. Committee members are encouraged to provide feedback, make recommendations, or otherwise advise.

Triennial Review to Internal Operations Committee (IOC)

Seek input from members of the Transportation Water & Infrastructure Committee (TWIC)

Seek input from the County Administrator's office and Clerk of the Board

Ultimately, the full Board of Supervisors must approve any proposed changes to IPM Policy or IPMAC Bylaws. IPMAC will continue to operate as presently constituted.

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CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 542
Date: April 1, 2013
Section: General
SUBJECT: Integrated Pest Management (IPM)

- I. APPLICABILITY** - This bulletin is applicable to all County departments.
- II. AUTHORITY** - In accordance with the provisions of County Ordinance Code Section 24-4.008, the County Administrator is responsible for implementing a system of County administrative bulletins.
- III. INTEGRATED PEST MANAGEMENT DEFINITION**

On November 12, 2002, the County Board of Supervisors adopted the Integrated Pest Management definition provided by the University of California Statewide IPM Project, which states: "Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment."

IV. INTEGRATED PEST MANAGEMENT (IPM) POLICY

The County will provide pest management in and on County maintained properties and facilities using integrated pest management (IPM). The purpose of this policy is to promote the combined use of physical, cultural, biological and chemical control methods to effectively manage pests with minimal risk to humans and the environment.

The Board of Supervisors adopted the original IPM Policy on November 12, 2002, most recently amended on February 7, 2012. The most recent version of the Policy is available from the IPM Coordinator. It can also be found at the following link: <http://www.cchealth.org/groups/ipmac/>

The purpose of this Administrative Bulletin is to outline the goals and objectives of the IPM Policy and to provide County staff with guidelines on their responsibilities under the Policy.

V. GOALS AND OBJECTIVES OF THE COUNTYWIDE IPM POLICY

The County's goals under the IPM Policy are to

1. Minimize risks to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors.
2. Create pest management programs that focus primarily on the long-term prevention of pests.
3. Limit the use of pesticides on County property to the least amount necessary to achieve Departmental pest management goals, and use the least toxic pesticide that is practical and effective against the target pest.
4. Promote public and employee awareness and input into written County pest management plans and records.
5. Create public awareness of IPM through education.

To achieve these goals, the County has established the following objectives:

1. County departments will routinely use IPM to manage pest problems.
2. County IPM policies and practices will be incorporated into County pest control contracts.
3. County Departments will report annually on development and implementation of IPM programs.
4. Annual IPM training and outreach programs will be provided to address the needs of County Departments and employees.

VI. RESPONSIBILITIES OF COUNTY DEPARTMENTS:

1. **IPM Contract Specifications.** In all pest control contracts or purchase orders, or contracts or purchase orders with a pest control component, all County Departments must ensure that the work is being performed by a licensed pest control contractor and that the contract or purchase order contains specifications that ensure the County's IPM Policy and practices are adhered to on County maintained properties and facilities. Department staff must contact the IPM Coordinator for review of all contracts or purchase orders for pest control.
2. **Pesticide Use.** County employees will not use pesticides outside the practices described in this Administrative Bulletin. Employees may not bring pesticides of their own to use in the workplace.
3. **Lease Contract Specifications.** When executing a lease for the use of real property with a term of more than three months, the County shall use reasonable efforts to negotiate the use of IPM practices as a part of that lease. The County shall encourage the use of IPM practices by lessors whenever practical.

VII. RESPONSIBILITIES OF THE AGRICULTURE AND PUBLIC WORKS DEPARTMENTS:

1. **Written IPM Plans.** The Agriculture and Public Works Departments will use the IPM principles set forth in this Administrative Bulletin whenever providing pest management services. Each department will establish an IPM program. As a part of the respective IPM programs, each department will develop and maintain a written IPM Plan, or its equivalent, specific to the operational needs of the department and consistent with the IPM definition above. Each Department will designate a Departmental IPM Coordinator responsible for implementation.
2. **Annual Reports on IPM Program Implementation.** Department IPM Coordinators will prepare annual reports on department pest control activities and submit them to the County IPM Coordinator no later than September 30 each year. The department annual reports will be reviewed by the IPM Advisory Committee and compiled into an annual report that will be submitted to the County Administrator, or designee, and the Board of Supervisors.

Orig. Dept.: Health Services



David Twa
County Administrator

CONTRA COSTA COUNTY INTEGRATED PEST MANAGEMENT POLICY

To protect public health, County resources and the environment, it is the policy of Contra Costa County to manage pests within County pest management programs in and on County-maintained properties and facilities, using Integrated Pest Management (IPM) principles and techniques.

The mission is to promote the combined use of physical, cultural, biological and chemical control methods to effectively manage pests with minimal risk to humans and the environment.

For the purposes of this policy, the County adopts the Integrated Pest Management definition provided by the University of California Statewide IPM Project: Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

The goals of this countywide policy are to:

1. 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.
2. Create, implement and periodically review written IPM plans in applicable County Departments specific to their operational needs and consistent with the U.C. definition above and this policy.
3. Promote availability, public awareness and public input into written county pest management plans and records.
4. Create public awareness of IPM through education.

To achieve these goals the County has established the following objectives

1. Require County departments to routinely use IPM.
2. Require County pest control contracts to incorporate County IPM policies and practices.
3. Require applicable Departments to report annually on the development and implementation of IPM programs.
4. Maintain a County IPM Coordinator position that reports to the County Administrator and Board of Supervisors.

5. Maintain an IPM Advisory Committee that provides advice to the Board of Supervisors and assists Departments in reviewing pest control alternatives and related costs or impacts.
6. Provide annual IPM training and outreach programs to address the needs of County Departments and employees.

Require County Departments to Routinely Use Integrated Pest Management:

- County Departments that manage pests are required to develop one or more written IPM Plans, or the equivalent, and designate a departmental/divisional¹ IPM Coordinator responsible for implementation.
- Department Heads, or their designees shall solicit input from the IPM Advisory Committee on the development and ongoing refinement of departmental/divisional IPM plans and decision-making documentation.

Require County Pest Control Contracts to Incorporate County IPM Policies and Practices

- All County Departments that contract for pest management services shall ensure that County IPM policies and practices are incorporated into contracts and adhered to by all licensed pest control contractors performing work on County-maintained properties and facilities. Such contracts shall also include a provision requiring the contractor to use IPM principles and techniques in their service delivery. Prospective contractors should be provided a copy of this policy during the bidding process.

Require Departments to Report Annually on the Development and Implementation of IPM Programs.

- Therefore, departmental/divisional IPM Coordinators shall prepare annual reports on department pest control activities to the County Administrator. The department annual reports will be reviewed by the IPM Advisory Committee. The IPM Advisory Committee shall compile the information into an annual report that will be submitted to the County Administrator and the Board of Supervisors.

Maintain a County IPM Coordinator Position that Reports to the Board of Supervisors.

- In recognition that development, implementation and oversight of a County IPM Program requires allocation of resources, the position of County IPM Coordinator has been established and funded. The County IPM Coordinator serves as a resource for Department Heads to ensure compliance with the County IPM policy.

¹ The term “*departmental/divisional*” is used to broadly convey the spectrum of organizational units with IPM responsibilities under this policy. Disparate pest management functions within large departments may be better suited for the implementation of divisional IPM plans and designated divisional IPM coordinators in order to accurately represent considerations unique to specific work units. Departmental IPM plans and coordinators are best suited for small or mid-size departments that manage pests within a single program.

The County IPM Coordinator is required to serve as staff to the IPM Advisory Committee to assist Department Heads in identifying priorities and in acquiring data to properly evaluate pest control needs and appropriate solutions.

- The County IPM Coordinator will provide an annual update to the County Fish and Wildlife Committee.

Maintain an IPM Advisory Committee that Provides Advice to the Board of Supervisors and Assists Departments in Reviewing Pest Control Alternatives and Related Costs or Impacts.

- An IPM Advisory Committee has been created. The Advisory Committee serves as a resource to help both Department Heads and the Board of Supervisors periodically review, update, and improve existing programs and the processes used for making pest management decisions.
- Information regarding preferred pest control solutions must include data regarding comparative efficacy, cost, environmental impact and hazards to the public and applicator. Information and recommendations must be based on the best science available.
- The IPM Advisory Committee will also work with the County IPM Coordinator to develop IPM training programs for County Departments, their employees, and applicable vendors and contractors to assist in compliance with the County's IPM policy. Additional support may also be provided to County Departments who wish to develop public outreach programs to address environmental and public health concerns.
- The membership of the IPM Advisory Committee is detailed in the IPM Committee bylaws.

Provide Annual IPM Training and Outreach Programs to Address the Needs of County Departments and Employees.

- Training programs will be developed under the direction of the County IPM Coordinator with the concurrence of the IPM Advisory Committee to ensure that County employees understand IPM techniques and County policy. Utilizing resources such as the U.C. Pest Management Guidelines that have been developed by the University of California Statewide IPM Program, training classes on integrated pest management techniques will be developed and made available for County employees.
- Public outreach programs to address environmental and public health concerns will also be developed to complement existing County programs.

**CONTRA COSTA COUNTY
INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE
BYLAWS**

I. Name and Definition

- A. The name of this advisory body to the Contra Costa Board of Supervisors shall be the “Contra Costa County Integrated Pest Management Advisory Committee,” hereafter referred to as the “Committee.”
- B. “Integrated Pest Management” (hereinafter, “IPM”) is defined as “an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.”

II. Purpose (Mission Statement)

The general purposes of the Committee are to:

- A. Protect and enhance public health, County resources, and the environment;
- B. 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;
- C. Promote a coordinated County-wide effort to implement IPM in the County in a manner that is consistent with the Board-adopted IPM Policy;
- D. Periodically review departmental/divisional IPM plans and continuously monitor implementation of County IPM programs;
- E. Make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions;
- F. Provide 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; and
- G. Promote transparency in pest management decision-making by County Departments.

III. Membership

- A. The Committee shall be composed of eleven (11) voting members as follows:
 1. Four (4) ex-officio members:
 - i. County/Unincorporated County Storm Water Program representative
 - ii. Agriculture Commissioner, or designee
 - iii. Public Works Director, or designee
 - iv. Representative of a current pest control operator under contract with the Public Works Facilities Division
 2. Six (6) public members:
 - i. Sustainability Commission representative
 - ii. County Fish and Wildlife Committee representative
 - iii. Three (3) Public Member At Large Appointments,
 - iv. One (1) At Large Appointment, for an environmental organization with either 501(c)(3) or 501(c)(4) status
 3. One (1) University of California representative

B. Membership Requirements

1. Members must reside or work in Contra Costa County. Membership should reflect the ethnic, racial, and geographical diversity of the County.
2. Contractors who provide pest management services to the County may not serve on the Committee. The exception is A.1.iv, above.
3. If a member's work status or residence changes, he/she must notify the Committee in writing, within thirty (30) days of their change in status. The Chair will review the change of status and determine if the member is still eligible for membership according to these by-laws. If they are found to be ineligible, the member will be asked to resign his/her position.
4. Current employees of Contra Costa County are not eligible to serve on the Committee as public members under A.2 or as the UC representative under A.3 above.
5. Public members must disclose financial or familial relationships with County employees.

C. Responsibilities of Membership

Each member must:

1. Have an interest in and commitment to the Purpose (Mission Statement) of the Committee;
2. Demonstrate knowledge of, interest in, and commitment to improvement of IPM practices in Contra Costa County;
3. Attend Committee meetings;
4. Notify the IPM Coordinator, in advance, of any unavoidable absence from a meeting; and
5. Must comply with the Contra Costa County Policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376 and Resolution No. 2021/234.

D. Resignation

Any member who desires to resign their position with the Committee must do so in writing and file it with the Chair and Secretary of the Committee.

IV. Staff to the Committee

The County IPM Coordinator shall serve as staff to the Committee. Staff shall issue and distribute agendas in accordance with the Brown Act and Better Government Ordinance. Staff shall finalize minutes and distribute to members in the agenda packet.

V. Organization of the Committee

A. Officers: The officers of the Committee shall be the Chair, Vice-Chair, and Secretary.

B. 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.

C. Subcommittees:

1. The purpose of a Subcommittee is to research and explore specific issues in-depth that come before the Committee.
2. The goal of a Subcommittee is to provide a working forum for interaction and information exchange among experts and staff focusing on issues needing in-depth consideration.
3. The Committee Chair shall designate Subcommittee members from the Committee with advice from the Committee.
4. For those issues that are technical in nature, the Subcommittee Chair, with a majority vote from the Subcommittee members, may invite experts from other agencies or institutions, such as East Bay Regional Park District, Contra Costa Mosquito & Vector Control District, Contra Costa

Water District, the University of California Cooperative Extension, Pesticide Applicators Professional Association, Association of Applied IPM Ecologists, and/or Pest Control Operators of California and other appropriate representatives with technical expertise in a specific field to attend Subcommittee meetings to provide input and/or report to the Subcommittee.

5. Only the Subcommittee members will have voting rights to make final decisions regarding recommendations to send to the full Committee.

VI. Terms/Elections

A. Committee:

1. The terms for ex-officio (see III.A.1.[i]-[iv]) and UC seats (III.A.3) do not expire. The terms for representatives of other County advisory bodies (III.A.2.[i]-[ii]) shall align with the term expiration of their respective appointment to the Sustainability Commission or Fish and Wildlife Committee. All other members (III.A.2.[iii]-[iv]) shall serve for a term of four (4) calendar years. Any vacancies during the term of the member shall be filled for the remainder of that term. Members may serve more than one (1) term if reappointed.
2. 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.
3. New officers shall assume their duties immediately after the election.
4. Officers shall serve for a term of two (2) years. Any vacancies during the term of the officer shall be filled for the remainder of that two (2) calendar year term. Officers may serve more than one (1) two-year term if re-elected.
5. Should an officer resign, the vacancy will be filled by election at the next regular meeting.
6. Members with two (2) absences in a calendar year may be recommended by the Committee for removal from membership to the Board of Supervisors.
7. Committee vacancies will be filled from the Local Appointments List pursuant to the Maddy Local Appointive List Act of 1975 (Government Code section 54970, et seq.). (Note: See Resolution No. 2020/1 III.G for additional processes regarding vacancies.)

B. Subcommittees:

1. The Committee Chair selects Subcommittee members.
2. Subcommittee members recommend a Subcommittee chair to the Committee Chair, if needed.

VII. Duties of the Committee and Subcommittees

A. The general duties of the Committee shall include:

1. Supporting County Departments to create, promote, implement, and periodically evaluate IPM plans, programs, strategies, and policies specific to their operational needs and consistent with the County IPM Policy;
2. Recommending policies;
3. Providing input on the work priorities of the IPM Coordinator;
4. Monitoring pest management activities of all applicable County Departments;
5. Forming Subcommittees to assist in the work of the Committee as deemed necessary by the Committee;
6. Promoting ongoing and expanded cross training among departments on IPM issues;
7. Promoting availability, public awareness, and public input into written county pest management programs, protocols, and records;
8. Helping create public awareness of IPM and promote public education on IPM techniques; and
9. Providing an ongoing forum for consensus and resolution of IPM issues.

B. The general duties of the Subcommittees shall include:

1. Researching and discussing matters requiring in depth consideration; and
2. Making specific recommendations to the Committee as appropriate.

VIII. Meetings/Voting

- A. 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.
- B. All meetings of the Committee shall be open to the public and all interested persons shall be permitted to attend meetings. Time shall be set aside for limited public comment on items not on the posted agenda.
- C. A notice of the regular meeting, with an attached agenda, shall be posted in a public notice area not less than ninety-six (96) hours prior to the meeting, pursuant to the Brown Act and the Better Government Ordinance.
- D. “Quorum” is defined as a majority of all seats on the Committee, whether vacant or filled.
- E. A quorum of the total membership (at least 6 members) must be present in order to hold a meeting. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- F. Voting at Meetings
 1. A quorum must be present before any vote on matters before the Committee can take place. Passage of a matter requires approval by a simple majority of the members present, except on matters involving policy recommendations to the Board of Supervisors.
 2. Passage of matters involving policy recommendations to the Board of Supervisors requires approval by a number of affirmative votes equal to or greater than the total quorum of the body (at least 6 members).

IX. Bylaws/Amendments

These bylaws will govern the membership, organization, and meetings of the Committee. These bylaws may be amended by majority vote at any regular Committee meeting, a quorum being present, with prior notice to the membership. Changes to bylaws shall not be operative until they have been approved by the Board of Supervisors.

X. Annual Objectives

The Committee shall review and adopt annual objectives at the first meeting of the calendar year.

XI. Reports to the Board of Supervisors

The Committee shall submit a status report on the activities of the Committee as directed, but no less frequently than annually, to the Transportation, Water & Infrastructure Committee of the Board of Supervisors. In addition, the Committee shall submit an annual report to the County Board of Supervisors in accordance with Resolution No. 2020/1.

XII. Committee Records

Records of the Committee shall be housed at the office of the IPM Coordinator. Meeting agendas and minutes shall be posted online on the Contra Costa County website.

CONTRA COSTA COUNTY PESTICIDE USE POSTING AND NOTIFICATION POLICY

General Provisions

This policy applies only to land and facilities owned by—AND under the control of—the County of Contra Costa.

Any County Department that uses or authorizes the use of a pesticide shall comply with the following posting and notification procedures:

- Signs shall be posted at least three (3) days before application of the pesticide and remain posted at least four (4) days after application. In specific situations/locations, permanent signs may also be used. See provisions below under “Permanent Signs”.
- Application information shall be posted on the County website’s pesticide posting page at least three (3) days before the application. If the application is postponed or changed, information on the website must be updated.
- If treatment is in an enclosed area, signs shall be posted at all major public and employee entry points.
- If treatment is in an open area, signs shall be posted at highly visible location(s).
- If treatment is on the property of an adult or juvenile detention facility where posting placement is limited, the chief medical officer at that facility must be notified annually by the IPM Coordinator of pesticides that may be used during the year.
- If rodenticides are used in bait stations for rats or mice, bait stations shall be posted at eye level on the wall or other structure above the bait station.
- Exceptions to these provisions are listed below under “Exemptions”.

Contents of Signs

The signs shall be of a standardized design, easily recognizable by the public and County employees and shall contain the following information:

1. Name of pesticide product
2. Active ingredient(s) in the product
3. United States Environmental Protection Agency (USEPA) or California State registration number
4. Target pest
5. Acute health hazard warning (from the label’s precautionary statement)
6. A check box indicating whether the product is on the Proposition 65 list and the following text: “Chemicals known to the state of California to cause cancer, birth defects or reproductive harm.”
7. Area to be treated
8. Method of treatment
9. Date(s) of anticipated use; a window of time for anticipated use is acceptable
10. Date of re-entry for staff and the public to the treated area, if applicable
11. Date application is completed
12. Name and contact number of County Department responsible for the application
13. IPM website address for more information
14. IPM Coordinator name and contact information
15. National Pesticide Information Center contact information
16. A web address AND quick response (QR) code linking to the County website’s pesticide posting page
17. A disclaimer saying, “Direct exposure to certain pesticides may cause acute or chronic health effects on humans and animals.”

Exemptions

Departments shall *not* be required to post signs in accordance with the provisions above

1. In roadway rights-of-way
2. On airport property specifically regarding vegetation management
3. In other areas where the general public has not been granted access for use for recreation or pedestrian purposes. Recreation is defined as any activity where significant physical contact with the treated area is likely to occur.

Note: In the case of numbers 1 or 3, each department that uses pesticides in such locations shall provide a

public access telephone number for information about pesticide applications. The public access telephone number shall be posted in a prominent location at the department's main office building. Information provided to callers shall include all items listed under "Contents of Signs", above.

4. In or around County-owned buildings, if the pesticide is on a list agreed to by the IPM Coordinator and is posted in accordance with provisions under "Permanent Signs" below.
5. In facilities subject to *The Healthy Schools Act (HSA)*. Posting requirements in such facilities will be in accordance with HSA laws and regulations as applicable. Where feasible, every effort should be made to post in a manner consistent with both HSA parameters and this policy in and around facilities that house school or childcare programs. In the event of conflicting posting and notification requirements, HSA guidelines supersede those outlined in this policy.
6. When using antimicrobial pesticides such as sanitizers and disinfectants intended for use on objects or surfaces. These products are pesticides and must be used according to the label by trained personnel. Annual HSA training is required by all staff who use antimicrobial pesticides at facilities that house school or childcare programs.

Any pesticide granted an emergency exemption for public health emergencies or other urgent situations by the County IPM Coordinator shall not be required to be posted prior to treatment. However, all other requirements for posting, as set forth above, shall be followed.

Use of any pesticide listed by the Organic Materials Research Institute or of any products on the FIFRA 25(b) list or in California Code of Regulations Section 6147 may be posted on the day of application. All other provisions listed above apply.

The County IPM Coordinator may, at his or her discretion, grant necessary exemptions to the posting requirements. Such exemptions will be documented with the reason for the exemption.

Permanent Signs

Each County building shall post a permanent sign in a prominent location with a list of pesticides that may be used in or around the structure without individual postings. Pesticides not on this list must be posted in accordance with the provisions above.

Any permanent sign shall contain the following information OR provide a link to the County website's pesticide posting page containing the following:

- a. Name of the pesticide product
- b. Active ingredient(s) in the product
- c. Acute health hazard warning (from the label's precautionary statement)
- d. Areas inside or outside the building where the pesticide might be used

Any permanent sign that does not contain items (a) through (d) above shall include the following:

- e. A web address AND quick response (QR) code that links to additional pesticide information for all products that may be used in and around the structure
- f. A check box indicating whether any proposed product is on the Proposition 65 list along with the following text: "Chemicals known to the state of California to cause cancer, birth defects or reproductive harm."
- g. Contact number of the County Department responsible for applications

In addition to the provisions above regarding permanent signs in and around buildings, the use of permanent signs is generally discouraged.

Other Uses of Permanent Signs

Permanent signs may be an effective public communication tool in certain locations. Some areas away from County-owned or leased buildings where pesticide applications are a regular, periodic occurrence and others such as parks and walkways that are specifically intended for public recreation or pedestrian purposes may be

appropriate. The following provisions apply:

1. At least three (3) days before any pesticide application, the application information must be posted on the County website's pesticide posting page. If the application is postponed or changed, information on the website must be updated.
2. On the actual day of the pesticide application prior to beginning application, a paper sign with the information listed above under "Contents of Signs" must be affixed to the permanent sign and remain for at least four (4) days.



NOTICE OF PESTICIDE TREATMENT



Contra Costa County Public Works Facilities and Grounds

Contra Costa County has reduced its pesticide use by 88% since the County initiated its Integrated Pest Management (IPM) Program. The County's IPM Policy focuses on long-term pest prevention and combines the use of physical, horticultural, biological, and chemical methods to manage pests. When pesticides must be used, they are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms and to the environment.

**PREVENTION
FIRST**



**NON-CHEMICAL
METHODS NEXT**



**LEAST-HAZARDOUS PESTICIDES
AS A LAST RESORT**

Considering the above, it has been decided that a pesticide treatment is necessary in this area.

Avoid area during active pesticide application.

Pesticide Trade Name:

Active Ingredient(s):

Acute (short-term) health hazard warning:

Proposition 65* listed: Yes No

*Chemicals known to the state of California to cause cancer, birth defects or reproductive harm.

EPA Number:

Target Pest(s):

Area(s) to be Treated:

Date of Scheduled Application:

Method of Treatment:

Date/Time it is okay to re-enter (per EPA label):

Date Completed:

Direct exposure to certain pesticides may cause acute or chronic health effects on humans and animals.



For more information about this treatment, contact
Contra Costa County Public Works at 925-313-7052 or
Wade Finlinson, IPM Coordinator at wade.finlinson@cchealth.org

For more information on IPM: cchealth.org/ipm/notification.php
Scan the QR Code at right to be taken to the County IPM website.

For more information on pesticides, contact
National Pesticide Information Center at 800-858-7378 or
www.npic.orst.edu. Open 8:00 AM to noon, Monday-Friday.





County of Contra Costa Integrated Pest Management Coordinator

CLASS CODE	VLSB	SALARY	\$61.86 - \$66.62 Hourly
			\$10,723.04 - \$11,547.54 Monthly
			\$128,676.48 - \$138,570.49
			Annually
BARGAINING UNIT	Local 21 - Supervisory Management	REVISION DATE	April 18, 2019

Definition

Bargaining Unit: Local 21 - Supervisory Management

Under direction, implement and manage the County's Integrated Pest Management (IPM) Program. This position will work cooperatively with county departments and pest control vendors to implement IPM Policy on county owned and maintained property. Communicates with internal county staff, other government agencies, citizens' groups, and the general public on pest management issues and policies.

Distinguishing Characteristics

The incumbent in this class is assigned to the Hazardous Materials Division of the Health Services Department. And, under the direction of the Director of Hazardous Materials Programs, is responsible for the implementation of the County Integrated Pest Management Policy.

Minimum Qualifications

License Required: Possession of a valid California Motor Vehicle Operator License is required for incumbents appointed to this position. Out of state Motor Vehicle Operator's License may be accepted for up to six (6) months.

Education: Possession of a Master's degree in pest management, plant protection, agricultural or biological sciences, or closely related field.

Experience: Three (3) years of full-time or its equivalent experience in the field of landscape and/or structural pest management.

Substitution: Possession of a Bachelor's degree in one of the aforementioned areas and two (2) additional years of qualifying experience may be substituted for the required Master's degree.

Knowledge, Skills, and Abilities

Knowledge of:

- Theory and practice of integrated pest management
- The elements of an effective IPM policy
- Effective pest control measures including prevention, and mechanical, cultural, biological and chemical controls
- Components of a monitoring program for pests
- Field test criteria to evaluate the efficacy of varied pest management techniques and pesticide applications
- The signs and symptoms of plant stresses including pests, diseases, and abiotic responses
- Ecology of pest plant, vertebrae, and insect species
- Pesticide uses and toxicology
- Equipment, methods, tools, practices, and procedures utilized in the safe and effective management of pests
- Safe pesticide work practices, procedures, and applications, including federal, state and local regulations for pesticide use
- Computer software programs, including word processing, spreadsheets, databases and presentations

Ability to:

- Facilitate stakeholder groups for collaborative problem solving
- Formulate policy and develop and implement new strategies and procedures
- Examine and re-engineer operations and procedures, using IPM methods
- Plan, coordinate and train employees in the principles of IPM
- Research pest management alternatives and analyze the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems, including budgetary considerations
- Compile, track, and analyze data, and generate effective and well-written reports
- Work cooperatively with county administrators and staff, the Board of Supervisors, and members of the public
- Communicate effectively (both oral and written) with staff, elected officials, and members of the public
- Use pesticide toxicity databases to effectively assess toxicity characteristics
- Make transparent decisions and modify action plans based on data collected and results obtained

Typical Tasks

- Coordinates and staffs the IPM Advisory Committee and its subcommittees and performs work for the committees as needed
- Develops, coordinates and implements the County Integrated Pest Management (IPM) Policy through an effective county-wide IPM program
- Works with county departments to implement the IPM program county-wide
- Assists departments with the design and coordination of their IPM programs
- Assists departments by providing IPM training and technical assistance to staff
- Works with county departments and county-hired pest management service providers to create specific pest management plans
- Collects and analyzes pest management data from county departments
- Accurately identifies pests and sets pre-determined threshold levels
- Monitors and records pest problems

- Develops a recordkeeping system for county inventory of pesticide use, pest management cost, and pest management actions
- Researches and develops IPM economic evaluations with costs and environmental benefits for management of pests in a variety of settings, such as roadside, grounds and parks, and buildings
- Keeps current with the latest research and information on pest ecology and the most effective, least toxic pest management practices
- Coordinates with the County Facilities Manager to ensure implementation of pest prevention measures, such as structural repairs, and housekeeping and sanitation
- Ensures that contracts and contractor performance for pest management services are consistent with the County IPM Policy
- Assists departments to develop maintenance and design guidelines for new construction, remodeling, maintenance and landscaping that take pest prevention and pest management into consideration
- Evaluates established performance measures and overall program, reporting on progress towards meeting County IPM Policy and making recommendations for any necessary revisions to the County IPM Policy
- Serves as the primary contact regarding pest management issues for internal county staff and members of the community and press
- Educates employees and the general public about IPM and pesticide use
- Maintains a network of colleagues engaged in IPM throughout the Bay Area, California, and the nation; participates in and helps coordinate periodic meetings of Bay Area IPM coordinators
- Assists municipal staff in Contra Costa County with IPM issues

Spec History

Established: October 2008 OP

Revised: April 2019 LJ