

**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.**

*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.