



**Staff Liaison**  
Stephen Prée | 510-559-7685  
spree@ci.el-cerrito.ca.us

**MINUTES**  
**REGULAR MEETING OF THE**  
**Urban Forest Committee**  
**Monday July 11, 2022, 7:00 p.m.**

VIA ZOOM TELECONFERENCE  
<https://us06web.zoom.us/j/81126280008?pwd=cStqMXQrVTdPL0U5a0poNDRxc2I5QT09>  
Meeting ID: 811 2628 0008 Passcode: 911 276  
or dial in 1-408-638-0968

---

**CONVENE REGULAR MEETING:** Chair Mitchell called the meeting to order at 7:03 p.m.

**1. ROLL CALL:**

Present: Chair Robin Mitchell, Vice Chair Cathy Bleier; members: Catherine (Cassie) Hughes, Robert Hrubes, Jennifer Kaczor, Susan Kuchinskas, Yan Linhart.  
Also present: City Council Liaison Paul Fadelli, Staff Liaison Stephen Prée

**2. ORAL COMMUNICATIONS FROM THE PUBLIC:** There were none.

**3. COMMITTEE MEMBER ANNOUNCEMENTS /CHANGES TO THE MEETING AGENDA:** There were none.

**4. COUNCIL / STAFF LIAISONS ANNOUNCEMENTS AND REPORTS –** City Council Liaison *Fadelli* thanked members for attending the City's July 4 World Onne Festival and he announced the City Council passage of a \$69 million annual City budget noting the progress in revenues and reserves from previous budget years. *Linhart* asked what amount of the City budget is designated for the Urban Forest Committee; *Fadelli* said that the Fire and Police departments are the highest budget items. Mr. *Fadelli* reported that EBMUD will be breaking ground soon on a water main replacement project on Richmond St. and he urged the UFC to support street tree planting there.

Staff Liaison *Prée* reported that Staff is recommending to Council the award of a three-year Urban Forest Maintenance Contract to A Plus Tree Inc. that includes all public trees and fuel reduction work in the HNA effective in August 2022; the receipt of a privately funded public tree removal permit application to remove a Chines Elm tree under utility wires. *Bleier* recommended that the City publish SOPs for public tree removal by residents.

**5. ACTION ITEMS –** Adopt the minutes from the June 13, 2022, UFC meeting- Motion: *Linhart*, 2<sup>nd</sup>: *Kuchinskas*; Ayes 7, Noes 0, Abstentions 0.

**6. COLLABORATION WITH THE ENVIRONMENTAL QUALITY COMMITTEE –** Chair *Mitchell* invited UFC members to attend the El Cerrito Recycling Center's 50<sup>th</sup> Anniversary party on August 5. The EQC will host an E-Bike event this summer and

their theme for 2022 is “Go Electric”; PG&E is sponsoring a free trial of induction hot plates; the EQC continues to advise the City on its Climate Action Plan update and she encouraged UFC participation.

**7. COLLABORATION WITH THE PARK AND RECREATION COMMISSION-** *Jen Kaczor* reported that the PRC did not meet in June.

**8. URBAN FOREST COMMITTEE ACTIVITIES, CALENDAR, AND WORK PLAN UPDATE-**

- A. City’s Fourth of July event debrief – *Mitchell, Linhart, Hrubes, Kuchinskis* staffed the UFC event table. *Bleier* provided links to UF educational handouts which the City printed for distribution from the information table. *Mitchell* created a handout summary of the Public Tree Ordinance that was very popular. *Hrubes* and *Linhart* fielded lots of questions. *Kuchinskis* recommended QR codes instead of paper for next year. *Discussion:* similar information links should be readily available on the City website.
- B. Education and Outreach- *Hughes, Kuchinskis* inquired with *Prée* regarding a UFC mailing list and recommended monthly communications, compared with the *Green Happenings* email-newsletter; *Hughes* recommended that a drought message be emphasized in all forms of outreach media, she and others will draft article submittals for *Green Happenings*; *Prée* informed the group of the 3<sup>rd</sup> Thursday submittals deadline.
- C. Urban Forest Management Plan- not reporting this month
- D. Diversity and Inclusion discussion- *Mitchell* said the EQC has invested considerable effort to this topic and devoted half of a meeting to hear from guest speakers in this regard, thinks it is a worthy topic for the UFC. *Linhart* observed that the disadvantaged communities (DACs) are the most in need of tree planting. *Hrubes* and *Mitchell* agreed to investigate further and report back to the UFC at a future meeting.
- E. Fundraising discussion- *Hrubes* and *Mitchell* volunteered to start an ad-hoc subcommittee; *Prée:* need to develop purpose, prioritization, administration based on UFMP goals. *Discussion:* use for Arbor Day, street tree planting projects, street tree scholarships, grant matching.
- F. Grants- *Mitchell, Kaczor* found new grants but the missing components are a community group and cost sharing; more research and discussion needed.
- G. Orientation Packet- *Hughes* asked for a copy of the material from the City Clerk.
- H. Tree Board University- *Kaczor* encouraged the UFC to read Course 5 & 6 which focus on financing and grant funding (<https://treeboardu.org/>).

## 9. FUTURE AGENDA ITEMS –

- Education & Outreach ad-hoc subcommittee
- Urban Forest Management Plan development
- Fundraising
- Grants
- Diversity and Inclusion
- National Preparedness Month (September)
- Future Speakers
- Orientation Packet
- Tree Board University

## 10. ITEMS FROM TONIGHT’S MEETING THAT REQUIRE FURTHER ACTION:

- *Cathy* -send *Stephen* list of outreach weblinks, *Stephen* distribute
- *Stephen*- send past Green Happenings drought article to *Cassie* , *Susan* & *Yan* to review
- *Cassie*, *Susan* & *Yan* – draft an outreach article– deadline for Green Happenings is 3<sup>rd</sup> Thursday
- *Jen*, *Robin*, *Robert* – draft funding program goals, prioritization, and reporting
- *Robin*, *Robert*- Diversity & inclusion- ad-hoc
- *Robert*, *Yan*, *Robin* review goals for a new UFMP
- *Stephen*- send link to Cal Enviro Screen 4.0
- *Stephen*- ID contents of current Orientation Packet, send to *Cathy and Cassie* for review

## 11. ADJOURNMENT- Chair Mitchell adjourned the meeting at 9:07 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Urban Forest Committee meeting of July 11, 2022, as approved by the Urban Forest Committee.

---

Robin Mitchell, Chair or Cathy Bleier, Vice Chair

---

Stephen Prée, Staff Liaison