



**MINUTES**  
**REGULAR MEETING OF THE**  
**Urban Forest Committee**  
**Monday December 13, 2021, 7:00 p.m.**

VIA TELECONFERENCE

<https://us06web.zoom.us/j/97043572002?pwd=a2N5UURTSDFEK2F2NzMxMGNmakhCUT09>

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

**Meeting ID: 970 4357 2002 Passcode 195250**  
**or dial in: 1-408-638-0968**

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**CONVENE REGULAR MEETING:** Chair Mitchell called the meeting to order at 7:07 p.m.

**1. ROLL CALL:**

Present: Chair Robin Mitchell, Vice Chair Robert Hrubes; Members, Cathy Bleier, Catherine (Cassie) Hughes, Jennifer Kaczor, Yan Linhart.  
Also present: Staff Liaison Stephen Prée; members of the public: Sue Duncan.  
Absent: Melissa Feudi.

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

**3. COMMITTEE MEMBER ANNOUNCEMENTS /CHANGES TO THE MEETING AGENDA:**

Jennifer Kaczor informed the UFC of progress made with the Park and Recreation Commission Work Plan which includes collaboration with the El Cerrito Trail Trekkers for trail development and improvements. Cathy Bleier informed that the results of the 2021 Sudden Oak Death Survey (*Phytophthora ramorum*) indicated that cases in the SF Bay Area were at historic lows but more infections were reported in West Contra Costa County this year; new strains of Phytophthora have been detected that may be related to the current historic drought.

**4. COUNCIL / STAFF LIAISONS ANNOUNCEMENTS AND REPORTS**

Staff liaison Prée reported on the City tree pruning progress and the 2021 HNA Fire Fuel Reduction Project completion.

**5. ACTION ITEMS-**

- A. Consider a motion to adopt the minutes from the October 11,2021 UFC Meeting.  
Motion: Hrubes; 2<sup>nd</sup>: Bleier; Ayes: 6, Noes: 0
- B. Consider a motion to adopt the minutes from the November 8,2021 UFC Meeting.  
Motion: Kaczor; 2<sup>nd</sup>: Hrubes; Ayes: 6, Noes 0
- C. Consider a motion to adopt the annual UFC meeting calendar for 2022.

Motion: Bleier; 2<sup>nd</sup>: Linhart; Ayes: 6, Noes 0

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

- A. Update Work Plan- Discussion regarding prioritization, format, etc. Chair Mitchell edited the document to reflect the Committee discussion while sharing her screen. Questions of how and when to revise the City's Urban Forest Management Plan to be more inclusive of parks. Chair Mitchell volunteered to create a list of local community groups and contacts. Committee members agreed that each member needs to commit to a work plan activity in order to retain that activity in the proposed work plan.
- B. Urban Forestry Grants- Discussion of potential application for the Coastal Conservancy Wildfire Resilience Grant and upcoming webinar on December 16; the role of community groups in grant awards and how to develop them.
- C. Tree Board University- Jen Kaczor commented on that some of the material is quite relevant to the UFC and encouraged others to participate.

## **7. FUTURE AGENDA ITEMS –**

- 2022/23 Work Plan- activity assignments
- Arbor Week – March 7-14, 2022
- Urban Forestry Grants
- Community Group Connections
- Tree Board University

## **8. NEXT MONTH'S CITY COMMITTEE ATTENDANCE ASSIGNMENTS**

- EQC meeting – Chair Mitchell will attend
- PRC meeting – no December meeting

## **9. ADJOURNMENT-** Chair Mitchell adjourned the meeting at 9:00 p.m.

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Robin Mitchell, Chair or Robert Hrubes, Vice Chair

This is to certify that the foregoing is a true and correct copy of the minutes of the regular Urban Forest Committee meeting of December 13, 2021, as approved by the Urban Forest Committee.

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Stephen Prée, Staff Liaison