

Meeting Agenda for: Thursday, September 14, 2023, 4:00pm – 5:45pm

Raley's Conference Room: 40041 CA-49 #49, Oakhurst, CA 93644

Or join us via Zoom: <https://us06web.zoom.us/j/86999943919?from=addon>

To receive documents provided to those in attendance at the board meeting, please email kayla.rohrbaugh@crcd.org with your request no later than 3pm the day before the meeting. Items provided to directors prior to the meeting will be emailed with the agenda to all recipients requesting to be on the distribution list.

4:00 **Call to order**

Approval of the Agenda - Approved by Melissa and Lyndall
Introductions

Public Comment **Please limit comments to 2 minutes** – Lyndall reported on the Drought Mitigation Workshop she attended in August.

4:05 **Consent Agenda**

- Approval of the Minutes: All approved
- Financial Report: July and August 2023 Treasurer's Reports – The July 2023 report was not completed last month, TR for July 2023 was presented today. All approved.

4:10 **CRCD Reports**

- Firewise Report – Kelly Green – See Attached Report
- Executive Director Report – Jon Cottington – See Attached Report

4:25 **Old Business**

- Financial Statement – Teri Van Huss was our bookkeeper for many years, but we started seeing discrepancies in reporting. CRCD formally moved to Sierra Bookkeeping for all bookkeeping duties at the end of August. Funds were moved into NACD and CALFire savings accounts in August 2023. Savannah reported that Payroll has been integrated into QuickBooks. Jon reported that the Auditor CRCD hired in 2021 can no longer perform our audit. Jon will be contacting other auditors.
- Annual Report – All approved.

4:40 **New Business**

- Fall Festival - October 6th-8th CRCD will be hosting a table at Fall Festival. Jon and other staff will be attending. Jon welcomed the board members to join.
- Additional Savings Account – Jon requested to open up 2 additional Savings Accounts for CERF and FW. All approved.

4:55 **Partner Reports**

- NRCS – Mira Dick – discussed RCPP contracts
- Madera Dept of Water Resources – Jeannie Habben – not in attendance
- Madera County – Bobby Macauley – not in attendance
- North Fork Rancheria – Daniel Aguayo – not in attendance
- CALFIRE – Mike Keyser - Jonathan Berry transferred to Coulterville station, discussed new online Fuel Treatment Notification system, grant projects will be included in the notification system.
- Eastern Madera County Fire Safe Council – Ashley Nebeker – not in attendance.
- Yosemite Sequoia RC&DC – Erin Capuchino – Madra County Road mitigation that has been in progress since 2019 is completed; she is working on getting final reports completed. Hazard Mitigation for Storm Damage project has 31 applications and has completed 17 properties already. Their turn-around time is less than 2 weeks. YSRC&DC continue to work with CERF.

5:10 **Workshops/Events/Presentations**

- Community Workday September 22nd
- Fall Festival October 6th – October 8th, 2023

The Public Board meeting adjourned at 5:24pm.

Adjourn: Next Meeting October 12, 2023, 4:00pm @ Raley's Conference Room & Via Zoom



PO BOX 1306
North Fork, CA 93643
559-760-6019
Jon.cottington@crcd.org

employees or contractors. However, some hours were tracked incorrectly during these time periods, and some payroll taxes were not attached to grant invoices, leaving general funds to make up the difference at time. However, after extensive work by Sierra Bookkeeping and staff, we were able to books to provide the annual report before you. We have also said goodbye to Teri as our payroll person and have had Savannah at Sierra Bookkeeping take on that roll. Now that she has all of our information digitized and into quickbooks, things should be much more streamlined and easy to track for monthly and annual reports. We are very happy with the support she has provided to CRCD during the transition. Thank you Savannah. Let me know if you have any questions. If not can I have a motion to adopt the annual report?

New Business

Fall Festival: I just wanted to remind everyone that CRCD is partnering with EMCFSC,YSRCDC, and YGPBC to host the Wildfire Prevention Corner at the upcoming Fall Festival. We will have a few games for the kids as well as information on available programs for residents of EMC. The festival runs October 6-8. It is open till 9pm, however in the past events, the booths are pretty empty in the evening so we will be closing at 6pm. I will be there Friday to set up and sit in the booth from 3-6pm. Saturday I will be there from 2-6pm and Sunday I will be there from 1-4pm and take down. Kayla has offered to open on Saturday from 10-2. She will also help me on Friday. I will be having staff take the remaining shifts. But if any board members would like to come out and sit with us to help out, please reach out and let me know what day and time will work for you.

Additional Savings Account : A few months ago we opened up 2 new savings accounts for the CalFire and NACD grants because they were advanced funds and therefore restricted. In hindsight, we should have also opened accounts for the FireWise and CERF programs, but we did not have those funds at that time. Since we opened the accounts, we have received payroll advances for both grants. Opening new accounts will force us to have to stop back in to the bank as to sign off on the new savings accounts. But having these accounts makes tracking the money easier. Is there any questions? If there are none, can I have a motion to open 2 additional savings accounts for the FireWise and CERF funds?

Workshops/Events/Presentations

CRCD will hosting the work event with Provost and Pritchard. This event is closed to the public, but open to any board members that may be interested. We are also participating in the Oakhurst Fall Festival, as previously mentioned on October 6,7,8

Closed Session:

Hiring Committee:

If there is no more items to discuss, we can adjourn. Thanks to everyone for attending. Our next meeting will be September 14th at 4pm. Hope to see everyone there. Have a great evening.



Sub-contractor Progress Report: Title III Firewise Coordination Program

Sub-contractor/partner: Coarsegold
Resource Conservation District

Reporting Period: July 2023

Report Preparer & Title: Kelly Green II
- Firewise Coordinator

Email address: kelly.green@crccd.org

Phone Number: 559.389.8781

Date: 08-10-2023

Progress reports are an explanation of what occurred during a one-month period. If no fiscal activity occurred, that is acceptable, but explain what did occur during the reporting period (challenges encountered, plans made or changed, etc.). Please include details about upcoming projects, workshops, or purchases that you will be making to accomplish the tasks/deliverables outlined in your scope of work.

Summary of activities that occurred during the reporting period (e.g., communities established, communities outreached, workshop coordination, products created/developed):

- Continued to distribute educational materials to existing and prospective communities.
- Maintained technical assistance and communication with all established Firewise® communities.
- Community Application Status
 - Indian Springs Road is still gathering residents and conducting individual risk assessments.
 - Crooks Mountain has created a community in the Firewise portal.
 - Ridgeline has begun working on the Community Risk Assessment.
- Continue outreach to Resident Leaders in certified communities to
 - Completed chipping in the community of Oakhurst Area located off Road 426.
 - Completed chipping in the community of Mudge Ranch.
- Firewise community meetings, events, and presentations
 - .
- Social Media outreach on defensible space and home hardening to engage new communities.

Relation of activities to overall goals, deliverables, and timeline. Please quantify progress where possible (e.g., XX community members engaged on MM/DD/YYYY for kick off meeting, XX new communities established, XX action plans developed):

- Continuing Resident leader discussion to help committees plan projects for the 2023 year.
- Timely assistance to prospective communities has allowed for consistent progress in certifying new communities. one new community reapplied this month.
- Outreach to all Resident Leaders re: Scheduling contracted workdays, community meetings, Recertification deadline, Tool Cache reminder; continued assistance to individual communities as needed, including portal uploads for recertification efforts and new applications.
- Social Media outreach has increased the visibility in the community, leading to additional inquiries on the program.

EXECUTIVE DIRECTOR'S REPORT
September 14, 2023

CALFIRE GRANT: We have shared the Defensible Space Program at the FireWise presentations throughout the month, flyers on bulletin boards, direct outreach and on social media. We currently have 12 approved applications out of a minimum of 25 that we hope to provide service. I released the RFP to contractors 3 weeks ago and the closing date to accept bids was at 3pm today. We held a job walk for contractors on September 8 and had 8 contractors sign letters of intent and attend. Currently we have received bids from ____ of the contractors. We will hold a closed session hiring committee meeting after this to try and decide on a contractor. I hope to have an executed contract in the weeks to come and start assisting residents by the first of October.

We are also planning a Work Event with Provost and Pritchard for next Friday, Sept 22. One of our sites is in the Fork fire scar and they qualified for the CALFIRE program, as well as the pollinator habitat program. Provost and Pritchard will provide 10-20 volunteers on 9/15 to assist in brushing the defensible space around the remaining structures as well as prepping the Pollinator site. Some of these hours will also provide match to the grant.

MADERA FIREWISE® COMMUNITIES: CRCD has continued work on the Firewise program. We had 2 community workday and 2 Chipping Day were completed in August for the Hillsborough and Oakhurst Area community. Projects are in the planning and prep phase for multiple communities in the upcoming month.

CA FIRESAFE COUNCIL FIRE PREVENTION COODINATOR:

CRCD has received reimbursement for May, June, July.

- **Oversaw CRCD's Firewise program, which had 2 community workday, 2 chipping event.**
- **Presented Fire Prevention and FireWise program at Ahwahnee Estates and Miami Highland Communities**
- **Attended monthly CFSC County Coordinator meetings.**
- **Provided 2 WFAP assessments**
- **Toured Goat Mountain Fuelbreak with EMCFSC for upcoming SNC grant opportunity**
- **Began discussions with county about partnering on CWDG proposal to continue County Coordinator funding**
- **Schedule Wildfire Prevention Corner at Oakhurst Fall Festival with EMCFSC,YSRCDC,YGPBC.**
- **Continue entering data for CFSC GIS portal information**
- **Attended EMCFSC Advisory Meeting**
- **Submitted CARCD Post Fire Proposal**
- **Attended meetings with Madera County and YSRCDC for project planning/program management.**
- **Attended planning meetings with Madera County, Red Cross, CAL FIRE, CFSC, and YGPBC.**
- **Social Media outreach on defensible space and home hardening to engage new communities.**

NACD/RCPP: CRCD has not had any correspondence with NRCS to discuss future collaborations. However, we



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are actively discussing the next round of RCPP funding with CARCD. The next step will be to figure out how we can best make our partnership work more efficiently in the future. We will continue to present the NRCS programs to property owners as we meet with potential Firewise Communities. We also have links for the programs on our web page.

WCB Pollinator Block Grant: CRCD will be submitting the first report for this grant on April 20th.

Land Owner Agreements have continued to move forward. Yosemite Unified had their monthly board meeting this Monday and the project at the high school was approved. I attended the Bass Lake Unified School board meeting Wednesday evening to discuss the site at Wasuma elementary and the project was approved. Mountain Oaks High School is looking to have a senior project start a habitat at their site. I have a meeting next week with their staff and then they are sending the LOA to the Chawanakee school board. I met with the principal and 4-H garden director at Spring Valley Elementary and they too would like to partner with CRCD for an upcoming project. I will provide some education in November. They are remodeling their garden and I will reevaluate the site once the initial dirt work is complete.

On September 1st, Kelly and I, along with the property owner, cleared, cleaned and solarized 5,000 feet of space for our upcoming pollinator habitat at Karine Wines. This plastic solarization will kill the remaining seed bed and lower competition from non native grasses in the pollinator habitat. On 9/22, Provost and Pritchard will provide 10-20 volunteers to assist in one of our pollinator habitats that we will be creating within the Fork Fire scar. These folks will assist us with cleaning the site, any necessary weeding, installing drip line, solarization plastic, etc. This will provide match to the grant and get the prep work done on this site ahead of schedule and under budget.

CERF (Community Economic Resiliency Fund)

We have attended the Regional conference this August in which participants from the 4 county region came together to discuss the overlapping health, economic, and environmental concerns affecting the San Joaquin Valley as a whole. Participants will continue to work together in their specific counties to come up with new plans and strategies to diversify and improve local economies. Once the strategic planning is complete, 14 million dollars in funding will help implement projects across the region that will help progress the goals created by the findings of the CERF partners. We have received an advance payment of \$12,500 to cover time and travel expenses for meetings and outreach.

The CERF was created to promote a sustainable and equitable recovery from the economic distress of COVID-19 by supporting new plans and strategies to diversify local economies and develop sustainable industries that create high-quality, broadly accessible jobs for all Californians.

Jon Cottington, Executive Director

Succession Planning/ Annual Financial Report: Teri Van Huss from Tulare RCD has been assisting CRCD with payroll for some time now. Her prices were very reasonable, and for many years she provided service that helped in CRCD's mission. However, discrepancies were found that made CRCD's previous treasurer's report inaccurate. These reporting issues can be traced back into 2022. No additional monies were paid to any

Sub-contractor Progress Report: Title III Firewise Coordination Program

- Review and updating maps in Arc GIS Pro allow us to quickly identify and quantify communities and surrounding forest service lands.

Challenges encountered during the reporting period and possible challenges in the future (e.g., meeting cancelled, unresponsive homeowner's, personnel change):

- CRCD continues to face the challenge of waiting for the in-progress communities to essentially make progress. Coarsegold RCD must wait for the committees to complete the application process in their own time.
- Lack of response for scheduling community meetings from approved Firewise® communities. Community members are not reaching out to schedule meetings.

How challenges impact overall accomplishments and plans to remedy the situation (e.g., personnel change required additional time to onboard for program but they began outreaching communities this month; unexpected weather required cancelling a risk assessment but it has been rescheduled for next month, etc):

- CRCD continued outreach to individual resident leaders through email, site visits, and community meetings has kept energy high in recertification, as well as progress on community action plans. Some communities remain silent so continued correspondence will be necessary.
- CRCD continued outreach to prospective and in-progress communities.
- We have created a new project application that can be shared with the whole community to create a list of shovel ready projects in the community.

Next steps (please provide a brief summary or list of activities planned for the next month):

- Expand use of new Firewise surveys to streamline the process in larger communities.
- Continue scheduling the existing Firewise® Communities for contracted work.
- Schedule Community meetings for every certified community to plan for future funds/projects.
- Continue to attend meetings and webinars for additional grant funding opportunities.
- Review Action Plans for each community to see where implementation funding can be used to the best advantage.
- Continue to be flexible and available to any community in need of assistance towards becoming Firewise®.
- Continue community outreach to find new prospective Firewise® communities.