

Meeting Minutes for June 20, 2025

Oakhurst Government Center, 40232 Junction Drive, Oakhurst, CA 93644 Or join is via TEAMS:

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Meeting ID: 275 160 691 942 Passcode: bF9Jm6Vj

To receive documents provided to those in attendance at the board meeting, please email coarsegoldrcd@gmail.com 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.

- 3:15 **Call to order** **Technical difficulties were happening throughout the meeting due to the County's internet connection and audio issues. This resulted in the meeting being continued with attendees via conference call**
Introductions: Jeannie Habben, Whitney LeCat, Jon Cottington, Lyndall Erb, David Konno, Melissa Cottington, Christi Hansard, Kai Hansen, Julie Konno, Erin Capuccino, Ashley Medley, Allison Deak
Approval of the Agenda **Melissa made the motion to approve the agenda, Lyndall 2nd, motion carried unanimously.**
Public Comment: *Please limit comments to 2 minutes*
- 3:20 **Consent Agenda** **Melissa Makes the motion, Lyndall 2^{nds}, motion carried unanimously**
- Approval of the Minutes May 9, 2025
 - Approval of May 2025 Treasurer's Report/Financial Report
- 3:25 **Partner Reports – Please limit reports to 5 minutes**
- NCRS – Mira Dick
 - CALFIRE – Mike Keyser
 - Eastern Madera County Fire Safe Council – Ashley Nebeker
 - Yosemite Sequoia RC & D – Erin Capuchino **CAL-Listos grant wildfire preparedness education could be trickling down to CRCDD and/or EMCFSC with an additional \$21k. Also large digital billboard coming into Madera County from Fresno saying, “You are coming into Fire Country”. Jon asks about the Mission Dr Fuel reduction grant proposal. Erin says CEQA/NEPA are done for the Mission Dr program and so it will score higher so hoping to sit down with CRCDD and see what can be put together. The Oakhurst River Trail work was going along nicely until Brad Ditton put a fence up blocking the whole trail so now the remaining money on the grant will be used to promote the small trail that is left. The fence was red tagged but as it is on his property there is nothing to be done to stop it. They are happy to be doing the CFSC County Fire Prevention Coordinator grant with us. They were awarded \$24K RAC grant through USFS to do goat grazing on Beasore Road where USFS has done manzanita thinning. They have applied for a Community Wellness grant for Fire PTSD for the County. Also applied for two workforce development grants 1 for multi-track wilderness safety red-card cert for tribal citizens and the other for wood removal for wood that is not merchantable. Graham Mountain program through Forest Health was not awarded by 2 points so they will apply through SNC. Bass Lake residents are really wanting this work done as it's important to their homes and to the economic livelihood of our area. Jon mentioned that Tristan has just sent over the contract for the CFSC Fire Prevention grant and we will get back to YSRCDC as soon as we can. **AT THIS POINT ALL****

CONNECTIONS WERE LOST. AFTER MULTIPLE ATTEMPTS THE MEETING WAS SWITCHED TO A PHONE CALL TO JULIE'S PHONE BROADCASTING AUDIO BETWEEN THE IN-PERSON MEETING TO THE TEAM MEETING ATTENDEES.

- Madera Dept. of Water Resources – Jeannie Habben CAL OES agreement for Oakhurst River Parkway for flood mitigation. Also, they have completed the flood plan for the whole County. Jeannie reports that CALFire has an office in the Oakhurst County government building and maybe we can reach out to the staff there to attend our meetings since Mike Keyser is unable to attend our Friday meetings. In the Valley they have a multi-benefit land repurposing grant to turn land over to less water intensive uses. They have sent out RFPs. Applications include a tribal cultural center, a farmer's market, agave farms, recharge basins, pollinator habitats, etc. Julie asks if the drought/flood plans would be appropriate to have a link on our web page and Jeannie will be sending this over in the coming weeks. **AT THIS POINT ALL AUDIO WAS GARBLED AND THE MEETING WAS SWITCHED TO CONFERENCE CALL.**
- Madera County – Bobby Macaulay
- North Fork Rancheria –

3:55

CRCD Reports

- Firewise Report – Kai Hansen *see attached report*
- Executive Director Report – Whitney LeCat *see attached report*

4:10

Old Business

- **none**

4:10

New Business

- Employee Handbook Stipend policy revision A Motion was made by David and 2nd by Melissa to change minimum hours worked to qualify for health and phone stipend to 60 hours per month. Motion carried unanimously.

4:20

Workshops/Events/Presentations:

4:25 **Adjourn**

4:30 – 4:45 Executive Session – Personnel

Next Meeting: 7-11-2025 at 3:15PM, Oakhurst Government Ctr, 40232 Junction Dr. Oakhurst, CA



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

INTERIM EXECUTIVE DIRECTOR'S REPORT
June 20th, 2025

3:15 **Call to Order** – Introductions, Approval of the Agenda, Public Comment

3:20 **Consent Agenda** – Approval of the May Minutes & May TR

3:25 **Partner Reports – Please limit reports to 5 minutes**

NCRS – Mira Dick

CALFIRE – Mike Keyser

Eastern Madera County Fire Safe Council – Ashley

Yosemite Sequoia RC & D – Erin Capuchino

Madera Dept. of Water Resources – Jeannie Habben

Madera County – Bobby Macaulay

North Fork Rancheria –

3:55 **CRCD Reports**

Firewise Report – Kai Hansen

Interim Executive Director Report – Whitney Lecat

4:10 **Old Business - None**

4:10 **New Business – Employee Handbook Stipend Policy Revision**- Currently, our handbook states that every employee is eligible for the stipends after a 90 day probation period. We would like to adjust and say employees that work a minimum of 40-60 (what do we think is reasonable?) hours a month will be eligible for a internet/phone stipend of \$150 a month and a \$150 stipend a month for health insurance.

4:20 **Workshops/Events/Presentations**

None

4:25 **Adjourn**

4:30-4:45 **Executive Session - Personnel**

Next Meeting July 11th at 3:15PM, Oakhurst Government Ctr, 40232 Junction Dr. Oakhurst, CA 943644

Program Report:

CALFIRE GRANT: As recommended by Southern Region Grants, we sent a request letter for a two month extension to expend the remaining \$6,000 left in our previous advance. They approved the request, and we are now waiting on them to approve our submitted budget modification. Once this is approved, we can submit an advance closeout invoice and start planning our next round of advance funds. Mike Keyser let us know this week that the next round of funding for the CALFIRE grant will hopefully open up on June 25th. This time around, they're only approving strong on the ground projects (no education/planning), and if they end up not awarding all the funds, the remaining funds will go into a pool for the next cycle of funding. Julie & I attended a eCivis training which was helpful. Learned a few reporting guidelines and some tips for structuring our next grant proposal. Jon, Julie & I will be meeting early next week to finalize our proposal and budget request for the next round of funding. The team as a whole have been working on planning the next round of Contractual work and will move forward on that once we have an idea of when we'll be receiving the next advance funds.

MADERA FIREWISE© COMMUNITIES:

We received the \$14,560 amount for our two-month agreement and have been working on increasing outreach for potential new communities. Darin from the county sent me over our county approved two-year agreement for signature earlier this week. I've signed it and sent it back to him so we should see additional funds coming in hopefully within the next month. This one gives us a total of \$156,800 split evenly between each fiscal year (\$78,400 each year).

NACD/RCPP (\$29,070.00)– We signed the contract back in mid-May and are still awaiting the initial advance funds to



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come in. I spoke with Chessa who is our contact for the grant, and she mentioned that we will be allowed to bill items to the grant as far back as January 1st, but that if they don't get funding then we don't get paid, so we are waiting until we receive those funds before we start spending them.

Fork Fire Post Fire Rehab:

Not much updates to give. Jon, Whitney and Kai drove the Fork Fire scar this week to look at the areas that we could do work in. Previously, CARCD gave a \$4,500 per quarter spending limit for the funds, but it looks like that has been lifted. However, they are asking everyone to keep in mind that the funds still aren't guaranteed in a timely manner so if CARCD doesn't receive payment, we don't receive payment. I've reached out to Sophia for a little guidance on what reimbursement are looking like so that we can start planning to send out RFPs.

WCB Pollinator Block Grant & Oak Woodlands Grant:

Xerces sent out an email that they had some extra flats of Milkweed to give out so we put in a request for two flats. Mountain Oaks is wanting to install a fence around the pollinator garden, and they've provided a decent amount of supplies. CRCD will have to purchase the last bit, but we will start building this soon. We were told that we need to remove all dead plants from our habitat at YHS per CALFIRE so we are planning another work day out there as well. Need to touch base on the dripline plan as well since last year they shut us off accidentally. No word on Coarsegold Elementary site yet. Last update was that it was going for approval at this month's board meeting. Jon and Kai worked the North Fork wine and cheese event.

RFFCP

Again, not much is happening on this now. Julie and I attended an HR webinar this month which unfortunately wasn't that helpful. More of a sales pitch rather than an informative webinar. Keeping in touch with Fire Safe Council and some light outreach.

CFCS Grant

Submitted a proposal with the County and Yosemite Sequoia for \$151,500 and was approved! We got the go ahead to start billing charges as of Mid May, however, the agreement needs to be taken to the county board meeting for approval before we can sign the agreement and receive the initial advance.



Firewise Progress Report:

Sub-contractor/partner: Coarsegold
Resource Conservation District
Reporting Period: 5/1/25 – 5/31/25
Report Preparer & Title: Kai Hansen

Email address: kai.hansen@crccd.org
Phone Number: (760) 709-0877
Date: 6/20/25

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):

- Attended Community meetings for Cascadel Woods, Jean East, and Sierra Highlands.
- Attended the preliminary meeting for Peckinpah Acres, who is interested in being a Firewise Community.
- Created articles about Bark Beetles, Meadows, and pollinators.
- Scheduled meeting with USFS and Y/S RC&DC.
- Completed 8 hours of video editing training to be better equipped to make videos communicating what CRCD is and the services we offer.
- Looked over grant agreements Whitney sent.
- Contacted 6 resident leaders to discuss grant work and 3 year action plans.
- Created a resident address list for Road 225.
- Created a flyer for a chipping opportunity for Cascadel Woods.
- Updated Konklin Letters, addressed them and sent them in the mail.
- Updated flyer for resident leader of Road 225.
- Completed 6 pages of the Quarterly Firewise Newsletter.
- Completed 1 home assessment in Ahwahnee.
- Brainstormed a list of articles and interview subjects for new social media posts.
- Cross reference Gaia landowner names with Field Maps addresses to create a mailing list for Konklin outreach
- Cross reference Gaia landowner names with Field Maps addresses to create a list of contacts for the Indian Springs resident leaders.
- Created a map for Yosemite Forks, with a list of residents for insurance purposes.
- Contacted Sugar Pine Resident leader to provide assistance on the three-year action plan.
- Contacted Willow Cove Leader to offer support in developing the 3-year action plan.
- Wrote a letter to Still meadow Community residents asking for a new resident leader.
- Made a map for a potential Sierra Highlands fuel break.
- Spoke with the Thunderhead Community resident leader to provide information on grant work opportunities.



- Met with Indian Springs resident leaders to discuss plans for the community.

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):

- Visited 5 homes to see if they qualify for grant work. This is part of the ongoing effort to line up work before grant money comes in.
- Called 10 people to answer questions about grant work, schedule visits, or answer other questions. This is part of ongoing public outreach and our effort to maintain good relationships with residents and the public.
- Found a total of 17 more potential grant work recipients.
- Visited 3 Firewise community meetings to maintain relationships with the community, answer questions, and inform them of upcoming grant work.
- Interacted with 10 people on facebook who were interested in Firewise and shared information on the program.
- Completed and delivered 2 more CWPP, and have 2 more at 95% completion.

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

- Unresponsive citizens and resident leaders have been an issue in finding grant work recipients.
- Many of the resident leaders don't have the contacts for all the residents, and so many of the residents don't know they're in a firewise community.
- Social media engagement remains low

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):

- Low social media engagement limits our presence in the community, and our ability to create more firewise communities and use grant money in the communities we have. I plan to use long form articles, videos, and more interactive posts to drive it up.
- Lack of resident contacts is a huge issue in finding people who need work done. Creating address lists with Gaia and Field maps helps with creating a mailing list, but getting the address list from the county would be really helpful and save a lot of time.

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

- Plan Firewise Barbeque.



- Identify new potential communities where we have contacts and leave flyers.
- Start scheduling grant work.
- Finish remaining 3 CWPP.
- Start filming Firewise Promo.
- Begin Outreach for Fork Fire work
- Look into obtaining addresses for firewise residents in order to create a mailing list.
-



Progress Report:

Sub-contractor/partner: Coarsegold
Resource Conservation District
Reporting Period: 4/1/25-4/30/25
Report Preparer & Title: Kai Hansen

Email address: kai.hansen@crcd.org
Phone Number: (760) 709-0877
Date: 5/9/25

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):

- Attended Sugar Pine HOA meeting and spoke about the firewise program. I got approval from the board, resident contact information, and started the process with the resident leader.
- Attended the earth day event. Spoke to people about the firewise program and handed out trees.
- Hosted an outreach table at YHS tree school, answering questions on fire safety and speaking with other local organizations.
- Prepped road 228 for planting, and assisted in the planting day event with north fork elementary.
- Attended Fresno River cleanup at Oakhurst park, raking debris and picking up trash.
- Attended Coarsegold historic days event. Handed out fire safety kids materials, and got a contact for a potential new community.
- Attended Hillsborough community meeting, and informed residents of upcoming grant opportunities.
- Pollinator habitat work:
 - 6 hours at mountain oaks high school (maintenance complete)
 - 5 hours at North Fork Elementary (almost done)
 - 3 hours at the Gaede Homestead (maintenance complete)
- Community Risk Assessments completed for Long Hollow Drive and Sugar Pine.
- Met with resident leader of Willow Cove - Robin community to assess the neighborhood of wildfire threats and discuss next steps in the process.
- Met with resident leader of the Sky Ranch community to go over upcoming grant work and get feedback on the needs of the community.
- Met with resident leader of Indian Lakes community to see potential roadside work for the upcoming round of Cal Fire grant money.



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):

- 3 new CWPP fully completed and sent out.
- 2 community meetings attended.
- 3 new communities created in the portal.
- 2 Wildfire Home Assessments completed.
- 125 trees planted on road 228.
- 3 outreach events attended.
- 15 community members engaged on 4/12/25 for kick off meeting.
- 12 community members engaged on 5/3/25 for annual community meeting.
- 3 community members called on 4/23/25 to inquire about grant work.
- 8 sites inspected for potential brush removal through Cal Fire Grant.

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

- Most resident leaders have been unresponsive to emails alerting them of upcoming grant funding.

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):

- Possible recipients of grant work remain below target goal. This coming month I'll put together an informative flyer to distribute, and drive the communities doing door to door outreach at places that need work.

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

- Attend Sierra Highlands community meeting (5/18)
- Attend Peckinpah Acres kickoff meeting (5/18)
- Attend Wishon Cove kick off meeting (5/24)
- Attend Jean East workday (5/24)
- Continue outreach for Cal Fire grant work, getting a list of at least 30 potential candidates
- Finish Konklin outreach and obtain all RoE's.
- Do outreach for Fork Fire grant work, working with the Tribe to get in contact with Poy a Now residents



- Continue speaking with Mark Mandel about hosting a firewood back at Crossroads Recycled Lumber. Contact the Tribe/Rancheria to see if they're interested in collaborating.
- Attend Madera County Meeting (5/13).
- Update Sky Ranch map and resubmit.
- Put together a new map for Yosemite Forks.
- Complete and send 4 more CWPP.
- Attend LHMP meeting June 9th
- Attend YGPBC steering committee meeting (5/27)
- Plan another collaborative outreach event for Firewise and general fire safety in June.
- Potential Firewise barbeque?