



Board of Directors Meeting Agenda

July 28, 2026 –9 am
Greater Valley CCC Facility (14993 Camage Ave, Sonora)

Call to Order: Opening of Meeting.

Roll Call: OFFICERS: Gary Sanchez (President), Chuck Sloan (Vice President), Chrystal Aceves (Treasurer)
DIRECTORS: Dore Beitz, Karen Caldwell, Eileen Carlen, Joe Milani, Jerry McGowan,
STAFF: Albert Alt (Executive Director)

Introductions: President to call for introductions

Standing Reports: See attached written reports

- A. Presidents report
- B. Treasurers report
- C. Executive Directors report and project update

Committee/Meeting Updates: ie. County Fire Advisory, SWIFT, YSS, Firewise

Discussion: Partner and cooperator information and reports

Business/Action items:

- A. Minutes from June 2026
- B. Nomination for Executive Committee: Recording Secretary, Dore Bietz
- C. Executive Committee Recommendation for Bookkeeping Services
- D. Audit objectives
- E. County Coordinator Grant Budget and Deliverables
- F. Grant priorities:
 - a. Sierra Nevada Conservancy Grant
 - b. California Fire Foundation Grant
- G. Budget/funding requests
 - a. Ratification by Board: Zoom business
 - b. GPS units
 - c. Mapping software

Break

Information item:

- A. Audit Readiness Checklist
- B. Executive Director Evaluation process and form

Adjournment:

Executive Session: Immediately following Board Meeting.



Board of Directors Meeting Agenda
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2026 Meeting Calendar:

Tuesday July 28, 2026

Tuesday August 25, 2026

Tuesday September 22, 2026

Tuesday October 27, 2026

Tuesday November 17, 2026

December – **no business meeting**

*Board meetings are the 4th Tuesdays of the month. All meetings at 9:00 am. Executive sessions or special meetings may be scheduled at different times.



Board of Directors Meeting Agenda
July 28, 2026 –9 am
Greater Valley CCC Facility (14993 Camage Ave, Sonora)

Tuolumne Fire Safe Council Ad-hoc Members

Agency Liaisons:

Ryan Campbell, Tuolumne County Board of Supervisors

Sean Hembree, Tuolumne County

City of Sonora, Brittan Gregory

Greg Cox, PG&E

USFS/STF

Jorge Pacheco, BLM

Frank Lewicki, NRCS Affiliate/TCRCD Forester

Ann Segerstrom, City of Sonora

Michael Pickard, SNC

Lindsay Mattos, SWIFT

Fire Agency Advisors:

Gary Carlson, Sonora City Fire Department

Diana Beasley, Tuolumne Rancheria FD

Roger Peterson, Cal-Fire TCU

Bill Barteau, Cal-Fire TCU

Matt Harrison, Cal-Fire TCU

Nathan Gorham, Tuolumne County Fire

Neil Gamez, Tuolumne County Fire Chiefs Association

Aimee New, Chicken Ranch Fire

Tuolumne Fire Safe Council Projects

Project No.	Description
177	Firewise Communities/TuCARE
180	120/Groveland Area Maintenance (work completed)
182	Dragoon Gulch
183	Bellevue/Kewin Mills
184	Tuolumne Area Fuels Reduction
190	County Coordinator

President's activity report for July 2026.

6/24/2026 to 7-20-2026

Sonora Area Foundation (SAF) fundraising workshop with Chuck and Karen. The speakers were Karen Ortiz, Philanthropy Director, Adventist Health Sonora Foundation; Mark Dyken, Executive Director, Resiliency Village; Darrell Slocum, CEO, Sonora Area Foundation; and Derek Maxson, Board President, Sonora Area Foundation. This was a very good three-hour workshop. The speakers were all passionate. The main takeaways for fundraising are:

- The BOD is the driving force for fundraising and grant writing.
- Communicate donor impact and let them know the difference they make.
- Engage through community events
- The funding connection is Trust, investment, loyalty, and advocacy, not \$.
- Develop relationships with grantors.
- You must be passionate about your work goals and have an elevator speech.
- Grantors will come to us! They are looking for organizations to donate to.
- Donors want ROI.
- Be ready to do the work and document progress/success.
- Understand your role as a director.
- Must be committed to the mission.
- Need a way to talk to more than one person at a time.
- Understand what donors want!
- Learn how to be donor-centric, understand, and care.
- Shared values with donors.
- Don't look for someone else to do it; listen.
- Communicate the challenges the organization faces. We all have challenges.
- Be a steward before you ask.
- Have people who benefited and lived it be part of the story.
- Partner with other nonprofit organizations that do the same and subscribe to their newsletter.
- Let your success tell the story.
- Need people on the board who expand the mission.
- The gift of giving is the return on investment.
- Don't ask for \$ but offer an opportunity.
- What does stewardship look like as a donor? Outcome achieved! Stewardship after a donation demonstrates gratitude, accountability, and recognition.
- Donor retention is the metric that matters most. Take measure of this.
- Create new donors, grow the board, and be able to tell the story - elevator speech!

6/27/2026

Twain Harte Homeowners Annual Meeting. The guest speakers: Twain Harte Fire Chief Niel Gamez; CalFire Battalion Chief Bill Barteau; Twain Harte Area Chamber of Commerce Glen Cantrell; Tuolumne County Sheriff David Vasquez; Visit Tuolumne Lisa Mayo; and Tuolumne County BOS Anaya Kirk. Chief Bill Barteau recognized me as the President of the TCFSC. He asked

me to stand and introduced me to the entire group. I spoke with the people mentioned above and invited them to our meetings.

Annual Car Show and fundraiser. Downtown Twain Harte, benefiting the Twain Harte Fire Department. This was a very well-attended event. Many folks and community leaders from the annual homeowners meeting were there and asked for information about the FSC regarding the wildfire issues we face.

7/6/2026

Two hours of researching the audit process and email.

7/8/2026

Collaborated with TCFSC Director Dore Bietz to see if she would ameanable to be FSC Secretary and fill the vacancy of the position on the TFSC Board.

7/9/2026

Appointment with EC. Wells Fargo Bank to set up bank accounts for the new COCO and future grants. These accounts require all signatories to be present at the same location and time when opening.

7/10/2026

3-hour community class. Wildfire 101 - "What every Californian should know about wildfire." The class was held at the Mi-Wuk Sugar Pine Fire Department. The class was conducted by Barry Rudolph and Craig Conklin, both of whom are retired from CalFire, and Jim Schmidt, the US Fire Service GIS Manager.

The meeting was attended by community members in the locality, as well as Chuck Sloan of the TFSC and Lindsay Mattos of the TCRCD. The key points are.

- The terminology firefighters use in the field
- How wildfire actually spreads and behaves
- A statistical analysis of the factors that determine whether a home burns or survives
- What firefighters consider when deciding whether a structure can be safely defended

The meeting was informative, engaging, and very interesting. I was privileged to attend, thanks to Director Sloan's invitation on short notice.

Reviewed Executive Director Albert Alt's contract to consider his request for additional compensation due to his expanded responsibilities and additional work resulting from the COCO Grant. I responded to him and the Executive Committee with an assessment to be added to the agenda for the 7/28 meeting.

Collaborated with the EC RE: ED Annual Evaluation template.

Worked with EC to secure consensus to purchase Zoom and add it to the agenda for a full-board vote.

Worked with Board Member Dorie Bietz regarding the audit.

7/14/2026

Collaborated with the ED, Al Alt with regard to evaluation and the Audit Committee for three hours.

Zoomed into the Draft Wildfire and Resiliency broadcast for SOCAL as I had a time conflict with our region's presentation. The presentation was just over an hour long. I'm sure there were other TCFSC Board members and Collaborators who participated, so they may offer their take too.

The presentation began with an overview of California's approach.

- Landscapes, WUI, and community-built environment
- Regional Priority Plans led by the state Department of Conservation
- Coordinated work at county- level CWPPs led by Cal FIRE

Regional Resilience Framework:

Land ownership included: Federal, State, Private-Non-Industry, Local, NGO, and Tribal.

Utilizing Forest Health Grants and Wildfire Hazard Potential, again CAL FIRE lead.

- \$10M CAL FIRE Forest Health/Wildfire Prevention
- 6 subregional grants
- Many sites
- Many partners

Key takeaway metric:

- No longer using acres treated
- Using outcomes as the yardstick to assess the effect of projects

Framework for Mobilizing Regional Action:

- Planning
- Priority Planning
- Funding
- Permitting
- Implementation
- Reporting
- Expand use of data, Technology, and decision-making Support Tools
- Expand the Interagency Tracker
- Establish the Wildfire Resilience Hub

These programs are designed to produce:

- Common Priorities
- Shared Investments
- Coordinated Implementation
- Regional Learning
- Collective Impact

Early Outcomes:

- Regional governance established
- Hundreds of stakeholders engaged

- Cross-boundary project identification
- Shared prioritization process
- Stronger Tribal engagement
- Better alignment with State priorities

Next Wildfire and Resiliency broadcast meeting in Fortuna California: 10/2026

TREASURER REPORT JULY 2026

TFSC Account Balances as of July 18, 2026		
Council Checking	\$62,993.97	
Council Savings	\$223,940.01	
177 Firewise	\$35,946.88	
179 Defensible Space	\$138,698.42	
180 Groveland	\$300.00	
182 Dragoon	\$127,868.52	
183 Kewin Mills	\$180,426.53	
184 Tuolumne Area Proj	\$300.00	Note: Council funds paid invoice #SRJ-25 \$320.00/reimburse when funds received.
190 COCO Grant (NEW)	\$300.01	
TOTAL	\$770,774.34	
CLOSED PROJECTS:		
175 Big Hill Maint.		
176 Summerville		
Respectfully Submitted by: Chrystal Aceves, Council Treasurer		

Executive Director's Report

Tuolumne Fire Safe Council Board of Directors Meeting – July 2026

Overview

July was a productive month for the Tuolumne Fire Safe Council as the organization continued to strengthen its operational capacity while advancing wildfire mitigation projects throughout Tuolumne County. Efforts focused on grant administration, organizational development, financial stewardship, partnership expansion, and positioning the Council for future funding opportunities.

County Coordinator

Attended County Coordinator orientation training and required monthly meetings. Grant has deliverables that will be presented to the Council Board in July with regular reporting of deliverable achievement.

The TFSC grant is set up on Advances. Funding is provided in advance and expenditures tracked accordingly. Advance 1 for \$40,000 has been approved and will soon be issued.

Fuels Reduction Projects

Continued implementation and oversight of active hazardous fuels reduction projects throughout Tuolumne County (see July 2026 Project Report for project-specific updates).

Submitted reimbursement requests, advance requests, and required grant reporting in accordance with grant agreement deadlines. (Reference Treasurers Report.

Continued monitoring project budgets, contractor performance, and compliance requirements to ensure timely project delivery.

Coordinated CEQA, permitting, and project planning activities for future treatment areas.

Grant Administration and Funding

Continued development of future funding opportunities to support fuels reduction, community wildfire preparedness, workforce development, and organizational sustainability.

Submitted to Cal Fire Wildfire Prevention Grants (Defensible Space successor project and Telegraph Hill).

Submitted California Fire Foundation Grant for \$24,500 for small project called Arbona Neighborhood in partnership with Sonora Fire Chief Brittan Gregory.

Organizational Operations

Policies and Governance

Continued implementation of Board-approved governance and financial policies to strengthen accountability and organizational effectiveness and audit readiness.

Developed additional administrative procedures supporting procurement, grant administration, and financial management.

Financial Management

Continued monitoring organizational cash flow, grant budgets, and reimbursement schedules.

Coordinated regularly with the Treasurer regarding financial reporting, project budgets, and implementation of internal controls.

Continued implementation of standardized processes for tracking restricted funds, grant expenditures, and TuCARE program distributions.

Partnerships and Community Engagement

The Council continues to strengthen relationships with key partners, including:

- Tuolumne County
- CAL FIRE
- City of Sonora
- Columbia College
- Mother Lode Job Training Center
- Tuolumne Resource Conservation District
- SWIFT
- Community organizations and Fire Safe Councils

Staff also continued discussions with local agencies and stakeholders regarding collaborative wildfire mitigation projects, workforce development opportunities, and community education initiatives.

Challenges and Opportunities

Advance funding remains an important tool for maintaining project momentum while minimizing the impact of reimbursement delays.

Looking Ahead

Over the coming month, staff will focus on:

- Advancing active fuels reduction projects.
- Executing and initiating the County Coordinator Grant.
- Continuing implementation of audit readiness activities.
- Pursuing additional grant opportunities and strategic partnerships.
- Supporting Board policy development and organizational capacity building.
- Preparing for upcoming grant reporting and reimbursement cycles.
- Annual/Organizational budget development
- Next round of strategic planning

Closing

I appreciate the continued support and guidance of the Board of Directors. The dedication of our staff, contractors, volunteers, and partner organizations continues to strengthen the Tuolumne Fire Safe Council's ability to reduce wildfire risk and build more resilient communities throughout Tuolumne County.

Respectfully submitted,

Albert G. Alt

Executive Director

Tuolumne Fire Safe Council



Tuolumne Fire Safe Council – Executive Director’s Project Report: July, 2026

Albert Alt, Executive Director

Active Projects:

Project	Update
Wildfire County Coordinator Grant (COCO)	Began implementing the program including advance request, account set up (Wells Fargo, Bill.com, ZoomGrants). First advance of \$40,000 approved and waiting to be paid.
Defensible Space (Fremd, McGowan, Lane)	Over 130 residences have been treated under the program, to date. Lower 108 Unit treatment has begun. Treatment has been completed on 9 properties with average treatment cost of \$1641 per property. Treatment continues within unit.
Groveland/120 Area (Lane)	Project budget has approximately \$98,000 remaining and grant performance end date of 04/2027. Project has remaining funds. Grant will be kept open through the winter for potential additional treatment opportunities.
Dragoon Gulch (Lane)	Treatment of the original grant agreement has been completed, all invoices to TRCD and Left Coast have been distributed. On June 10, 2026, a grant amendment was approved by Cal Fire to add approximately 32 acres of the Washington burn scar area in the north east corner of the CA 108 and CA 49 junction. TFSC will administer project, Alec Lane selected as Project Manager. July 6, 2026, City of Sonora Approved ROE for their parcel. With ROE in hand, contract competed for CEQA with Westside Forestry. Westside anticipates beginning environmental approximately 7/20. Adam and Alec have walked the property and developed property and developed project map, submitted to CalFIRE.
Cont page 2	



Kewin Mills (McGowan/Lane)	Project managers selected, Jerry McGowan and Alec Lane, contracts executed. 7/9/2026, walked project boundary with Westside Forestry, PM's. Reviewed project boundaries and exclusionary areas. Began drafting RFP for solicitation for treatment contractor.
Tuolumne Area (Johnson/Wolf)	Westside continues to work on CEQA with in-field environmental review. Project managers under contract and have been reviewing project, met with Westside and are working to obtain ROE's for remaining unit.



Board of Directors Meeting Agenda

June 23, 2026 – 9:00 am
Greater Valley CCC Facility (14993 Camage Ave, Sonora)

Call to Order: 9:00 am

Roll Call: OFFICERS – Sanchez (President), Sloan (VP), Aceves (Treasurer)
DIRECTORS – Carlen, McGowan, Milani

Absent: Caldwell

Guests/Collaborators/Project Managers Present: Larry Martin, Adam Frese, Amanda Frese,

Sean Hembre, Mike Griffin, Craig Konklin, David Brown, Jane Ermatinger, Roger Petersen, Alec Lane, Jerry Usrey, Will Harris, Jami Wolf, Stephen Johnson, Dore Bietz.

Call to Order: President Sanchez opened the meeting at 9am and asked for introductions from those present.

Standing Reports: Presidents Report, Treasurers Report and Executive Directors Report were all provided in writing and included in agenda packet.

Presidents Report: Sanchez highlighted the importance of keeping on task with a lengthy agenda for the day

Treasurers Report: Aceves provided all account balances in written report and highlighted a large expense of \$100,657.71 being paid to Left Coast for the Dragoon project and incoming funds of \$11,920.32 for Groveland.

Executive Directors Report: Alt highlighted that in addition to the written project report that has been provided in the past, there is a new addition, a written report on Executive Director activities throughout the month is now included. Also, written reports are included in the agenda package distribution so that there is opportunity to review them prior to the meeting.

Committee/Meeting updates:

President Sanchez provided an update on the agenda and discussion from the County Fire Safety Advisory committee and asked Dore Bietz to summarize the meeting. Bietz provided a thorough description of the purpose and membership of the committee.

Director Milani provided an update regarding SWIFT and the discussion of upcoming grant opportunities.

Director Caldwell, in absentia, provided a Firewise update to the Board of Directors via email prior to the meeting.

Sean Hembre provided an update on the County's efforts with the Community Wildfire Defense Grant through USDA.

Roger Peterson provided an update regarding Cal Fire grants and provided information that Cal Fire was adopting Vibrant Planet as a planning tool.

Adam Frese provided an update regarding obtaining Right of Entry's for Tuolumne Area Fuels Reduction Project units.



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Will Harris provided an update regarding PGE and their interest in being a strong mitigation partner with the Council and other entities.

Business/Action items:

- A. June meeting minutes passed unanimously.
- B. Policy Adoption: Policies were taken in one motion. Aceves made a recommendation to remove the drug free workplace language from the Personnel Policy since there was a separate, stand alone Drug Free Workplace Policy being considered. With that recommendation, minutes were adopted unanimously.

Information Item:

- A. CFSC County Coordinator grant update: Alt provided update regarding the award of the County Coordinator grant to TFSC as the host agency.
- B. Audit Checklist and Auditor Selection Timeline. The board reviewed the audit material and discussed the need for the independent audit.
- C. Grant Opportunity – FEMA Fire Prevention and Safety: Alt provided an update on two grants the he participated in developing in collaboration with other entities.
- D. Dragoon Gulch additional treatment area: Alt provided an update that he was meeting with the City to obtain ROE for the City owned portion of the Stockton Road addition.
- E. Telegraph Hill/Big Hill: Alt provided an updated map and discussion as to changes in the proposed map.

Meeting Adjourned: 10:46 AM

Executive Committee Meeting: Executive Committee called to order at 11am.

Nomination for Board of Director: Dore Bietz. The Board voted unanimously to appoint Bietz to the Board of Directors.

The Board assigned a committee to draft/recommend audit objectives to include: Sanchez, Aceves, Sloan, Bietz, McGowan.

The Board assigned a committee to draft/recommend forms and process for Executive Director evaluation to include: Sanchez, McGowan, Sloan

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Appoint Dore Bietz to serve as Recording Secretary for the Tuolumne Fire Safe Council Board of Directors.

Background

The position of Recording Secretary is currently vacant and should be filled to ensure the effective administration of Board meetings and compliance with the Council's governance requirements. The Recording Secretary is responsible for maintaining accurate records of Board actions, preparing and preserving official meeting minutes, and supporting the Board in fulfilling its fiduciary and governance responsibilities.

Dore Bietz has expressed a willingness to serve in this capacity and brings a strong commitment to the mission of the Tuolumne Fire Safe Council. Her participation as a Board Officer will help strengthen Board operations and ensure continuity in maintaining the Council's official records.

Fiscal Impact

Estimated Cost: None

Budgeted: NA

There is no additional fiscal impact associated with this appointment.

Recommendation

Staff recommends that the Board of Directors appoint Dore Bietz to the office of Recording Secretary, effective immediately, to serve in accordance with the Council's Bylaws, and adopted Roles, until the next election of officers or until a successor is appointed.

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Consider approval of an Independent Contractor Agreement for Bookkeeping Services.

Background

The Tuolumne Fire Safe Council (TFSC) has experienced significant organizational growth, resulting in increased financial activity, grant administration responsibilities, and accounting requirements. As the Council continues to expand its operations, there is a need for dedicated bookkeeping services to ensure timely financial reporting, grant accounting, payroll support, bank reconciliations, accounts payable and receivable, and compliance with funding agency requirements.

The Executive Committee recommends engaging the current Board Treasurer to provide bookkeeping services as an independent contractor under a written Independent Contractor Agreement. These services would be separate and distinct from the Treasurer's volunteer duties as an elected member of the Board of Directors.

Because the proposed contractor also serves as a member of the Board, the agreement constitutes a related-party transaction and presents a potential conflict of interest. California nonprofit law and the Council's Conflict of Interest Policy permit such an arrangement when the Board determines it is fair, reasonable, and in the best interests of the organization, and appropriate conflict-of-interest procedures are followed.

The proposed agreement provides for bookkeeping services at a rate of \$35.00 per hour, not to exceed 30 hours per month, with compensation paid only for authorized services performed. Bookkeeping costs will be charged to grants where allowable and otherwise funded through indirect cost recovery or unrestricted operating funds.

Fiscal Impact

Estimated Cost: Not to exceed \$1,050 per month and \$5,250 for the remainder of the current fiscal year.

Funding Source: Grant funds where directly allocable and allowable; otherwise indirect cost recovery or unrestricted Council funds.

Budgeted: Not Budgeted

The anticipated cost is expected to be offset through improved financial management, more timely grant reimbursement requests, enhanced grant compliance, and reduced reliance on outside accounting services.

Recommendation

The Executive Committee recommends that the Board of Directors:

1. Determine that contracting for bookkeeping services is fair, reasonable, and in the best interests of the Tuolumne Fire Safe Council.
2. Determine that the proposed compensation is comparable to market rates for similar bookkeeping services.
3. Approve the Independent Contractor Agreement for bookkeeping services.
4. Authorize the Executive Director to execute the agreement and administer the contract.
5. Require that all Conflict of Interest Policy requirements be followed, including disclosure of the financial interest, recusal of the Treasurer from all discussion and voting on the agreement, and documentation of the Board's findings in the meeting minutes.
6. Direct the Executive Director to oversee the work performed, review and approve invoices for payment, and ensure the Treasurer does not participate in approving or authorizing payments under the agreement.

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Approve the Independent Audit Objectives to guide the solicitation, selection, and engagement of an independent auditor for the Tuolumne Fire Safe Council.

Background

At the direction of the Board of Directors, the Tuolumne Fire Safe Council has initiated the process of becoming audit ready. Establishing clear audit objectives will provide prospective audit firms with a defined understanding of the Board's expectations and ensure the audit addresses the Council's financial reporting, internal controls, compliance responsibilities, and stewardship of public and grant funds.

The proposed audit objectives are intended to support the procurement of independent audit services and establish a framework for evaluating the Council's financial management practices while strengthening transparency and accountability.

Fiscal Impact

Estimated Cost: To be determined through the competitive procurement process.

Budgeted: X Not Budgeted

Recommendation

Staff recommends that the Board approve the proposed Independent Audit Objectives for inclusion in the Request for Proposals (RFP) for Independent Audit Services. The audit objectives will direct the selected auditor to:

- Express an independent opinion on the Council's financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Evaluate internal controls over financial reporting and communicate any significant deficiencies or material weaknesses.
- Assess compliance with applicable federal, state, and local laws, grant agreements, contracts, and donor restrictions.
- Verify the accuracy and completeness of accounting records, supporting documentation, and financial statement disclosures.
- Evaluate financial management practices, policies, and procedures related to safeguarding organizational assets and financial stewardship.
- Provide recommendations to strengthen internal controls, accounting procedures, and financial reporting practices, when appropriate.

- Present audit results to the Board of Directors, including the Independent Auditor's Opinion, required communications under Generally Accepted Auditing Standards (GAAS), any Management Letter, internal control findings, and recommendations for corrective action.
- Promote transparency, accountability, and public confidence in the Council's financial management.
- Consider compliance with grant requirements, accounting for restricted funds, procurement practices, and the Council's readiness for future grant monitoring and funding agency reviews.

Executive Director will develop RFP in collaboration with assigned Workgroup of Directors to be recommended for adoption at the August Board Meeting.

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Consider adoption of the California Fire Safe Council County Coordinator Grant Budget and Deliverables and authorize implementation of the grant.

Background

The Tuolumne Fire Safe Council has been awarded funding through the California Fire Safe Council County Coordinator Grant to expand countywide wildfire resilience, strengthen interagency coordination, and support implementation of Community Wildfire Protection Plan (CWPP) priorities throughout Tuolumne County.

The grant provides funding for personnel, employee benefits, travel, outreach and education, contractual services, supplies, and administrative costs necessary to accomplish the grant's objectives.

Adoption of the grant budget and deliverables will formally authorize implementation of the grant and provide staff with direction to administer the project in accordance with the approved budget, grant agreement, and all applicable funding requirements.

Fiscal Impact

The County Coordinator Grant is fully funded by the California Fire Safe Council. All expenditures will be made in accordance with the approved grant budget and reimbursed pursuant to the grant agreement. Budget modifications, if required, will be presented to the Board when necessary and in accordance with grant requirements.

Recommendation

Staff recommends that the Board of Directors:

1. Adopt the California Fire Safe Council County Coordinator Grant Budget and associated grant deliverables as presented.
2. Authorize the Executive Director/County Coordinator to implement and administer the grant in accordance with the approved grant agreement.
3. Direct the Executive Director/County Coordinator to complete grant deliverables within the required grant performance period and approved budget, while ensuring compliance with all applicable grant requirements, reporting obligations, and Board policies.

apply for and accept grant funding.

25. Please identify any additional deliverables (not listed in the NOFO Deliverable Menu) that you intend to achieve by the close of the project.

Ensure these deliverables are included in your workplan and budget.

None

Budget [top](#)

County Coordinator Project Expenses	Base Program Budget (\$151,500 max)	Program Extension Budget (\$151,500 max)	Cumulative Total	CFSC Cumulative Total
a. Salaries and Wages	\$ 62,500.00	\$ 62,500.00	\$ 125,000.00	\$ 125,000.00
b. Benefits	\$ 11,575.00	\$ 11,575.00	\$ 23,150.00	\$ 23,150.00
c. Travel	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00	\$ 8,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00	\$ 8,000.00
f. Contractual	\$ 45,500.00	\$ 45,500.00	\$ 91,000.00	\$ 91,000.00
g. Other	\$ 7,880.00	\$ 7,880.00	\$ 15,760.00	\$ 15,760.00
h. Indirect (12% max)	\$ 16,045.00	\$ 16,045.00	\$ 32,090.00	\$ 32,090.00
Total	\$ 151,500.00	\$ 151,500.00	\$ 303,000.00	\$ 303,000.00

Budget Narrative

The proposed budget supports the personnel, operational, and outreach costs necessary to successfully implement the Tuolumne County Wildfire County Coordinator Program. Funding will be used to provide dedicated coordination capacity, facilitate stakeholder engagement, support Community Wildfire Protection Plan (CWPP) implementation, advance wildfire resilience projects, and increase public awareness and preparedness throughout Tuolumne County.

a/b. Salaries and Wages, Benefits

Personnel costs support the County Coordinator and associated administrative support necessary to carry out grant activities. Responsibilities include convening and facilitating stakeholder meetings, coordinating countywide wildfire resilience efforts, supporting CWPP implementation, developing partnerships, assisting with grant development, conducting outreach and education activities, tracking performance measures, and preparing required reports and deliverables.

Personnel expenses include salaries, wages, payroll taxes, employee benefits, and other employer-paid costs associated with program implementation.

c. Travel

Travel funds support attendance at required California Fire Safe Council trainings, statewide County Coordinator meetings, regional coordination meetings, community outreach events, and meetings with partners throughout Tuolumne County. Travel expenses may include mileage reimbursement, lodging, meals, parking, and other allowable travel costs necessary to support project objectives.

d. Equipment - none

e. Supplies

The budget includes modest office supplies, postage, printed material necessary to support project administration, stakeholder engagement, data management, reporting, and coordination activities.

f. Contractual Services

Contractual costs will support specialized services necessary to implement key County Coordinator deliverables that require technical expertise beyond existing staff capacity.

The budget will enable the Tuolumne Fire Safe Council to serve as an effective countywide convener, increase collaboration among wildfire resilience partners, leverage additional funding opportunities, and advance projects that reduce wildfire risk and improve community preparedness.

Scope of Work [top](#)

"Base" Program Scope of Work

Task #	Activity	Timeline	Responsible Party	Expected Outcome/Result
1.	Develop a plan, in concert with CAL FIRE or CAL FIRE contracted entity, to integrate the County Coordinators with their local CAL FIRE units and develop shared, locally appropriate resources.			
2.	Continue to contribute to the CFSC GIS Networking Portal.			
3.	Attend at least one (1) Qualified Entities Training hosted by CAL FIRE.			
4.	Host one (1) county-level training on the CWPP toolkit for stakeholders to encourage its use and adoption.			
5.	Develop a preliminary plan evaluating steps/actions needed to initiate a county-level CWPP, using best practices as outlined in the CWPP toolkit, and submit a report to CFSC based on findings.			
6.	Present project scope of work, deliverables, and impact to the county's board of supervisors to ensure that county leadership is informed of program impact and can effectively keep the County Coordinator tied into the county's priorities and plans.			
7.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
8.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
9.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
10.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
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12.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
13.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
14.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
15.	Enter additional deliverables in the Activity column at right. --->	-->	-->	-->
Total				

Program Extension Scope of Work

Task #	Activity	Timeline	Responsible Party	Expected Outcome/Result
1	Develop a plan in partnership with Cal Fire unit to regularly engage and convene key community wildfire resilience stakeholders.	07/01/2026-12/30/2026	County Coordinator	A formalized stakeholder engagement and coordination plan developed in partnership with the CAL FIRE Tuolumne-Calaveras Unit that establishes a consistent framework for communication, collaboration, and collective action among wildfire resilience partners throughout Tuolumne County, aligning local activities with the California Wildfire and Forest Resilience Action Plan.
2	Create and support Public Outreach Committee	on-going	Coordinator/Contract	Establishment and ongoing support of a Public Outreach Committee that serves as a collaborative forum for coordinating wildfire resilience messaging, outreach strategies, educational campaigns, and community engagement efforts throughout Tuolumne County.
3	Continue to contribute to the CFSC GIS Networking Portal	on-going	Contract	By maintaining current project information, mapping wildfire mitigation activities, and sharing relevant spatial data, the County Coordinator will support data-driven planning, project prioritization, and coordination among local, regional, and state stakeholders.
4	Provide for Firewise or Firewise communities and integrate multi-disciplinary perspectives that couple training on required actions with research related to update of such actions.	07/01/2026-10/15/2026	Contract	Firewise USA® leaders, residents, and community stakeholders will gain increased knowledge, skills, and capacity to implement effective wildfire risk reduction measures through workshops that combine Firewise program requirements with the latest wildfire science, mitigation research, and best management practices. By integrating multidisciplinary perspectives from fire agencies, forestry professionals, researchers, emergency managers, insurance representatives, land-use

planners, and wildfire resilience practitioners, participants will develop a more comprehensive understanding of wildfire risk and the actions necessary to create and maintain fire-adapted communities.

5	Collaborate with CAL FIRE Unit and Contract County Fire Planning staff to support development of a statewide CWPP boundary and attribute database by identifying existing CWPPs within the county and confirming the availability of associated spatial or descriptive planning area information.	07/01/2026-10/15/2027	Coordinator/Contract	Collaboration with CAL FIRE Unit and County Fire Planning staff will result in the identification, verification, and documentation of county CWPP boundaries and associated planning information, contributing to the development of a comprehensive statewide CWPP database that supports wildfire mitigation planning, funding prioritization, and long-term community resilience efforts.
6	Engage a broad and diverse set of mitigation entities within the county, including non-traditional and historically excluded organization, in countywide meetings and forums with a focus on wildfire resilience, outreach, planning and/or implementation.	07/01/2025-10/15/2027	Coordinator/contract	Expanded participation and meaningful engagement of a broad and diverse range of wildfire resilience stakeholders in countywide planning, outreach, coordination, and implementation efforts. Through intentional outreach and inclusive engagement strategies, the County Coordinator will increase participation from both traditional wildfire mitigation partners and historically underrepresented or non-traditional organizations, including community-based organizations, tribes, educational institutions, public health organizations, social service providers, business groups, faith-based organizations, workforce development entities, and representatives of vulnerable and underserved populations.
7	Foster subregional County Coordinator forums and collaboratives.	07/01/2026-10/15/2027	Coordinator	Establishment of collaborative networks that strengthen communication, coordination, and shared problem-solving among neighboring jurisdictions and wildfire resilience partners. These forums will provide opportunities for stakeholders facing similar wildfire risks, geographic conditions, and implementation

				challenges to exchange information, share best practices, identify common priorities, and develop collaborative solutions.
8	Present project scope of work, deliverables, and impact to other implementation partners (e.g., Fire Protection Districts, Resource Conservation Districts, UC Cooperative Extension, Land Trusts, etc).	07/01/206-10/15/2027	Coordinator/contract	Increased understanding, engagement, and collaboration among wildfire resilience implementation partners through clear communication of the County Coordinator Program's scope of work, deliverables, priorities, and anticipated impacts.
9	Initiate or continue development or revision of a CWPP in coordination with other key planning efforts (e.g., the RFFC's Regional Priority Plan, FEMA's Local Hazard Mitigation Plan, etc) and in conjunction with the CWPP Toolkit-aligned preliminary operational plan (see b).	07/01/2026-10/15/2027	Coordinator	A current, actionable, and broadly supported Community Wildfire Protection Plan (CWPP) that reflects local wildfire risk, community priorities, and the latest guidance and best practices for wildfire resilience planning. Through coordination with local, regional, state, tribal, and federal partners, the CWPP development or revision process will align wildfire mitigation priorities with complementary planning efforts, including the Regional Forest and Fire Capacity (RFFC) Regional Priority Plan, FEMA Local Hazard Mitigation Plan, evacuation planning initiatives, forest health strategies, and other relevant resilience and emergency management plans.
10	Engage in workforce and career development programs to build a local, professional pipeline for wildfire resilience.	07/01/2026-10/15/2027	Coordinator	A stronger and more sustainable local workforce pipeline to support wildfire resilience, forest health, emergency preparedness, and community risk reduction efforts throughout Tuolumne County. Through engagement with K–12 schools, colleges, universities, workforce development boards, conservation corps programs, Career Technical Education (CTE) programs, fire agencies, and natural resource organizations, the County Coordinator will help connect students and job seekers with educational, training, and career opportunities in wildfire-related fields.

11	Support school/collegiate programming to integrate community wildfire resilience messaging into classrooms and curricula.	07/01/2026-10/15/2026	Coordinator	Increased integration of community wildfire resilience education into learning environments, resulting in greater awareness, knowledge, and engagement among students, educators, and families. By supporting educational programming that incorporates wildfire preparedness, forest health, defensible space, home hardening, emergency readiness, and natural resource stewardship into classroom instruction and extracurricular activities, the County Coordinator will help build a culture of wildfire resilience across generations.
12	Participate in efforts to socialize completed CWPPs and project prioritization across the county, including with mitigation partners and the public.	07/01/2026-10/15/2026	Coordinator/contract	Outreach and engagement efforts will increase awareness, understanding, and support for completed CWPPs and prioritized wildfire mitigation projects, resulting in stronger partnerships, greater public participation, improved coordination among stakeholders, and accelerated implementation of community wildfire resilience initiatives throughout the county.
13	Present project scope of work, deliverables, and impact to the county's Board of Supervisors to ensure that county leadership is informed and can effectively keep the County Coordinator tied into the county's priorities and plans.	07/01/2026-10/15/2026	Coordinator	Regular presentations to the Board of Supervisors will ensure county leadership remains informed of project activities, deliverables, and community impacts, resulting in stronger alignment between County Coordinator efforts and county priorities, improved interagency coordination, enhanced accountability, and greater support for wildfire resilience and risk-reduction initiatives.
14	Attend at least one (1) Qualified Entities Training hosted by Cal Fire.	07/01/2026-10/15/2026	Coordinator	Enhanced local capacity to navigate and leverage CAL FIRE Qualified Entity authorities and processes, resulting in improved project implementation readiness, increased stakeholder awareness, and expanded opportunities for wildfire mitigation activities within the county.
15	Host one (1) county-level training on the CWPP Toolkit for	07/01/2026-10/15/2026	Coordinator/contractor	Local, state, federal, tribal, nonprofit, and community stakeholders are equipped with a

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Establish grant funding priorities and authorize staff to prepare and submit grant applications to the Sierra Nevada Conservancy and the California Fire Foundation.

Background

The Tuolumne Fire Safe Council actively pursues grant funding to expand wildfire mitigation, increase community resilience, and strengthen organizational capacity. Staff has identified two current funding opportunities that align with the Council's Strategic Plan and mission:

1. Sierra Nevada Conservancy (SNC) Grant Program

The Sierra Nevada Conservancy periodically offers competitive grant funding to support forest health, wildfire resilience, watershed protection, and community safety throughout the Sierra Nevada Region. Staff is evaluating projects that would expand hazardous fuels reduction, protect critical infrastructure, and increase landscape-scale wildfire resilience within Tuolumne County.

2. California Fire Foundation Grant Program

The California Fire Foundation provides grant opportunities that support community wildfire preparedness, public education, emergency preparedness, and firefighter-related community assistance. Staff has identified opportunities to enhance public outreach, defensible space education, wildfire preparedness initiatives, and community engagement activities consistent with the Council's mission.

Board direction regarding funding priorities will assist staff in developing competitive applications that align with the Council's strategic goals, available resources, and community needs.

Fiscal Impact

There is no immediate fiscal impact associated with establishing grant priorities or preparing grant applications.

Should either grant be awarded, staff will return to the Board for acceptance of the award, approval of the project budget, and authorization to implement the grant, if required.

Recommendation

Staff recommends that the Board of Directors:

1. Establish the Sierra Nevada Conservancy and California Fire Foundation grant programs as organizational funding priorities.
2. Authorize the Executive Director to prepare, submit, and execute all documents necessary to apply for these grant opportunities.
3. Direct the Executive Director to pursue projects that are consistent with the Tuolumne Fire Safe Council's mission, Strategic Plan, Community Wildfire Protection Plan priorities, and available organizational capacity.

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Ratify purchase of Zoom Business software authorized by Executive Council

Background

The recently awarded California Fire Safe Council County Coordinator Grant includes extensive stakeholder engagement, partner coordination, committee meetings, public outreach, training, and collaboration with local, state, and regional agencies. Many of these activities are most effectively conducted through virtual or hybrid meetings.

The Executive Committee authorized the purchase of an annual Zoom Business subscription to allow the organization to provide professional meeting capabilities that exceed the limitations of the basic service. This will support implementation of the County Coordinator Grant and is a direct charge to the grant.

Fiscal Impact

Annual Subscription: \$144.41

Budgeted X Not Budgeted

Recommendation

Staff recommends the Board ratify the Executive Committee approval of the purchase of a Zoom Business subscription as a necessary operational tool for implementation of the County Coordinator Grant.

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Action Requested

Purpose

Authorize purchase of hand held GPS units and mapping software with parcel layer.

Background

As the Tuolumne Fire Safe Council's project portfolio continues to expand, project managers routinely work in remote areas where cellular service is unreliable or unavailable. Standardized handheld GPS units are necessary to ensure consistent field operations and accurate location data across all projects.

The proposed purchase will:

- Establish a uniform GPS platform for all TFSC project managers, ensuring consistency in field data collection and navigation.
- Provide accurate navigation to treatment units, access roads, and remote project sites where mobile mapping applications may not function reliably.
- Support verification of project boundaries, treatment polygons, property access points, and grant-funded work areas.
- Improve coordination among project managers by using compatible equipment and standardized mapping procedures.
- Create operational redundancy and backup capability so that project information can be shared seamlessly between staff during absences or emergencies.
- Enhance documentation of field inspections, contractor oversight, and project implementation activities.
- Improve safety by providing reliable location information in rugged terrain and areas with limited communications infrastructure.

Using identical GPS units across multiple projects will streamline staff training, reduce equipment compatibility issues, simplify maintenance, and improve the transfer of data between personnel. Standardization also supports quality assurance and promotes consistent project documentation for grant compliance, mapping verification, and reporting purposes.

Fiscal Impact

2 hand held GPS units funded by Council, \$500 each, not to exceed \$1000 total.

2 annual subscriptions of mapping software with parcel layers anticipated, approximately \$275 per year, per subscription. Request to fund initial year of software subscription, not to exceed \$550

Funding Source: This request will be funded via Council funds (indirect). Additional units and subscriptions will be purchased from the respective grants that have budgets already approved with the items.

Total request: Authorize up to \$1550 for GPS units and mapping subscriptions

Budgeted ☒ Not Budgeted

Recommendation

It is recommended that the Board approve the purchase of two handheld Garmin GPS units for an amount not to exceed \$1,000 and two annual mapping software subscriptions, including parcel layers, not to exceed \$550. This investment will strengthen project management capabilities, improve field efficiency and safety, and ensure standardized GPS technology is available across the organization's wildfire prevention and fuels reduction programs

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Information Item

Purpose

Receive an update on the Tuolumne Fire Safe Council's Audit Readiness Initiative and review the Audit Readiness Checklist.

Background

At the direction of the Board of Directors, the Tuolumne Fire Safe Council has undertaken an Audit Readiness Initiative to strengthen governance, financial management, internal controls, and grant compliance in preparation for the organization's first independent financial audit.

The Executive Board Audit Readiness Checklist is a governance self-assessment tool designed to assist the Board in monitoring the organization's progress toward audit readiness. The checklist evaluates key areas including Board governance, financial management, grant administration, contractor compliance, payroll and human resources, internal controls, asset management, insurance, and regulatory compliance.

The July 2026 assessment indicates the organization is "Yellow – Minor Improvements Needed," reflecting substantial progress while identifying several items that remain in development or require Board action. Areas identified for continued improvement include:

- Adoption of the Fiscal Year 2026–2027 operating budget.
- Completion of the Executive Director performance evaluation process.
- Implementation of an independent financial review process and regular budget-to-actual reporting.
- Development of personnel files, employee evaluations, and required training documentation.
- Completion of a fixed asset inventory, grant asset tagging, and review of insurance coverage adequacy.
- Documentation of historical Board minutes where available.

The checklist also demonstrates significant progress in key audit readiness areas, including:

- Current Board governance documents and annual conflict-of-interest disclosures.
- Monthly financial statements and timely bank reconciliations.
- Grant financial management and reimbursement documentation.
- Procurement and contract administration practices.
- Internal financial controls and segregation of duties.
- Required federal and state regulatory filings.

The Audit Readiness Checklist will continue to be updated periodically and presented to the Board as improvements are completed and additional milestones are achieved leading up to the independent audit.

Fiscal Impact

There is no direct fiscal impact associated with this informational item. Continued implementation of the Audit Readiness Initiative strengthens the Council's financial stewardship, governance, and organizational capacity while positioning the organization for a successful independent audit.

Recommendation

This is an informational item. Staff recommends that the Board receive and review the July 2026 Executive Board Audit Readiness Checklist, acknowledge the organization's progress toward audit readiness, and provide any comments or direction regarding the remaining items identified for completion prior to the organization's independent audit.



Tuolumne Fire Safe Council

Executive Board Audit Readiness Checklist

– July 2026 Update

Comprehensive governance and compliance self-assessment for Board oversight.

Governance & Board Oversight

Question	Yes	No	Needs Attention
Minutes are approved and retained.	X	☐	X – not prior to 11/2025, may be in files
Board roster is current.	X	☐	☐
COI disclosures completed annually.	X	☐	Updated with Director Bietz.
Policies reviewed at least annually.	X	☐	☐
Strategic plan reviewed.	X	☐	☐
Budget approved.	☐	X	X – August 2026
Board receives monthly financials.	X	☐	☐
Executive Director evaluation completed.	☐	X	X – in development

Financial Management

Question	Yes	No	Needs Attention
Monthly statements prepared.	X	☐	☐
Bank reconciliations timely.	X	☐	☐

Independent review performed.	☐	X	☐
Budget-to-actual reviewed.	☐	X	☐
Journal entries documented.	X	☐	☐
Cash controls effective.	X	☐	☐
Restricted funds tracked.	X	☐	☐
Supporting documentation retained.	X	☐	☐

Grant Management & Compliance

Question	Yes	No	Needs Attention
Grant files complete.	X	☐	☐
Costs tracked by grant.	X	☐	☐
Reimbursements supported.	X	☐	☐
Reports timely.	X	☐	☐
Match tracked.	☐	X	NA
Amendments retained.	X	☐	☐
Monitoring findings resolved.	X	☐	☐
Subrecipient oversight documented.	X	☐	☐

Independent Contractor Compliance

Question	Yes	No	Needs Attention
Procurement followed.	X	☐	☐
Contracts executed before work.	X	☐	☐
Insurance verified.	X	☐	Prior to NTP
Licenses verified.	☐	X	☐
Debarment/SAM checks completed.	X	☐	☐
Prevailing wage documented if applicable.	X	☐	☐
Invoices validated.	X	☐	☐

Performance documented.	X	☐	☐
Change orders approved.	X	☐	☐
Payments align with contract.	X	☐	☐

Payroll & Human Resources

Question	Yes	No	Needs Attention
Personnel files complete.	☐	X	X - TBD
Offer letters retained.	X	☐	☐
Timesheets approved.	☐	X	ED exempt employee
Payroll taxes filed.	X	☐	☐
Grant labor allocations supported.	X	☐	☐
Evaluations completed.	☐	X	X – In development, anticipated by Oct 2026
Required trainings documented.	☐	X	☐

Internal Controls

Question	Yes	No	Needs Attention
Duties segregated.	X	☐	☐
Dual approvals used.	X	☐	☐
Card purchases reviewed.	X	☐	☐
IT access restricted.	X	☐	☐
Backups tested.	X	☐	☐
Whistleblower policy implemented.	X	☐	☐
Fraud reporting process exists.	X	☐	☐

Assets & Insurance

Question	Yes	No	Needs Attention
Inventory updated.	☐	X	X
Grant assets tagged.	☐	X	X
Insurance adequate.	☐	☐	X

Vehicle logs maintained.	☐	X	NA
Disposals documented.	☐	X	☐

Regulatory Compliance

Question	Yes	No	Needs Attention
IRS Form 990 filed.	X	☐	☐
CA Form 199 filed.	X	☐	
RRF-1 filed.	X	☐	Current through 2026
Secretary of State filings current.	X	☐	☐
Business licenses current.	☐	X	Not Required

Board-Level Audit Readiness Questions

- ☐ We understand the financial position.
- ☐ We receive sufficient information for fiduciary oversight.
- ☐ Grant funds are managed appropriately.
- ☐ Independent contractors are properly managed.
- ☐ The organization could successfully undergo an audit.

Overall Assessment

- ☐ Green – Audit Ready
- XX Yellow – Minor Improvements Needed
- ☐ Red – Immediate Corrective Action Required

TUOLUMNE FIRE SAFE COUNCIL

Board Agenda Item Cover Sheet

Meeting Date: July 28, 2026

Agenda Item: Information Item

Purpose

Provide the Board with an update on the development of the Executive Director Evaluation process, evaluation forms, and implementation timeline.

Background

The Board directed the development of a formal Executive Director evaluation process and standardized evaluation forms. A documented annual performance evaluation process is recognized as a governance best practice and supports Board oversight, organizational accountability, and audit readiness.

The Governance Committee/Board workgroup has begun developing the evaluation process and supporting documents. However, completion has been delayed due to scheduling conflicts that limited the committee's ability to meet and finalize the materials.

The committee anticipates completing the evaluation forms, evaluation procedures, and recommended timeline in advance of the August 2026 Board meeting. At that time, the Board will be asked to review and consider adoption of the evaluation process and establish a schedule for conducting the Executive Director's annual performance evaluation.

Fiscal Impact

There is no fiscal impact associated with this informational item.

Recommendation

This is an informational item. The Committee will return to the Board at the August 2026 meeting with the completed evaluation process, evaluation forms, and a recommendation for implementation.