



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

January 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

February 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

March 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**

CHIPS Board of Directors Meeting

January 13, 2021

5:30pm-7:30pm

<https://us02web.zoom.us/j/86801534655?pwd=cVlxL0hEUkFWTTJ5RURBMjF1NzhlQT09>

Meeting ID: 868 0153 4655

Passcode: CHIPS

+14086380968,,86801534655#,,,,*071340# US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 868 0153 4655

Passcode: 071340

1. Call to Order/Quorum Check Donna, Rick, Robert, Thurman, Dave, Melissa, Regine, Brian
2. Review and Adoption of Agenda :
3. Review and Adoption of January Board Minutes :Motioned Rick Seconded by Orfelt
vote unanimous
4. Financial Report
 - a. Cash flow - Miller
\$ 45,074 in bank – medical expenses and bills, \$7200 =income, expenses=\$62,000. Enough for one payroll =Balance =\$22,092 with large expenditures coming. Applying for loan and collecting of all invoices within 2 weeks (\$11,000-\$22,000) . Payroll of \$15,000, Ad min is being paid for by indirect revenue. Large \$7,000 gas bill is looming.
 - b. Safety incentive – was distributed to WP on last paycheck. Yosemite is trying to disperse as is Woodfords
5. Public Comment-none
6. Executive Director Report
 - a. 2nd PPP loan applied-\$145,432

Possible Board action to authorize establishment of account for grant agreement Executive

Director Report

March 7, 2021

FINANCIAL UPDATE

- Submitted application and supporting documents for Paycheck Protection Program (PPP) loan forgiveness to Valley First Credit Union.
- Applied to Valley First Credit Union for a second PPP loan. Expect for the application to go to the Small Business Administration after March 11th when they will accept applications from businesses larger than 20 employees.
- Exploring possible application to California Relief Grant through the Small Business Development Center. Maximum award is \$25K.
- Preparing pre-screening application for Community Vision line of credit to overcome cash flow issue.

- Have not determined if a single audit for 2019 is needed based upon the amount of Federal funds received.
- No activity on the cost allocation plan.

GRANTS AND AGREEMENTS UPDATE

Wildlife Conservation Board (WCB) Upper Mokelumne Forest Restoration Project.

Continuing to remove vehicle maintenance and repair charges from Invoices #2 and #3 as required by WCB, and revise the invoices to instead charge the mileage to the grant. Expect for CHIPS to lose money due to the crew's spotty mileage log records.

Two Request for Proposals (RFPs) are currently being advertised: 1) Pre-commercial mechanical thin treatment of 312 acres, and; 2) Pre-commercial hand thin and reforestation (tree planting) of 211 acres and 146 acres, respectively. RFP deadlines are 3/11 and 3/11, respectively. A committee comprised of project and ACCG partners will review and evaluate the proposals, then make recommendations to the CHIPS Board for contract awards. Expect to need Board action on contractor recommendations on or before 3/16 and 3/17. Steve will poll the Board by email or phone.

Thurman is working with Steve to schedule and deploy crew(s) to roadside thinning units in the next couple of weeks.

Sierra Nevada Conservancy (SNC) Timber Regulation Forest Restoration (TRFRF) 925 Forest Restoration and Prescribed Fire Crew Development. Submitted six month progress report to SNC.

SNC 952-CCI Intertribal Stewardship Workforce Initiative (ISWI). The Chico crew performed work on two contracts in the Magalia-Paradise vicinity. Steve has secured a third agreement for work with Collins Pine.

Craig coordinated with BBSI to conduct a CPR/First Aid training for the Washoe crew. Thurman and Regine are working to schedule and plan similar trainings for the Mariposa, West Point and Chico crews, with the possibility of BBSI training Thurman and Craig to become instructors. Regine is working with Greenville Rancheria and Thurman to plan S212 Chainsaw Training and Basic 32 Basic Fire Fighter training for CHIPS' crews and other tribal entities. The training is a week-long and includes classroom and field components. Under CHIPS' agreements with the Forest Service, employees working on National Forest land must be S212 certified. Basic 32 training will allow CHIPS crews to assist with prescribe burning on federal land in addition to wildfire response.

The ISWI grant includes developing, training, equipping, contracting for, and deploying at least eight new tribal stewardship workforce crews throughout the Sierra.

SNC 1067 South Fork Mokelumne River Phase 3 Treatment. Executed contract for mastication of hand piles located on 66 acres of the Bureau of Land Management (BLM) Sandy Gulch unit. Work is underway and expected to conclude May 30th. Expect to invoice and request a third advance from SNC next week.

SNC 1068 South Fork Mokelumne River Phase 4 (NEPA/CEQA). Incremental progress on drafting the NEPA document for the BLM lands and a CEQA document for private lands. The documents will cover up to 640 acres of public and private land.

SNC 1214 View 88 Fuels Reduction and Prescribed Fire Readiness Project. Received advance check from SNC. Request Board action to authorize the establishment of a checking account. Megan is drafting the initial media release, and will work with Regine to prepare the contractor Request for Proposals for mechanical piling. This project includes mechanical piling within approximately 325 acre and hand piling within 75 acres along Highway 88. The treatments are intended to prepare the landscape for prescribed burning.

Motion by Donna 2nd George Vote unanimously passed

SNC 1226 Fuels Reduction in Bummerville, Calaveras County. The biological (rare plant) surveys are pending. This project includes completing NEPA/CEQA compliance on 456 acres of BLM land in the vicinity of Bummerville, West Point and Wilseyville.

CAL FIRE Arnold Avery Hazardous Fuels Reduction and Fuel Break Maintenance Project. Executed the project's Non-Funded Participating Agreement with the Forest Service which outlines the project scope and budget, and partner roles and responsibilities. Completed and released the contractor RFP for 888 acres of fuel thinning in the Butte Fire dozer line fuel break and Village fuel break. RFP closing date was originally 3/8, however, the deadline was pushed back to 4/5 due to snow preventing contractor access to view units. A committee comprised of project and ACCG partners will review and evaluate the proposals, then make recommendations to the CHIPS Board for contract awards. Expect to need Board action on contractor recommendations on or before 4/12.

US Forest Service Wood Innovations Grant Sierra Nevada Small Scale Community Biomass Projects Collaborative. No activity this month.

Blue Mountain Electric Company. Received invoice from PG&E for \$13,561.47 for interconnection services accrued prior to January 2021. Phoenix Energy stated they will contact PG&E to advise that they paid the interconnection deposit in full, therefore PG&E can withdraw the funds from the project's escrow account. Received notice from the Franchise Tax Board that they received tax payment but there is no record of the 2018 return. CHIPS never filed returns for BMEC since inception in 2017. Regine is working with Teresa James to determine what is needed.

PG&E Vegetation Management Project. Applied for \$100,000 grant for the Tiger Creek South Fuel break Project that runs from the Tiger Creek Reservoir to the previous Lily Gap fuel break, connecting Cal Am Team's work in Amador and Calaveras Counties. Will know by May and is mostly mechanical.

Sierra Nevada Alliance (SNA) Sierra Corp Program (Forestry Fellow). Worked with Craig to develop employee evaluation form and tracker, corrective action form and progressive discipline form. Exploring the possibility of Craig becoming a S212 trainer.

Humboldt-Toiyabe National Forests Specific Project Agreement (SPA). Steve is to set meeting with the Humboldt-Toiyabe NF to discuss CHIPS' rejected January invoice for services performed and work planned for 2021.

Amador Calaveras Consensus Group (ACCG). Megan and Regine supported administration of the ACCG administrative, planning, and funding coordination work groups with notetaking, emails and agenda development, and project mapper maintenance. Regine executed agreement with the Eldorado and Stanislaus National Forests to fund administration and facilitation for

2021. Work to come to CHIPS but most likely through others. Megan is working very well and is taking on more work from Regine.

7. Craig Christianson-

Here is a list of webinars and zoom meetings I've been participating in, Regional Forest and Fire Capacity webinar, Forest Stewardship Workshop on going, Expanding Nature Based Solutions and Advancing 30x30 meeting, Fire Management 24/7/365 webinar and the Secretary Speaker Series.

Also attended ACCG Prescribed fire webinar as well as ACCG Monthly meetings. Participated in SCALE meeting and beginning to familiarize with both SCALE and ACCG, the operations of each, and the great work being done by each.

Administrative work that I've done is learning computer processes, file set up, and email review. Helping to develop Employee Evaluation Process and forms. Drafted Employee Evaluation Tracker Sheet, Corrective Action Form, Progressive Discipline Form, and Progressive Discipline Tracker Sheet. Filled out a Baseline Assessment form to document my skills and performance here in the beginning stages of my Fellowship to track progress in capacity building. Researching OSHA requirements for both employer and employees. Studied and reviewed ISWI 952.

Some field work I've done is help coordinate CPR/ First Aid training with Washoe Crew. Met with West Point Crew, checked out their project, worked one on one with Steve discussing private land bids, as well as mock bid exercise. Researching and planning to obtain C-61/D-49 Contractors License, as well Requirements to become Licensed Timber Operator. Recently worked along side Chico Crew to assist in Crew leadership development and safety implementation. Assisted in streamlining work processes and field operations with Chico Crew. Working with Dave Brant to compile vehicle maintenance list for upcoming field season.

7. Field Operations Report (20 minutes)

- a. West Point -Melissa-WP 6 complete jobs and a day to spare getting great reviews and 11 CalFire jobs. Burning of piles have been added to contract.
 - b. Woodfords-under snow
 - c. Yosemite -\$77,000 Grant has been awarded, and another \$30,000 just came in too. 5-10 sawyers increase is needed with trainings in April . March 25th Job Faire. Apple project to be completed = \$4,000 left, Extended seasons (March, April and May). Mariposa ED looking for us to do work there. New hires are predicted.
 - d. Chico-3 contracts Magalia and Paradise on burn scar. 10 working that. High rate of pay to work at Helen's pine is to be signed. Cal Fire is getting new grants to work year-round.
8. Website update – Rick and Regine will meet to add articles being published and other things we need the site to have.
 9. Equipment-Dave-saws are being refurbished at a rate we have not had before. Electronic logs are being created and all vehicles are being made ready by the end of March to start the season.
 10. Closed session -authorized Ervin and Steve to proceed with this issue.

Supporting documents:

02-DRAFT Board meeting minutes January 13, 2021

03-February profit and loss (pending)

04-Balance Sheet (pending)

05-Exec Dir Report March 5, 2021

06-DRAFT 2021-01 CHIPS Resolution to Authorize Establishment of Checking Account for SNC Grant 1214

07-Forestry Fellow Report

08-Employee Evaluation Form

09-Corrective Action Form

10-Progressive Discipline Form

11-DRAFT Vehicle and Equipment Maintenance Schedule (pending)



**Calaveras Healthy
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Solutions (CHIPS)**

April 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**

Calaveras Healthy Impacts Product Solutions (CHIPS)
291-A Main Street
P.O. Box 616
West Point, Ca. 95255



CHIPS Board of Directors Meeting

April 14, 2021

5:30pm-7:30pm

<https://us02web.zoom.us/j/86801534655?pwd=cVlxL0hEUkFWTTJ5RURBMjF1NzhIQT09>

669-900-6833

Meeting ID: 868 0153 4655

Passcode: 071340

1. Call to Order/Quorum Check (2 minutes)
2. Review and Adoption of Agenda (5 minutes)
3. Review and Adoption of March Board Minutes (5 minutes)
4. Financial Report (20 Minutes)
 - a. Cash flow - Miller
 - b. Safety incentive – Wilensky
5. Public Comment
6. Executive Director Report (15 minutes)
 - a. Possible Board action on Community Vision term sheet
7. Forestry Fellow Report (5 minutes)
8. Field Operations Report (20 minutes)
 - a. West Point
 - b. Woodfords
 - c. Yosemite
 - d. Chico
9. Website update – Torgerson (5 minutes)
10. Closed session

Supporting documents:

02-DRAFT Board meeting minutes March 12, 2021

03-Profit and loss (pending)

04-Balance Sheet (pending)

05-Exec Dir Report April 11, 2021

06-Community Vision term sheet



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

May 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

June 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

July 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



CHIPS Board of Directors Meeting

Minutes
July 14, 2021

Call to Order/Quorum Check

Board role call: Donna Vial, Steve Wilensky, Rick Torgerson and Robert Zellers. (George Dondero is absent).

Additional participants: Regine Miller, Melisa Wilson (and Dave), Craig Christensen, Samuel Simmons, Thurman Roberts, Megan Layhee, Eric Rogers, Jaqueline Simmons, Greg Bennet, Debbie Grimes and Todd Lewis.

Review and Adoption of Agenda

Steve requested switching the order of Public Comment and Financial Report. Regine proposed moving agenda item 9 (Promissory note) to closed session. Moving the financial report before Public Comment on the agenda was approved by the board. Moved by Donna, 2nd by Robert. 4-0-1 vote (1 absent).

Review and Adoption of May Board Minutes

June 2021 board minutes were approved by the board. Moved by Donna, 2nd by Rick. 4-0-1 (1 absent).

Financial Report

Cash flow: Income in June 2021, focusing on P&L statement income of a total of \$628,194, of that \$519,312. \$106,000 in revenue, about \$50,000 was an advance for a PG&E grant. Payroll in June 2021 was \$112,000+, and largest payroll since Regine has been around, and pretty much wiped-out CHIPS reserves (with \$12,000 remaining in the bank). Otherwise, no other large unanticipated expenses. Regine does expect some vehicle repairs and maintenance fees in the coming months (3 vehicles down). As it relates to current cash flow, as of yesterday CHIPS has \$118,877 in account, \$5,700 in bills to pay immediately and \$62K bills due later this month, and does not include payroll. What has been invoiced, roughly \$104,000 invoiced that have not been paid from past two payrolls. Some partners are slow to pay (mentioned Oakhurst Project and the ENF- new staff is slow for crew on View 88 and ACCG administration). Steve asked how quickly the ENF used to process invoices last year - Regine says it used to take 2 weeks (referenced when Robin Wall was still with ENF), now more like 3+ weeks. Regine added that we have enough to pay upcoming payroll, Regine added that we may not be able to pay some bills at the end of the month. Steve added that there are 5 more invoices to do this Friday. Regine added that there was no more funding left in the PPP loan, and that CHIPS borrowed against the medical reserve fund (\$4,500) and safety incentives (Chico, Yosemite, and Washoe; West Point has



already been paid). Regine said that this coming payroll will be smaller, but it will still be tight into the future as we build the reserves back up.

Robert Zellers asked reiterated that total expenses is double the income. And also asked to clarify whether this is because of the two projects discussed. Regine added that this is partly due to an artifact of two projects, but also due to invoicing timing and timing of bank transfers. Regine added that the project in Oakhurst early in the year (and still now) and how those contracts are written crews don't get paid until entire units are completed. The approach now is to treat multiple units simultaneously (staggering the treatments), now just received 2nd invoice and expect to bill a couple more invoices soon. And also expenses for fuel, equipment and supplies. Also, Chico Crew in Magalia where the contract per acre price was low, and lost over \$30,000 (Steve added that CHIPS did not bid on that but was inherited from the tribe). Steve added that CHIPS has submitted a request to revise the contract for the Magalia project. Regine added that most organizations are on an accrual basis and would show that a submitted invoice is paid, but CHIPS is on a cash basis so submitted invoices don't show up as paid in the P&L.

Donna Vial asked about work for the remainder of the year. Regine said there is work for the crews through November, depending on fire season. Steve added that there is low elevation work for most of the crews for the remainder of the year. Positive income scenario- next five months. Also, Steve added it's helpful to get gas bills monthly.

Public Comment

Greg Bennet noted that he doesn't like how the Woodfords Crew is being treated, and that new hires in the program are making more money per hour than crew members who have been working for many years. Greg also noted that many crew members are not getting recognized for their good work. Asked how the group moves forward and be successful without raises and incentives to work.

Jaqueline Simmons said that she was speaking on behalf of Whitney Smart. Jaqueline said that Whitney has chipper training, but has not gotten the \$1/hr raise for that work, but has been doing that work since the beginning of the year. Steve added that Whitney needs to note that he is chipper lead on his timecard, so the admin staff can add that \$1/hr addition. Jaqueline asked if Whitney will get back paid for the time, he was on the chipper but not getting the additional \$1/hr. Steve then stated that he assumed this was a formal request to review his time card, and that admin staff would verify this with him and then correct the problem. Jaqueline added that she was not aware that that the chipper lead needed to note that on the timecard. Jacqueline then asked who is responsible if employees get hurt, including for those employees running chainsaws that are not formally trained? Steve answered Jacqueline by stating that CHIPS has workmen's comp and CHIPS has liability insurance as well, but crew members not trained on chainsaws should not be running them. Jaqueline added that the training has not been offered, and only a handful of crew members certified. Steve noted that Greg Bennet is the safety officer and making sure of safety built on the program. Regine addressed the



chainsaw certification concern, saying that chainsaw training and certification has been difficult to schedule this year and last year (because of COVID). CHIPS was able to schedule and conduct CPR trainings and two basic 32 trainings, but other trainings have been cancelled since April because of the early fire season. Regine added that under all of CHIPS federal agreements chainsaw crews are required to have s-212 certs to run chainsaws for federal agreements. Regine added that it's been difficult to find any partners (FS, NPS) to conduct the s-212 certs. Greg Bennet asked if Danny Manning was available to do the s-212 trainings, but Steve and Regine added that Danny is not available, he is on fire. Greg reiterated Jaqueline concerns about crew members who are not certified or lapsed certifications running chainsaws if they get hurt. Regine suggested that the chainsaw safety program and accident prevention plan that Craig developed, if Greg and Craig could go through those documents with crews in the next few weeks. Greg reiterated Jaqueline's question about whether a crew member would be covered if they are injured while using a chainsaw when they are not certified to use the chainsaw. Steve answered by saying that the workman's comp and employee liability insurance is not dependent on whether the crew member is certified for chainsaws, as long they are an employee they are covered. Jaqueline added that a safety training would be beneficial for all of the crews.

Sam Simmons noted that he is available to conduct safety training and would be willing to do safety training. She reiterated what Jaqueline and Greg mentioned about the pay discrepancy for some of the new hires, but noted that him and others on the crew are very capable, but are not clear about things like hazard pay, or the fact that you have to note on the timesheets about being the chipper lead. Sam added that his crews have had no accidents. Steve suggested that Irv, Sam, Thurman, Craig, Greg and Steve get together sometime next week and develop within the new policy an in-house crew orientation and new safety training. Steve added that CHIPS would then do the same process with the other crews. Steve asked Greg and Irv to coordinate this meeting to review the current policy and to develop a new policy. Thurman Roberts added that CHIPS has a s-212 handbook that could be used in the policy.

In terms of other safety concerns, Greg Bennet added that going down to the Oakhurst project, falling cedars and hazard trees was a learning curve, and a safety concern. Greg added that they didn't have the right kind of training for falling cedars/hazard trees.

Continuing the topic of crew safety, Jaqueline Simmons asked about hazard pay for the View 88 project. She added that they are parking on the same side of the road as they work, but they are dealing with human waste on the side of roads (from RV dumping). Jaqueline also added that the travel time is 1 hr+ each way and asked about getting paid travel time.

Regine addressed Jaqueline's question about travel time, and those CHIPS contracts are not structured to pay travel time. Steve said that CHIPS continues to recalibrate contracts, and once CHIPS pays debts and will do an organizational review.



Getting back to the concerns Jaqueline raised about hazardous work conditions on the View 88 Project, Steve added that hazard pay policy is work on steep bank on highway qualifies for hazard pay, but off-highway work (not hazard pay). But Steve proposed a policy review for dealing with human waste. Steve considers that inappropriate and hazardous work, and should be skipping those section. Jacqueline added that they don't know there is excrement in an area until they are in it. Steve then quoted Cal and Fed OSHA– “no employee shall be required to work with unsafe equipment or under conditions which we be injurious to his or her health and safety“. Steve added that working in excrement or on steep slopes next to the highway is hazardous, and crew members have the right to refuse work, and if the FS has a complaint tell them to contact Steve or the ED. Eric Rogers added that that was brought to his attention and told the crew to skip it, and the FS said it was okay to skip those sections. Eric added that using a weed-eater or chainsaw where there is excrement, they don't realize they are causing it to go airborne. Eric Rogers added that they are getting close to Ham Station, which could be a large part of this issue. Steve said let's talk to FS about moving to another location. Eric added that one of the crew members was almost hit. Steve proposed Caltrans lane closure, as the only safety measure possible. Greg added that the FS staff made an inappropriate comment. Regine added that John Stropple (Caltrans) and that Caltrans can have a safety training with the crews.

Melissa Wilson asked whether bathrooms for CHIPS crew is available for the View 88 project? Steve mentioned explore getting duel porty potties on a trailer. Jaqueline added that this was a concern for the Washoe crew, as well.

Action items:

- Greg Bennet will set up a meeting next week for Steve, Irv, Greg, Sam, Craig and Thurman will develop within the new policy an in-house crew chainsaw safety orientation and training.
- Regine contact Caltrans – concerns, secure training, secure equipment (flashing lights) and secure lane closures for certain high-risk areas (flag those areas as not work).
- CHIPS, FS and Caltrans – meeting to discuss crew safety.
- Porta potties for View 88 project.

Update on BBSI Retirement Plan Enrollment:

Steve mentioned that George and Steve have reviewed the options and fees from BBSI. Added that there are low fees because the retirement participant pool is very large. Dondero and Wilensky recommends that CHIPS offer this plan to the employee, added that there is no cost to the employer and that there is no minimum number of employees that enroll. Recommend enrolling. Proposed bringing back the filled-out application and have a working session and have a presentation from BBSI at the August board meeting

Action item: Steve and George to bring BBSI to present at the August board meeting.



Discussion on Office Lease Renewal:

Expired at the end of May 2021, have been paying month to month. Regine asked the board to give her direction. Donna proposed month to month until staff established and a new building is secured.

Action item: Rick to have discussion with landlord (i.e., install air conditioner/swamp cooler, month-to-month). Regine will send Rick the contact info for landlord and original copy of lease. Regine and Rick will bring that to the board in August.

Review and consider possible action on two resolutions authorizing changes to CHIPS' El Dorado Savings Bank and Valley First Credit Union accounts:

Motion to sign both resolutions. Donna moved, Rick 2nd. 4-0-1 (1 absent).

Review and consider possible action on promissory note:

Going to hold in closed session.

Review and discussion of Executive Director and Program/Project Manager transition plan:

- Week of July 19th: Megan and Jill will begin the Program/Project Manager (P/PM) transition by reviewing roles and responsibilities, transfer files and review project-specific related documents, agreements, budgets, RFPs, etc. Megan and Jill will begin the ACCG Administrator transition by reviewing specific roles and responsibilities, transfer files, and Jill will also attend the ACCG general meeting on July 21st with Megan. Megan will also set up the cloud-based file system this week (Box.com). Megan will assume an interim P/PM position.
- Week of July 26th: Jill and Megan will continue the P/PM transition this week by continuing to review and discuss projects and go over any specific questions Jill may have. Jill will also use this time to review the monitoring plans for the CAL FIRE and WCB grants. Megan, Jill and Thurman will take one day this week to go to the CAL FIRE project area to go through the monitoring protocols for the CAL FIRE grant monitoring plan. Regine may also begin to transfer ED digital files to Box.com this week.
- Week of August 2nd: Megan and Regine will begin the Executive Director (ED) transition by reviewing ED roles and responsibilities and continue digital and hard copy file transfer. Megan will also continue to work closely with Jill to address any issues or questions Jill may have as she's settling into the P/PM role.
- Week of August 9th: Megan and Regine will continue the Executive Director (ED) transition by meeting with Patti to discuss financial oversight, and have a QuickBooks orientation. Megan will assume the ED position after the August 11th board meeting.



- Week of August 16th: Megan, Jill and Regine will reach out to partners about the transition (if not sooner).
- Recruitment and hiring of a Finance Director and Admin/HR Assistant as soon as possible.

Regine added that hiring a Finance Director and doing outreach for this position. Steve added that he has had a number of calls, particularly some forestry-related finance. Possibility of a job share situation with a previous applicant. Regine added that if there is a need to train the new Finance Director and Admin/HR assistant. Donna asked about contracting out some of the financials to BBSI – Steve added that this was not option.

Closed Session

The Board discussed personnel issues in closed session.

Executive Director Report

Communications with Community Vision and now proposing a smaller line of credit and for CHIPS to have a short-term loan. They are to get back to Regine with different options to see what CHIPS can afford, and for them to bring something to the Board at the August 11th meeting.

Closed out PG&E grant and close 925 grant will probably close out in August.

Phoenix Energy – county was working on conditional use permit (concerned about getting through process without litigation). Greg estimates closing financing by end of the 2021. Steve mentioned Carol Phelps (Donna asked pay her incrementally), Steve may take care of it himself. Will have that conversation at the next meeting.

Forestry Fellow Report

Regine gave Craig's Forestry Fellow Report. Regine mentioned that Craig's had family issues this week. He's been working on WCB and View 88, and also been down to Yosemite and up to Lake Tahoe. Steve and Regine have talked about working with the Chico Crew, Regine said that she will be discussing that with him. Administrative – working with the foreman to get their timesheets in on time. Next step would to have Craig review timesheets. Steve added that Craig is feeling stressed/out of his comfort level, especially the traveling.

Field Operations Report

Sporadic attendance, fire up north is smoking out Plumas and Lassen Counties, fire down by Mariposa is smoking out the low elevation work, but clearer airs in Yosemite.

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291-A Main Street
P.O. Box 616
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CA Contracting Board D49 license with Thurman – last week he called to get status of application. Melissa is scheduled to take the test in a couple months (then do LTO).

Next Meeting

The next Board meeting is set for August 11th, 5:30pm

Minutes approved by:

Donna Vial
CHIPS Board Secretary

Date



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August 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**

Calaveras Healthy Impacts Product Solutions (CHIPS)
291-A Main Street
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CHIPS Board of Directors Meeting
August 11, 2021
5:30pm-7:30pm

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Meeting ID: 868 0153 4655

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1. Call to Order/Quorum Check (2 minutes)
2. Review and Adoption of Agenda (2 minutes)
3. Review and Adoption of July Board Minutes (5 minutes)
4. Public Comment
5. Financial Report
 - a. Cash flow – Miller (10 Minutes)
 - b. Update on safety incentive – Wilensky (3 minutes)
6. Update on BBSI Retirement Plan Enrollment – Wilensky/Dondero (5 Minutes)
7. Executive Director Report (10 minutes)
8. Forestry Fellow Report (5 minutes)
9. Presentation regarding the Sierra Institute and Dixie Fire – Wilensky (5 minutes)
10. Big Sandy Rancheria transition - Wilensky (10 minutes)
11. Field Operations Report – Christensen/Wilensky (15 minutes)
 - a. West Point
 - b. Woodfords
 - c. Yosemite
 - d. Chico
12. Closed session (60 minutes)

Supporting documents:

02-DRAFT Board meeting minutes July 14, 2021

03-Profit & Loss July 2021 (PENDING)

04-Balance Sheet (PENDING)

05-Executive Director Report August 9, 2021

06-Forestry Fellow Report August 2021 (PENDING)



CHIPS Board of Directors Meeting

Minutes

August 11, 2021

Call to Order/Quorum Check

Board role call: Donna Vial, Steve Wilensky, Rick Torgerson, Robert Zellers, George Dondero.

Additional Participants: Regine Miller, Jill Micheau, Samuel Simmons, Megan Layhee, Irvin Jim and Melissa _____.

Review and Adoption of Agenda

Donna asked to add discussion of office relocation; Steve proposed that it be inserted before the BBSI Retirement Plan item. Agenda was approved by the Board. Moved by Vial, 2nd by Dondero. Unanimous 5-0 vote.

Review and Adoption of July Board Minutes

July 2021 Board minutes were approved by the Board. Moved by Vial, 2nd by Dondero. Unanimous 5-0 vote.

Financial Report

Balance Sheet and P&L Statement were emailed to Board.

Current checking/savings:.....	\$1,092,795.83
Total current assets:	\$1,093,295.83
Total current liabilities:	\$1,090,074.51
Total long-term liabilities:.....	\$273,705.46
Total liabilities:.....	\$1,363,779.97
Net income:.....	\$531,978.55
Total Liabilities & Equity	\$1,397,654.73

Discussion:

- Donna: What is the difference between direct federal revenues vs private revenues? A: private includes contracts with private land owners or Sierra Institute. Any work on private lands. Federal is work for National Forests, Yosemite National Park. Bank accounts are mostly state money. We track money by revenue source.
- Donna: Did we sell any biochar last month? We sold some wood chips. Biochar stock is low. The biochar we have on site is full of rocks, needs to be sorted. There is lots waiting to be picked up

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– this is one of the issues we need to discuss under field operations. It would be nice to get more, but there is currently none we can access with our equipment.

- Donna: Is the San Andreas Growers Market still interested in biochar if we can get it to them? A: Yes, depending on price; people doing soil amendments in Mountain Ranch want some. Worth it to get more, but season is February, March, April... only those planning ahead for next season want it. We need biochar to mix with other amendments.
- Donna: What is crew leave? A: Crew Leave is PTO. We track it.
- Donna: What are Professional fees: A: Certain types of contractors, i.e. biologists, archeologists, Registered Professional Foresters.
- Donna: The miscellaneous expense item seems higher than usual. What does it represent? A: Mostly odds and ends.
- Donna: Does the Gas and Fuel category include Woodfords? A: Yes, it should.
- Q: What is current rent: A: \$500 for West Point, \$100 for Woodfords.
 - Comment from Regine: Only one rent check for Woodfords office has ever been deposited. Irvin: Please send to 96A Washoe Blvd. Nobody is using the office space.

Cash Flow: \$46,996 as of end of July. \$79,077.46 in bills to pay now; \$54,398 remaining balance. Payroll will be roughly that this month. Might be a little more. \$92,000 in outstanding invoices. \$20-\$50K may come in. Big Sandy \$27K invoice has not been paid -- can't pay now. Will be able to make payroll for next run.

Payments from federal agencies seem to be taking much longer than usual. We have reached out to them over the past few weeks. What used to take 10 days now takes more like 3 weeks. Attributed to response to wildfires, short staffed locally.

Discussion among Irvin, Steve, Regine: Irvin if hazard pay for working at side of highway 88 will be paid. Also, crew is upset that West Point new hires are being brought in at \$15/hr, while Washoe crew is being paid \$12-14/hr. Steve indicated that the hazard pay appeared in the last 2 paychecks. If that is not true, please let us know so we can have payroll make adjustments.

The issues of how raises are determined was discussed. Factors include certifications, performance, attendance, seniority. When raises can be paid, they will be retroactive to a to-be-determined date. Leaders from Washoe crew to re-evaluate Craig's work, put specific numbers on that work. Craig provided a list of people due for raises. Rated as 1,2, 3, but what did that mean? Steve is prepared to meet with anyone who wants to help develop criteria... will Irvin assist? Craig, Sam, Eric should be part of that discussion. Normally this is done by seniority, certifications, performance. Need to apply those to each person. Identify raises so payments can be made when we get the money. Steve to meet with Irvin, **Craig, Sam, Eric on Thursday (8/12) to discuss.**

Regine suggested that implementing a regular schedule to review staff performance and certifications will allow us to adjust salaries (raises) in a fair and regular fashion.

Discussion between Greg Bennet and Steve Wilensky: Questioned why we can't bid hourly like on Forest Service projects. Wilensky explained that the job in question was complex and had several major

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setbacks and delays that resulted in a loss. The bid we prepared was good for the anticipated conditions, but conditions changed drastically. We do bid hourly when that is permitted.

Irvin asked why we would tailor our bids to the grant limits. Steve says the intention is to line up contracts that will get people work and consistent paychecks for the full year. Part of consideration is that, not just making the most money from each contract.

Add this conversation to the agenda for tomorrow's meeting.

Irvin: When will we bid for Hope Valley? Steve: I don't think we'll bid whole thing. Irvin: the Supervisor for Humboldt-Toiyabe NF is overlooking us, hiring non-local crews for post-fire work. Steve: You should reach out tomorrow. Same thing happened after the Butte Fire and is happening now at the Tamarack and Dixie fires. We have this argument after each fire. Your county Board of Supervisors should address this... FEMA, OES, and Forest Service funds should be going to communities that were hurt by this.

Add this conversation to the agenda for tomorrow's meeting.

Public Comment

None.

Office Space:

Donna was approached by the current landlord to see if we would like to go back to the old office because he could more easily provide heat and air conditioning there. Space is larger; would put in a pellet stove and a/c. Rent would increase by \$100. Steve asked how long the offer is good for. Suggested we wait until we know size and preferences of to-be-hired staff. Donna will ask landlord for more time to consider.

Update on BBSI Retirement Plan Enrollment:

Steve: We are in discussions with BBSI. It takes 3months to institute a 401K. If the Board authorizes this at this meeting, we will have a meeting via phone next week; then would be ready to offer a 401K plan to all staff. The program has many choices and low fees. Seems good for CHIPS and for employees. It is a deferred compensation plan -- money is not taxed until withdrawn. What is needed from the Board: authorization to set up phone call, choose a plan, and move to implement it ASAP. Donna moved; 2nd by Torgesen; Discussion: none. Motion passed 5-0. George and Steve need to be on the call.

Loans:

No progress on term loan or line of credit. The to-be-hired Financial Director will need to do this. Need to get Steve and Regine's names off the Valley First Credit loan. See Executive Director's report for project updates.



Discussion of Executive Director and Program/Project Manager

Transition:

This is Regine's last day at CHIPS. KUDOs to Regine from all... Transition plan will be discussed in closed session. Regine will continue to work over next few days, transitioning work to others.

Executive Director's Report

EXECUTIVE DIRECTOR TRANSITION

Last day is August 11th. In preparation, I drafted a transition plan and met with Megan, Jill, Patti, and Steve to discuss who is assuming the various responsibilities. I've begun to notify partners of the upcoming change and will complete this task this week. Megan will establish a cloud filing system, onto which I will transfer my electronic files. I'm available to the Board and administrative staff for questions should they arise after my departure.

FINANCIAL UPDATE

- Contact Valley First Credit Union to apply for PPP Loan #2 forgiveness.
- No activity on the Community Vision term loan and line of credit.

GRANTS AND AGREEMENTS UPDATE

Wildlife Conservation Board (WCB) Upper Mokelumne Forest Restoration Project. CHIPS crew worked minimally on the roadside thinning due to staff availability. Expect to execute the CHIPS-Markit! Forestry contract for the pre-commercial mechanical thin treatment of 312 acres this week. Met with WCB program manager to discuss a possible grant extension and second advance request. We also discussed the possibility of additional grant funds to offset the cost of using CHIPS crews to perform a portion of the work. WCB since advised that CHIPS may request a second advance after depletion of its first. Megan is completing required revisions to Invoices 2, 3 and 4. Regine and Megan will complete Invoice 6 this week. Cutting Edge Forestry is expected to complete 146 acres of lop and scatter hand thinning in late August-September.

Sierra Nevada Conservancy (SNC) Timber Regulation Forest Restoration (TRFRF) 925 Forest Restoration and Prescribed Fire Crew Development. Prepared invoice #9 and six month progress report. Expect to complete this grant in late August to early September.

SNC 952-CCI Intertribal Stewardship Workforce Initiative (ISWI). The Chico crew completed nearly all of the Collins Pine project in Plumas County prior to the Dixie Fire and has since been working on private land contracts. The Big Sandy Rancheria crew worked on the Yosemite-Sequoia Resource Conservation and Development Council project in Madera County until CHIPS' contract was terminated by the YSRC&DC July 23. Steve is working with BSR to negotiate the amount of financial loss CHIPS and BSR will each sustain.

Regine and Megan met with the Bureau of Indian Affairs (BIA) Regional Fire Management Officer to discuss our interest and intent to train tribal crews for Basic 32 wildland firefighting and certify them with a federal agency in support of cultural burning and prescribed fire on federal lands. The only possible way for BIA to certify CHIPS crews is through BSR. Regarding S212 Wildland Fire Chainsaw training, BIA has offered to instruct its chainsaw program late fall. Thurman is exploring the cost for

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Firestorm to conduct the training. Craig Christensen and Greg Bennett are expected to conduct the CHIPS chainsaw safety program for all CHIPS crews beginning this week.

Steve and Regine are scheduled to meet with SNC leadership August 10 to discuss this project's unexpected challenges and to evaluate possible solutions.

The ISWI grant includes developing, training, equipping, contracting for, and deploying at least eight new tribal stewardship workforce crews throughout the Sierra. We have worked with three tribal crews to date.

SNC 1067 South Fork Mokelumne River Phase 3 Treatment. No activity this reporting period. CHIPS is waiting for Bureau of Land Management to determine if they are able to use grant funds to treat additional lands.

SNC 1068 South Fork Mokelumne River Phase 4 (NEPA/CEQA). No activity this reporting period. Pat McGreevy is expected to begin drafting the NEPA/CEQA document in the next month. This grant includes drafting the NEPA/CEQA document for up to 640 acres of public and private lands.

SNC 1214 View 88 Fuels Reduction and Prescribed Fire Readiness Project. Megan worked with Forest Service and CalTrans regarding an encroachment. Expect to release the contractor Request for Proposals (RFP) late August-early September. The project includes mechanical and hand piling and mastication across 400 acres to prepare the landscape for prescribed burning.

SNC 1226 Fuels Reduction in Bummerville, Calaveras County. Pat McGreevy has begun to draft the NEPA/CEQA document for this project, which includes completing environmental compliance on 456 acres of BLM land in the vicinity of Bummerville, West Point and Wilseyville.

CAL FIRE Arnold Avery Hazardous Fuels Reduction and Fuel Break Maintenance Project. Conducted the pre-operations meeting with Tanner Logging for Project Area C; mechanical treatment has begun. Expect to execute the Left Coast Land Clearing (LCLC) and the Markit! Forestry contracts this week with LCLC the pre-operations meeting and onset of hand thinning operations to occur shortly thereafter. Markit! Forestry expects to initiate operations after they complete their contract on the WCB Upper Mokelumne Forest Restoration project. Woolery has not scheduled the start of their work. Jill conducted photo documentation and Megan has begun pre-treatment vegetation monitoring.

US Forest Service Wood Innovations Grant Sierra Nevada Small Scale Community Biomass Projects Collaborative. Contact Mariposa County Resource Conservation District to advise that CHIPS sold the bioenergy plant in July 2020 and has effectively met its obligations under this grant.

Blue Mountain Electric Company. Requested Teresa James prepare tax filing "no activity" for 2017, 2018 and 2019. Requested Phoenix Energy document change in ownership to PG&E so that CHIPS/Steve Wilensky is removed as the responsible party.

PG&E Vegetation Management Project. This project is complete and closed out.

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Sierra Nevada Alliance (SNA) Sierra Corp Program (Forestry Fellow). Craig is to complete his quarterly progress report and self-assessment. Regine will review and submit to SNA upon receipt. Refer to Forestry Fellow Report for details on his activities.

Yosemite National Park. Executed financial forms for modification to cooperative agreement for the sawyer crew. Expect to finalize agreement by the end of August. Continued bi-weekly check-ins with NPS staff to address field related issues or concerns to improve field operations.

Eldorado Nation Forest and Lake Tahoe Basin Management Unit (LTBMU). Invoiced under our Participating Agreements on a semi-weekly basis. Executed Participating Agreement with LTBMU for 2021-2022 work.

Stanislaus National Forest. Tentatively scheduled crew field work for September 2021. About \$61K remains in the agreement.

Humboldt-Toiyabe National Forests Specific Project Agreement (SPA). No activity this reporting period.

Amador Calaveras Consensus Group (ACCG). Megan continued to administer the ACCG. CHIPS will continue this work through December 31, 2021. The ACCG is currently working to determine who will lead facilitation and administration of the group in 2022.

Regine will apply for loan forgiveness through the SBA system. It is an easy process and the loan will probably be forgiven. Board will need to decide if they want to keep that bank account.

George: does ACCG know CHIPS wants to terminate our administrative support? A (Megan): Yes, they are looking at their model for facilitation going forward. CBI services have tapered off while CHIPS' part has ramped up. We gave them lots of time/warning so they can plan. At July meeting, no one stepped up to take over.

Farewell to Regine:

The Board presented Regine with two gift certificates and high praise for the excellent job she has done for CHIPS. She will be missed.

Forestry Fellow Report

Craig did not attend. Per Steve, work continues sporadically on private land.

An issue was raised about the View 88 project: Forest Supervisor Jessie is being petty about crews taking bathroom breaks, etc. Do we need a sanihut at the work site? There is confusion about whether the crew is supposed to lop and scatter or pile materials. The biologist told Jessie that we have to haul brush away. What is the status of the dump truck? Forest Service keeps changing directives on how we are supposed to work. FS wants debris pulled down to turnoff, not up to dump truck. Eric and Jessie both got heated over this issue. Crazy day on 88 today. Steve will stop on his way up tomorrow to look at the area in question. **Will discuss tomorrow. Steve will meet with FS on way home.**

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Sierra Institute and the Dixie Fire: Four or five SI staff members lost their homes. Most of the rest of the staff were evacuated. Danny Manning, head of Greenville Rancheria fire crew, says four crew lost homes as well. Catastrophic loss. Crews smoked out. Almost same number of homes and buildings burned as in the Butte Fire. Extreme fire behavior. Impacts to CHIPS: High Road training partnership is based in the Sierra Institute, which will be reeling in response to the fire for some time – most of their projects with NEPA/CEQA done have been burnt. For CHIPS, the fire has wiped out the **Collins Pine** project. There is another fire today at Bullard's Bar. Air quality last week was at 748, 827... had to call off work as air was unbreathable, even with masks. Crew has lost much work. Spent time bidding on new private jobs in **Comcow** area; also have some work at lower elevation once folks get organized. Most long-term projects have been wiped out. Last year's work has been erased.

Big Sandy transition – discussing liquidating assets, passing on contracts. Met this week, again next week. Many new contracts there. 4 in Yosemite, 1 in Yosemite West, doing calculations on acreage there; looking at 2 projects with Sierra Foothills Conservancy, winter work at low elevation for crew. Crew skills getting high marks from Yosemite supervisors. Some health matters need to be discussed in closed session.

Field Operations Report

Craig not here.

Closed Session

Xxx

Next Meeting

The next Board meeting is set for September 8, 5:30 PM.

Minutes approved by:

Donna Vial
CHIPS Board Secretary

Date



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

September 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**

Calaveras Healthy Impacts Product Solutions (CHIPS)
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CHIPS Board of Directors Meeting

September 8, 2021

5:30pm-7:30pm

<https://us02web.zoom.us/j/85499800144?pwd=RUJFM1ZnbIVpZ2x6c1ppcU5HNTU4UT09>

Dial In: 712-775-7031

Access Code: 543-336-574

1. Call to Order/Quorum Check (2 minutes)
2. Review and Adoption of Agenda (2 minutes)
3. Review and Adoption of August Board Minutes (5 minutes)
4. Public Comment
5. Financial Report
 - a. Cash flow – Sheran Jones (10 Minutes)
 - b. Equipment and Materials Purchases – Wilensky (2 minutes) – QuickBooks Online; Dropbox; Air Quality monitors; xxx
6. Two Board Resolutions: closing one account, changing signatures on another
7. Board signature required on amended lease with Phoenix - CHIPS needs to take this to the county recorder once executed
8. BBSI 401K Onboarding Process
9. Request from Jill: can we get a signature stamp with Steve's signature to use until we hire an ED? Need to decide who can sign off on bills received, contracts, mileage logs, etc. Could we use a signature stamp on these with prior approval from a Board member?
10. Board Chair Report -- Wilensky (10 minutes)
11. Big Sandy Rancheria transition -- Wilensky (10 minutes)
12. Field Operations Report – Wilensky (15 minutes)
 - a. Woodfords
 - b. Yosemite
 - c. Chico
 - d. CHIPS partners (Big Sandy, etc.)
13. Forest closures and COVID requirements for employees and contractors (actions taken)
14. Closed session (60 minutes)

Supporting documents:

02-DRAFT Board meeting minutes August 11, 2021

03-DRAFT Resolution to Authorize Changes to EDSB Accounts

04-DRAFT Resolution to Authorize Changes to Valley First CU Account

05-final amendment one lease BMEC

06-COVID flyer

07-Covid form and letter

Note: Financial reports are pending

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**CHIPS Board of Directors Meeting
Minutes (DRAFT 1)
August 11, 2021**

Call to Order/Quorum Check

Board role call: Donna Vial, Steve Wilensky, Rick Torgerson, Robert Zellers, George Dondero.

Additional Participants: Jill Micheau, Samuel Simmons, Irvin Jim, Thurman Roberts.

Review and Adoption of Agenda

Agenda accepted and approved by the Board. Moved by Dondero, 2nd by Vial. Unanimous 4-0 vote, 1 absent (Torgerson).

Changes/additions to agenda: None

Review and Adoption of August Board Minutes

August 2021 Board minutes were approved by the Board. Moved by Vial, 2nd by Torgerson. Unanimous 4-0 vote, 1 absent (Torgerson).

Financial Report

Balance Sheet and P&L Statement were emailed to Board.

Current checking/savings:	\$1,055,407.71
Total current assets:	\$1,360,266.61
Total current liabilities:	\$1,089,901.08
Total long-term liabilities:	\$273,705.46
Total liabilities:	\$1,363,606.54
Net income:	not available yet*
Total Liabilities & Equity	\$1,360,266.61

*Because Jones and Cunningham are still transitioning job responsibilities, and because they have been spending time moving CHIPS to QuickBooks online, the Income Statement for August is not available yet. You will receive a full report at the October meeting.

Also note: Sheran Jones will attend the Board meetings to present this information starting next month.



Resolutions and Board Signatures:

- Board Resolution 2021-07: **Remove** Regine Miller and **add** George Dondero as authorized signers to all of the organization's checking accounts with El Dorado Savings, and that George Dondero is authorized to act on behalf of the Organization as necessary for the organization's administration and business transactions. Moved by Vial, 2nd by Dondero. Unanimous 5-0 vote. NOTE: Micheau will provide a cover letter and signed (Wilensky) resolution to Miller, who has offered to go to El Dorado savings to get herself removed from the account. She will get signature cards for Dondero, which he can sign and return to the bank. She will leave signature card at the CHIPS office.
- Resolution 2021-08: Authorizes Donna Vial to act on behalf of the Organization as necessary for the organization's administration and business transactions, including authorization to close the organization's account with Valley First Credit Union. Moved by Dondero, 2nd by Vial. Unanimous 5-0 vote. NOTE: Micheau will provide a cover letter and signed (by Wilensky) resolution to Vial. This bank has several locations, which you can view here: <https://www.creditunionsonline.com/credit-union-locations-2256.html>. Modesto may be the closest.
- Amendment One to "Lease" between Blue Mountain Electric Company and CHIPS: replaces survey map on page 13 with new map included in attachment. Approval: Moved by Vial, 2nd by Zellers. Unanimous 5-0 vote. Notes from Wilensky: Greg Stanger spoke with Wilensky today. Good news, bad news: received offer on debt financing, now has the 3 offers he needs to move forward on project. County issue requiring Stanger to provide proprietary information regarding this, or show why not. Legal exchange may ensue. Wilensky suggested Stanger call Garmendi to get resolved. Will that affect payment to CHIPS? Yes if he can move forward. Timeline: unknown.
- BBSI 401K report: next step is a test, which will be done 1x/year. If Board approves, 401K will be in place in a few months. Motion to proceed by Vial, 2nd by Dondero. Unanimous 5-0 vote.
- Request for a Wilensky signature stamp to be used only with explicit written/verbal approval. Board is OK with this under those conditions. Micheau will write up conditions, order stamp.

Public Comment

None

Board Chair's Report

SNC 952-CCI Intertribal Stewardship Workforce Initiative (ISWI).

Wilensky and Miller met with SNC leadership August 10 to discuss this project's unexpected challenges and to evaluate possible solutions. – Wilensky to have a meeting on this on 9/9.

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The ISWI grant includes developing, training, equipping, contracting for, and deploying at least eight new tribal stewardship workforce crews throughout the Sierra. We have worked with three tribal crews to date.

Blue Mountain Electric Company. Teresa unsure on which form needed for tax filing; consulted with Jill Jenkins; they both suggest CHIPS have this done by a CPA. **THIS WAS NOT ADDRESSED IN THE MEETING. OUTSTANDING ISSUE NEEDS TO BE RESOLVED BY BOARD.**

Stanislaus National Forest. Tentatively scheduled crew field work for September 2021. About \$61K remains in the agreement. Crews working on Highway 4 (Black Springs Road area).

Amador Calaveras Consensus Group (ACCG). Layhee continues to administer the ACCG. CHIPS will continue this work through December 31, 2021. The ACCG is currently working to determine who will lead facilitation and administration of the group in 2022.

GENERAL: Some small projects lined up for crews but air quality has been really bad. Tahoe Crew all on unemployment. Didn't have much revenue last period. 21 people working last period. Big Sandy may be able to help. Need 5-15 to make a crew. Covid, unemployment, general malaise affecting all companies. Hard to field crews especially with such bad air quality. Also having problems with fleet – truck driven to Chico, it lasted one day after being in shop for 2 weeks – the old Dodge.

Wilensky spoke with Executive Director of SNC last Friday... requested modification of agreement SNC 952, including an extension of time -- only have 5 months left. Asked to move some funds to transportation and training stipends. Request is being considered. Will work with CAL FIRE to do modifications in writing. Would include 4 trucks.

West Point crew laid off... no one here to be on crews or supervise crews. Discussion on whether to offer them work on the Kings Canyon job. This hasn't been discussed with the 2 remaining WP crew members. Board decision: don't start anything new in West Point. Offer Kings Canyon work to current WP crew. They are a high maintenance operation. Final decision: don't repopulate the WP crew, but offer Kings Canyon to existing members.

Field Operations Report

Eric Rogers' crew working in Stanislaus near Hwy 4 (Black Springs area), crew of 7-8, fencing project; requires 250-300 peeler cores to be purchased by CHIPS, then we must wait for FS to reimburse us. Have found 50 to purchase locally, need funds, as these are running ~\$20/each. Tahoe funds came in today; may get fencing money soon. FS invoice process is stacked up with fire invoices... long delays in payment. We cannot only do labor (FS says no). Can we get it in the dump truck? Maybe in 2 trips.

Covid: Letter, vaccination, and flyer were mailed to all employees on 9/2. Board determined that CHIPS should adopt one rule/policy for the entire operation, same as USFS policy. We have many people down with Covid. Accelerating in 2 areas, Chico and Yosemite. Micheau will draft a policy for the Board to adopt. Will provide by October meeting.

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Irv thoughts: getting blowback from community members, no masks, no vaccines, hard to call. Not magnetized! At covid update last night, down to 10 cases from 18. Great news. 75% vaccination rate... top in state.

Action: Micheau to write up board policy for review adopt exact language as a resolution going forward. Board all agreed... Adopted Board Policy. Put these into next paychecks. [Moved by Vial, 2nd by Dondero.](#)
[Unanimous 5-0 vote.](#)

Then send letter to crews and FS and all partners.

Closed Session

Two personal matters were discussed and Wilensky was advised on how to deal with them.

Next Meeting

The next Board meeting is set for October 14, 5:30 PM.

Minutes approved by:

Donna Vial
CHIPS Board Secretary

Date



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

October 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



Join Zoom Meeting

<https://us02web.zoom.us/j/83641248538?pwd=bk15eFZiSDZReDNtSVJlLVQWXRZz09>

Meeting ID: 836 4124 8538

Passcode: 858561

One tap mobile

+16699009128,,83641248538#,,,,*858561# US (San Jose)

+12532158782,,83641248538#,,,,*858561# US (Tacoma)

Dial in:

+1 669 900 9128 US (San Jose)

Meeting ID: 836 4124 8538

Passcode: 858561

AGENDA

Item	Agenda Item	Owner(s)	Mins
1	Call to order/Quorum check	Wilensky	2
2	Review and adoption of October Agenda Changes: xxx	All	2
3	Review and adoption of September Board Minutes	BOD	5
4	Public Comment	All	5
5	Welcome to new employee Kettja Bennett	All	2
6	New CHIPS website demonstration Request for Board approval to launch new website	Layee	15
Reports			
7	Financial Report (August and September)	Jones	15
8	Field Report	Roberts	10
9	Field Report	Bennett	10
10	Field Report <input type="checkbox"/> Update on Yosemite issues <input type="checkbox"/> Big Sandy Transition	Wilensky	10
11	Board Chair's Report <input type="checkbox"/> Update SNC 952 contract renegotiation and funds for vehicles <input type="checkbox"/> Update re ISWI – outcome of 9/9 meeting, etc. <input type="checkbox"/> Update re Stanislaus National Forest work <input type="checkbox"/> Wilensky vacation – availability, etc.	Wilensky	20
12	DISCUSSION: Removal of CHIPS property on Mike Orfelt's property and selling the old chipper there	Donna	5
13	Wrap up Next meeting November 10 th , In person or ZOOM?	Wilensky	2

CLOSED SESSION

Calaveras Healthy Impact Product Solutions (CHIPS)

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CHIPS Board of Directors Meeting Minutes (DRAFT 1) October 13, 2021

Call to Order/Quorum Check

Board role call: Donna Vial, Rick Torgerson, George Dondero.

Additional Participants: Jill Micheau, Samuel Simmons, Thurman Roberts, Megan Layhee, Sheran Jones, Kettja Bennett, Dave Brant.

Review and Adoption of Agenda

Agenda accepted and approved by the Board. Moved by Torgerson, 2nd by Vial. Unanimous 3-0 vote.

Changes/additions to agenda: none

Review and Adoption of September Board Minutes

September 2021 Board minutes were approved by the Board. Moved by Vial, 2nd by Torgerson. Unanimous 3-0 vote.

Public Comment

None

New CHIPS Website Demonstration (Layhee)

Comments/Feedback: Donna is Board Secretary, not treasurer; send reminder to BOD for pix and bios; eventually add all BOD minutes to list; straighten biomass electricity picture; upgrade picture of biomass piles of chips; private lands link is to Yosemite NP; partners page typo; can you add a “subscribe” to rfp notices (must do later – list serve)? Subhead for “closed RFPs);

Megan will send link to site to Board to review; send suggested changes to Megan; once approved it will go live; Board will review – deadline for comments is 1 week (10/20) to send to Megan, then she can go live. No need to wait until next BOD meeting.

Great improvement over current website. Great content, well organized.

Financial Report

Balance Sheets and P&L Statements for August and September were emailed to Board.

Board would like to see current cash flow as part of these reports – Sheran updated it as of 10/13. Will send to Jill to distribute to Board (done 10/14 AM).

Any way to track expenses over months... Regine’s model? Check with Patty; can do income by month; can we show a chart trend monthly? Show Sheran how to do that.

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Board expressed a desire to see cash flow trends by category and month. Jill will work with Sheran to create excel charts (bar or line graphs) to illustrate this and make it a part of the regular monthly report package.

Field Report (Roberts):

- Getting trainings organized; S312, basic 32 and CPR 1st Aid; working with Irene Vasquez to find training sites; waiting to hear from Brian Mulholland re S212s, his availability; lining up facilitators for Yosemite Woodfords & Chico
- Working with SI and Danny Manning to line up facilities and trainers
- Fire season – many trainers were on fires, n/a; BBSI will do CPR and 1staid training
- National Forest Foundation – CHIPS submitted a bid for a 166-acre project; bid was accepted; Trevor is POC; contract agreements to Wilensky – anyone else want to see these? Need to do field review and review prescription. Work to begin late Oct-Mid Nov; in Hope Valley, Carson Monitor Pass Project
- Timesheets – he's reviewing and getting them in. Comparing notes on timesheets with USFS to validate hours;
- Assisting Kettja getting up to speed on processes and crews – she's helping with communication issues
- Working on researching on tribal community impact of covid
- D49 (contractors license): Case manager had to work from home; application was rejected, not processed in time. Trying to get DVDs and laptop from Craig. Will report on this next month.
- DONNA: glad you are back with us! Appreciate you being here.

Field Report (Bennett):

- Completed introduction rounds with all crews; getting all point of contact information; joining ISWI meetings with Steve; met with Dave to begin working on an equipment maintenance schedule; Thurman re protocols; Crew rosters; etc.
- She picked up supplies; Dave had supplies – no issue re debit card

Field Report (Simmons):

- Supervisor of the Tahoe; has been with CHIPS for 5 years;
- Tahoe crew has been working lots of places; thinning, wood removal for elders; thinning and piling; working on urban lots around Tahoe City, Meyers, other small projects; have USFS on their toes; got many projects done. USFS is trying to find more work/projects for us. USFS likes us. Having the chipper makes a big difference – amazing tool.
- Tahoe season not over yet; Jen Miller is the point of contact. Will probably be working in Hope Valley... depends on weather.



Field Report (Micheau for Wilensky):

West Point Crew

- Melissa is going to work for SPI. Two remaining crew do not have CA drivers licenses or personal transportation. Steve has had several requests for work in the area, but can't support those jobs without a crew. No action required from the Board now.

Yosemite Sawyer Crew

- Doing great work, has a full crew; working with Big Sandy through December
- There is another contract on Yosemite West with Big Sandy

Yosemite Reveg Crew

- Beset by Covid; persists in violating the Yosemite Covid test and vaccination rules;
- Season has now ended – due to covid AND sporadic attendance, probably because their foreman was quarantined 2x
- Yosemite is looking elsewhere for a different crew – will probably terminate our contract. Steve is disinclined to try to keep the contract as the crew is very high maintenance and has not produced great results.
- Steve is putting something together with the Mariposa Foothill Conservancy and may use some of this crew for that work

CHICO Crew

- They continue to work the “ground up” project on Concow Valley in Butte County (campfire burn scar)

Collins Pines

- All the projects we had for this area have been burned

SNC 952 CCI Update:

- SNC has agreed to modify this contract in 3 ways:
 1. Extend contract to 03/31/23
 2. Provide stipends of \$100/day for training sessions
 3. Provide \$100K to buy 4 vehicles
 - 2 6-person crew cabs
 - 1 to pull chipper
 - 1 to pull skid steer
 - All diesel
 - All will belong to CHIPS

Discussion: Removal of chipper and car from Orfelt's property

- 12 - Old Chipper: grapple we bought for the property must be removed; Donna has contacted someone to remove it at the end of this week; he's a scrap metal guy from Placerville; he will balance the cost of travel and cost to breakdown the chipper with metal value; selling for scrap; Ford Expedition – he will take that away, pay us ~\$200.

Calaveras Healthy Impact Product Solutions (CHIPS)

291-A Main Street
PO Box 616
West Point, CA 95255



-
- Dave Brant asked if the chipper can be sold to Mike Orfelt if the price is agreeable. Need to figure out price to unload it; Mike Orfelt will buy it for \$_____.
 - Motion was made by Donna to allow Donna to pay \$200 to have the chipper removed removed; 2nd by Torgeson.

Next Meeting

The next Board meeting is set for November 10, 5:30 PM. Meetings will continue to be held using Zoom. This is more convenient than in-person meetings for everyone.

Minutes approved by:

Donna Vial
CHIPS Board Secretary

Date

Closed Session



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

November 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



Zoom Meeting Info On Next Page

AGENDA

Item	Agenda Item	Owner(s)	Mins
1	Call to order/Quorum check George, Rick, Donna, Steve, George, no Robert, Thurman, Kettja, Nick with Sierra Consultants; Steve Meadows training Coord. ; Scotty Willis? SFC half owner out of Oakhurst.	Wilensky	2
2	Review and adoption of November Agenda Changes? Thurman: introduce Sierra Forestry Consultants add. None other. Motion by Donna; 2 nd by Dondero. Pass unanimously. Move this to before financial report.	All	2
3	Review and adoption of October Board Minutes; approved; motion by Donna 2 nd by Dondero; passed unanimously, Steve abstains	BOD	5
4	Public Comment -- none	All	5
5	Board resolution needed to remove Megan Layhee from bank accounts as of 12/15/2021 – Board Resolution required. Motion ot create Rick, George, passed unan.	BOD	2
Reports			
6	Financial Report (October) – <input type="checkbox"/> Documents attached <input type="checkbox"/> Taxes filed 11/15 <input type="checkbox"/> \$ in bank: \$57,112.38 Payroll maybe less this time <input type="checkbox"/> Outstanding invoices unpaid: \$ don't have this – fairly significant – ongoing work will continue on 2 projects in Hope Valley and Nevada; Yosemite extended season, have 2-3 more weeks work; working on Mariposa project. Longer revenues than anticipated. Barely making payroll. Closed session will address this. <input type="checkbox"/> Current bills: \$38,849.49 + payroll – close to the bone. <input type="checkbox"/> Hoping for payments this week.	Jones (absent)	5
7	Field Report – Thurman Roberts <input type="checkbox"/> Training program update – see written report. <input type="checkbox"/> Sierra Forestry Consultnats here 3 guests – Basic 32, CPR 1 st , S212; Brian Mulholland says we're a good fit with their biz; they do all trainings; T spoke with their taining coordinator; prcing and scheduling options; can they provide majority of training for crews? Office in Woodfords; local, lots of experience; one-stop shopping. <input type="checkbox"/> Current issues with project start and end dates; weather; hard to schedule; or extended; Donna and Thurman met yesterday to coordinate. Went to Yosemite to assess	Roberts	10



Item	Agenda Item	Owner(s)	Mins
	<p>training needs. Need to do the online stuff first. Need help with this. MP at SNC may provide laptops and materials, etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SFC pitch... <input type="checkbox"/> Nick re company: local to area; Work with utility companies; works with MP at SNC, NRCS, USFS, etc. wants to utilize forest products... education, expertise, Qfrom SW: in Oakhurst serves Big Sandy... willing to travel to Alpine/Woodfords and Butte and Lassen and Plumas? Willing to do that – need to discuss. We have locations, but no trainers. Most trainings Dec-Feb. <input type="checkbox"/> Steve SFC re training: qualify fire instructor since mid-90s; has taught multiple course, basic 32, etc. <input type="checkbox"/> Sawyer and basic firefighter, and 1st/CPR... must be affiliated with gov agency to certify. They need to get certified??? Certified to teach 1st/CPR, but don't know if his qualifications carry over to private sector??? So what can they do for us? <input type="checkbox"/> 1st/CPR takes 4 hours. Saw = 3 days split class/field; 3.5 day for 2 trainings. <input type="checkbox"/> SW: we have contracts with several federal agencies; they have changed reqmts, so we don't know what they are yet. Awkward element: Brian did 2 days S212, didn't finish field work day. Need to finish. Work with Brian. Next steps: we have clear goals: CPR 1st already set up with BBSI; primary int is S212 and higher level sawyer; have skills, no certification. They get raises for this. Basic 32/red card – were asked for folks to deploy on fires, want for next season. Kettja, Thurman, SW sit to discuss scheduling trainings, assure recog by federal partners, terms, payments, etc. <input type="checkbox"/> Next steps: Board authorize 3 to move forward to develop contracts under SNC 952 and High Road funds. <input type="checkbox"/> Donna has some Qs: D will participate in training; hazard tree removal in the course? Can, but a matter of cert process, etc. tree faller cert is agency specific. Find out their cert reqmts. Can do if we meet the need. <input type="checkbox"/> SW: Thurman meet with Tahoe Basin to determine reqmts before meeting. <input type="checkbox"/> Move by Rick 2nd by George; passed unan. <input type="checkbox"/> Thurman to set up zoom call and date. Next week. <input type="checkbox"/> Donna Q2: Can you train the trainer? Yes. Easily. Discuss at later meeting. 		
8	Field Report – Kettja Bennett	Bennett	10



Item	Agenda Item	Owner(s)	Mins
	<ul style="list-style-type: none"> <input type="checkbox"/> Met all crews <input type="checkbox"/> Completing evals with each crew <input type="checkbox"/> Helping TR with crew contacts, rosters, timesheets, etc. <input type="checkbox"/> Also working with Dave re equip and supply movement <input type="checkbox"/> SW: more humble than reports require. Has visited each location more than once. Big improvement. Pace is great, is appreciated by crews. Look forward to her evaluation to improve productivity. 		
9	<p>Equipment Report – Dave Brant – absent – SW filled in</p> <ul style="list-style-type: none"> <input type="checkbox"/> Been adding for 2 new jobs (Mariposa blackberries) – hedge trimmers, saws, loppers, etc. <input type="checkbox"/> Working with CCC crews on toher side. Competition!!! <input type="checkbox"/> Stickers in butts <input type="checkbox"/> Skid Steer on Monday. <input type="checkbox"/> Vehicle problems. SNC 952 will allow us to buy 4 trucks soon. Will swap out junkers. CCC has nicer vans! <input type="checkbox"/> Will be planting pine trees on eastern slope on Washoe land. Several hundred acres to plant/seed, hundreds of pine trees; special tools. 12 trees/hour/person... low bar. 	SW	10
10	<p>Admin Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> SAM registration finally completed <input type="checkbox"/> Grants update (document attached) <input type="checkbox"/> 	Micheau	10
11	<p>Board Chair’s Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update SNC 952 contract renegotiation and funds for vehicles – signed yesterday. Funds for vehicles and stipends for attending training. \$100/training day incentive. <input type="checkbox"/> Update re ISWI – meetings next week <input type="checkbox"/> SI-High Road status – case manager needed now. Hasn’t been sent out yet? Closed session. <input type="checkbox"/> Build Back Better Proposal – SI proposal for community scale biomass yard/hub; will fund that. 5 other locations. <input type="checkbox"/> BMEC hearing at County Planning Commission – heard re conditional use process proposal for the 3mg power plant. Wednesday hearing. Broadwell law firm there to oppose. Labor issues – if not formal EIR. Greg was professional. Broadwell was shut down because they filed late. But they have requested document. Want to kill project by dragging out past the final date. It was great! They stood up for us! Law firm represents building trades in SF. Challenge EIRs unless agree to hire their union folks. We want local hires. To do work and operations. 	Wilensky	20



Item	Agenda Item	Owner(s)	Mins
	<ul style="list-style-type: none"> <input type="checkbox"/> It will important for full Board to be there for hearing in front of sups. We all need to be there. If they delay or don't pass, financing will go away in May and project will die. <input type="checkbox"/> We are the messenger, not Phoenix. <input type="checkbox"/> Can Bd members talk 1:1 to Sups? George: Merita – don't let her get stuck in the weeds. Be sure she knows answers she needs to give. Gary T...a neli? Needs to be briefed before. We have a number of talking ponts. Maybe meet for bfast that morning to discuss. Steve can dis the SF guys; local message should come from BOD. <input type="checkbox"/> First "jobs" project that has come before the Sups. They are risk averse. We need to win them over. Or the project dies. <input type="checkbox"/> If full EIR required, need conditional use permit to be granted. 		
12	DISCUSSION: xxx	All	5
13	Wrap up – done.	Wilensky	2

BOARD MEMBERS MOVE TO CLOSED SESSION



Zoom Meeting Information:

Join Zoom Meeting:

<https://us02web.zoom.us/j/84724259667?pwd=clhXcnExYVNnMk1NSUUvTHUxZWwvUT09>

Meeting ID: 847 2425 9667

Passcode: 012355

One tap mobile [+16699009128](tel:+16699009128),84724259667#,,,,*012355# US (San Jose)
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Meeting ID: 847 2425 9667 Passcode: 012355 Find your local number:

<https://us02web.zoom.us/j/84724259667?pwd=clhXcnExYVNnMk1NSUUvTHUxZWwvUT09>



Minutes

Item	Agenda Item
1	Call to order/Quorum check George, Rick, Donna, Steve, George, no Robert, Thurman, Kettja, Nick, Steve Meadows, and Scotty Willis (?) with Sierra Forestry Consultants (trainers); Steve Meadows training Coord.
2	Review and adoption of November Agenda Changes? Thurman: will introduce Sierra Forestry Consultants to speak during the Field Report. Move to #6, before Financial Report. No other changes requested. Motion by Vial; 2 nd by Dondero. Passed unanimously.
3	Review and adoption of October Board Minutes; approved; motion by Vial, 2 nd by Dondero; passed unanimously; Wilensky abstained, as he did not attend that meeting.
4	Public Comment -- none
5	Board resolution needed to remove Megan Layhee from bank accounts as of 12/15/2021 – Board Resolution required. Motion to create Board Resolution to remove Megan Layhee from CHIPS bank accounts as of 12/15/2021 by Torgerson, 2 nd by Dondero, passed unanimously. Assignment: Jill to draft resolution and send around for signatures... will require another trip to the bank.
6	Financial Report (October) – <input type="checkbox"/> Documents attached <input type="checkbox"/> Taxes filed 11/15 <input type="checkbox"/> \$ in bank: \$57,112.38 Payroll maybe less this time <input type="checkbox"/> Outstanding invoices unpaid: \$ don't have this – fairly significant – ongoing work will continue on 2 projects in Hope Valley and Nevada; Yosemite extended season, have 2-3 more weeks work; working on Mariposa project. Longer season providing greater revenues than anticipated. Barely making payroll. Closed session will address this. <input type="checkbox"/> Current bills: \$38,849.49 + payroll – close to the bone. <input type="checkbox"/> Hoping for payments this week.
7	Field Report – Thurman Roberts <input type="checkbox"/> Training program update – see written report. <input type="checkbox"/> Sierra Forestry Consultants attended and spoke to familiarize BOD with their training options. Basic 32, CPR + 1 st aid, S212. <input type="checkbox"/> Brian Mulholland feels CHIPS is a good fit with their business; they do all trainings. Thurman spoke with their training coordinator about pricing and scheduling options; possible that they can provide majority of training for crews. Office in Oakhurst; local, lots of experience; one-stop shopping. <input type="checkbox"/> Current issues with project start and end dates; weather; hard to schedule; season cut short by fire but extended by fair weather; Vial and Roberts met yesterday to coordinate. Went to Yosemite to assess training needs. Crew members to complete some online trainings first, but need help with this, as they are not proficient with computers. Michael Pickard at SNC may provide laptops and materials, etc. Sierra Forestry Consultants presentation: <input type="checkbox"/> They are locals familiar with the area; They work with utility companies; SNC, NRCS, USFS, etc. <input type="checkbox"/> Willing to travel to Alpine/Woodfords, Butte, Lassen and Plumas. CHIPS has venues, but no trainers. Most trainings will take place Dec-Feb in the off season. <input type="checkbox"/> Meadows has been a qualified fire instructor since mid-90s; has taught multiple courses, basic 32, etc. <input type="checkbox"/> Sawyer and basic firefighter, and 1 st aid-CPR... but must be affiliated with a government agency to provide certifications. Unsure if his qualifications carry over to private sector. Need to determine this. <input type="checkbox"/> 1 st aid-CPR takes 4 hours. Sawyer = 3 days split between class and field; 3.5 days for both trainings.



Item	Agenda Item
	<ul style="list-style-type: none"> <input type="checkbox"/> Wilensky: CHIPS has contracts with several federal agencies; they have changed requirements, so we don't know what they are yet. <input type="checkbox"/> An S212 training by Brian was not completed (didn't finish field work day). Need to finish. Work with Brian. <input type="checkbox"/> Next steps: we have clear goals: CPR-1st aid is already set up with BBSI; primary interest is S212 and higher level sawyer training; many crew members have skills, but are not certified. They get raises for completing classes/certification, so that is an incentive. <input type="checkbox"/> We were asked for people with Basic 32-Red Card to deploy on fires, but they were uncertified. Kettja, Thurman, Wilensky to discuss scheduling trainings, assure recognition by federal partners, terms, payments, etc. <input type="checkbox"/> Next steps: Board authorizes Thurman, Kettja, Wilensky to move forward to develop contracts under SNC 952 and High Road funds. <input type="checkbox"/> Vial's comments: She will participate in training; is hazard tree removal covered in the course? Answer: It can be, but it is a matter of the certification process. Tree faller certification is agency-specific. Also, can you "train the trainer"? Answer: yes... discuss at the planned meeting next week. <input type="checkbox"/> Assignment: Thurman to meet with Tahoe Basin to determine requirements before meeting. <input type="checkbox"/> Motion to authorize Thurman, Kettja, Wilensky to move forward to develop contracts under SNC 952 and High Road funds by Torgerson; 2nd by Dondero; passed unanimously. <input type="checkbox"/> Assignment: Thurman to set up zoom call next week.
8	<p>Field Report – Kettja Bennett</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has met multiple times with all crews <input type="checkbox"/> Completing evaluations with each crew <input type="checkbox"/> Helping Thurman with crew contacts, rosters, timesheets, etc. <input type="checkbox"/> Also working with Dave on equipment and supplies movement <input type="checkbox"/> Wilensky: Kettja is more humble than reports require. She has visited each location more than once. Big improvement. Pace is great, is appreciated by crews. Look forward to her evaluation to improve productivity.
9	<p>Equipment Report – Dave Brant – absent – Wilensky filled in</p> <ul style="list-style-type: none"> <input type="checkbox"/> Been adding equipment for 2 new jobs (Mariposa blackberries) – hedge trimmers, saws, loppers, etc. <input type="checkbox"/> Working with CCC crews on other side of creek. Competition!!! <input type="checkbox"/> Skid Steer will be delivered on Monday. <input type="checkbox"/> Vehicle problems. SNC 952 will allow us to buy 4 trucks soon. Will swap out junkers. CCC has nicer vans! <input type="checkbox"/> Will be planting pine trees on eastern slope on Washoe land. Several hundred acres to plant/seed, hundreds of pine trees; special tools. 12 trees/hour/person... low bar.
10	<p>Admin Report - Micheau</p> <ul style="list-style-type: none"> <input type="checkbox"/> SAM registration finally completed <input type="checkbox"/> Grants update (document attached)
11	<p>Board Chair's Report - Wilensky</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update SNC 952 contract renegotiation and funds for vehicles – signed yesterday. Will provide funds for vehicles and stipends for attending training. \$100/training day incentive. <input type="checkbox"/> Update re ISWI – meetings next week <input type="checkbox"/> SI-High Road status – case manager needed now. Will be discussed in closed session. <input type="checkbox"/> Build Back Better Proposal – SI proposal for community scale biomass yard/hub; will fund infrastructure development. 5 other locations included. Still at the proposal stage. <input type="checkbox"/> County Planning Commission hearing Wednesday morning regarding BMEC application for conditional use permit for the 3mg power plant. Wednesday Broadwell law firm was there (virtually) to oppose. Stangl and Micheau attended. Stangl did a great job presenting technical



Item	Agenda Item
	<p>information... very professional. Broadwell’s arguments were dismissed because they filed too late, but they have submitted a request for documents, which indicates that they will appeal. They want to kill the project by delaying approval, thus undermining the existing funding stream. This firm represents building trades in San Francisco. They challenge EIRs unless we agree to hire their union workers. We want local hires to build plant and staff operations. Planning Commission defended CHIPS/Phoenix. It was great! They stood up for us!</p> <ul style="list-style-type: none"> <input type="checkbox"/> The next step will be a hearing before the County Supervisors. It will important for our full Board to be there. We all need to be there. If they delay or don’t pass our conditional use permit, financing will likely go away in May and the project will die. <input type="checkbox"/> CHIPS is the appropriate messenger (since we are local), not Phoenix. <input type="checkbox"/> Assignment: Board members to talk 1:1 to Supervisors -- This is the first “jobs” project that has come before the Supervisors. They are risk averse. We need to win them over or the project dies. <ul style="list-style-type: none"> o Gary Tofanelli – District 1 (xxx) o Jack Garamendi – District 2 (Wilensky) o Merita Callaway – District 3 (Dondero) o Amanda Folendorf – District 4 (xxx) o Benjamin Stopper – District 5 (xxx)
12	DISCUSSION: none
13	Wrap up – meeting closed 6:30 PM

BOARD MEMBERS MOVED TO CLOSED SESSION



**Calaveras Healthy
Impact Product
Solutions (CHIPS)**

December 2021

**Board of Directors Meeting
Open Session
Agenda and Minutes**



Board of Directors Meeting Agenda – OPEN Session

Wednesday, December 8, 2021 –5:30 – 6:00 PM

Note: Open session meeting will be brief – 5:30 – 6:00 PM – due to extended closed session for strategic planning

Item	Agenda Topic	Lead	Minutes	End Time
1	Call to order, quorum check, agenda overview <input type="checkbox"/> Review and adoption of December Agenda – motion accept in current form made and seconded. <input type="checkbox"/> Review and adoption of November Board Minutes - motion accept in current form made and seconded.	Wilensky	5	5:35
2	Financial Report <input type="checkbox"/> See charts <input type="checkbox"/> Questions?	Jones	5	5:40
3	Field Supervisor Report Yosemite reveg crew working this year; Big Sandy up at 8-10K level building bridges. National Forest. CHICO in a TEK training under SNC 952 with \$100 stipends and tribal money. And a park in Chico. Butte County Fire Safe Council asked to bid 2 projects, sole source, \$ 16K train on burn section of campfire with hazard trees. Just fall the trees, no need to move or treat. “From the Ground Up” owes us \$???. Out of funds, so no more CHIPS work for that organization. Washoe: Monday post-fire restoration on Washoe lands in Nevada. SW will send Jill the contract. 100 acres, fence, reseed, planting. LTBMU finished last week. Eric and Sam’s crews, 5-15 people on any given day. Donna to shop for materials	Bennett	5	5:45
4	Training Report SFC prepping for Chico training next week. Thurman will join 6:00 meeting to discuss training plans. Trainers are available that week. Want hazard tree certification out of this. Steve Meadows.	Roberts	5	5:50
5	Equipment and Maintenance Report -- none	Brant	5	5:55
6	Board Chair Report -- none	Wilensky	5	6:00
7	Meeting Adjourned	Wilensky		

Materials provided for advance review:

- Financial tables, charts



Board of Directors Meeting Minutes – OPEN Session

Wednesday, December 8, 2021 –5:30 – 6:00 PM

Note: Open session was very brief because the Board held a 4-hour planning session prior to the open session.

Item	Agenda Topic
1	Call to order, quorum check, agenda overview <input type="checkbox"/> Adopted December Agenda – motion to accept in current form made and seconded. <input type="checkbox"/> Adopted November Board Minutes - motion to accept in current form made and seconded.
2	Financial Report <input type="checkbox"/> Reports were distributed with agenda
3	Field Supervisor Report <ul style="list-style-type: none"> • Yosemite reveg crew working this year; Big Sandy working at 8-10K elevation building bridges. National Forest. • CHICO in a TEK training under SNC 952 with \$100 stipends and tribal money. • Additional work at a park in Chico. • Butte County Fire Safe Council asked to bid 2 projects, sole source, \$ 16K train on burn section of campfire with hazard trees. Just fall the trees, no need to move or treat. • “From the Ground Up” owes us money. Out of funds, so no more CHIPS work for that organization. • Washoe: Monday post-fire restoration on Washoe lands in Nevada. SW will send Jill the contract. 100 acres, fence, reseed, planting. • LTBMU finished last week. Eric and Sam’s crews, 5-15 people on any given day. • Donna to shop for materials
4	Training Report SFC prepping for Chico training next week. Thurman will join 6:00 meeting to discuss training plans. Trainers are available that week. Want hazard tree certification out of this. Steve Meadows.
5	Equipment and Maintenance Report -- none
6	Board Chair Report -- none
7	Meeting Adjourned