

**Northeastern California Forest Biomass Authority
Regular Meeting of the Board of Directors**

MEETING DATE: March 19, 2026, at 2:00 PM

Primary Meeting Location:

Fall River Resource Conservation District Office
44327 CA-299, McArthur, CA 96056

Alternate physical teleconference meeting locations:

Western Shasta Resource Conservation District Office
6270 Parallel Rd, Anderson, CA 96007

Shasta Valley Resource Conservation District Office
215 Executive Ct A, Yreka, CA 96097

Meeting Link:

<https://us06web.zoom.us/j/81239823840?pwd=CxlJkorgtvo0JcQPDIgu1bv2XlyAof.1>

Meeting ID: 812 3982 3840

Passcode: 420814

Board of Directors:

Tim Babcock (Pit RCD) – Chairperson
Michael Luiz (Shasta Valley RCD) – Vice Chairperson
Don Martin (Fall River RCD) – Treasurer
Bob Bailey (Western Shasta RCD)
Camille Swezy (non-board member) - Secretary

AGENDA

- I. Call to Order Regular Meeting
- II. Swear-in New Board Members (Fall River and Pit) for 2026
- III. Approval, Addition, or Deletions to the Agenda
(If any) in accordance with Section 54953.2(b)(2) of the Government Code-Brown Act, two-thirds vote is required for action items. Upon a determination of a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those present, a unanimous vote of those present, additions may be added to the agenda if the need of taking action arose after the agenda was posted.
- IV. Approval of Meeting Minutes

- V. Open Public Comment.
Persons may address the Board on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. The Board is not permitted to take any action on items addressed under Public Comment.
- VI. Staff Report: Mike Luken and Josette Luken (MNJ Advisors)
(1) Approval of the Comprehensive Administrative and Financial Startup Manual as NCFBA's governing administrative and financial policy framework;
(2) Amend NCFBA Bylaws Section 4.2 to authorize the Executive Director to approve and execute agreements up to \$150,000, provided the agreement complies with Board policy and the expenditure is contained within the Board-adopted current budget;
(3) Appointment of Camille Swezy as Secretary of the Board and Interim Executive Director of NCFBA, and authorization for the Chair to execute a Personal Services Agreement with Ms. Swezy at \$120/hour plus direct expenses for an initial six-month term renewable for a second six-month term;
(4) Authorization for the Executive Officer to establish operating, reserve, and grant advance bank accounts with Tri Counties Bank;
(5) Authorization for the Executive Officer to obtain competitive bids for all required insurance products and authorization for the Board Chair to execute agreements with the risk management authority offering the lowest cost and best coverage, in an amount not to exceed \$4,000 per year;
(6) Adoption of the NCFBA Fiscal Year 2025–2026 partial-year Operating Budget with revenue of \$10,000 in Member Agency dues and expenditures of \$2,250, resulting in a \$7,750 carryover to FY 2026–2027; and
(7) Adoption of the NCFBA Fiscal Year 2026–2027 Operating Budget with total revenue of \$37,750 (including \$20,000 in seed contributions from Pit River RCD and Shasta Valley RCD) and total expenditures of \$37,750 (including \$1,000 for legal services and a \$23,250 reserve contribution of which \$20,000 is designated as potential matching funds for an operating grant), resulting in a balanced budget.
- VII. Staff Report: Camille Swezy (Mule Ears Consulting) and Christiana Darlington (CLERE Inc)
Funding update
- VIII. Reports from board members
- IX. Report from Interim Executive Director
- X. Adjournment