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

MEETING DATE: September 22, 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:

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

1. Call to Order Regular Meeting

2. 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.

3. Approval of Meeting Minutes

4. 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.

5. Action Items
    a. Adoption of Board Policies (Resolution 2026-02 to 07, OR Consolidated Resolution 2026-02 and Resolution 2026-03 on Conflict of Interest)
        i. Purchasing Policy (Board Policy 2026-01)
        ii. Records Retention and Destruction Policy (Board Policy 2026-02)
        iii. Contracting Policy (Board Policy 2026-03)
        iv. Reimbursement and Financial Incidental Expense Policy (Board Policy 2026-04)
        v. Insurance Maintenance Policy (Board Policy 2026-05)
        vi. Conflict of Interest Code (Board Policy 2026-06)
        vii. Investment of Public Funds Policy (Board Policy 2026-07)
    b. Establish Community Project Committee
        i. Per Section 6.1 of the Bylaws: The Board shall establish a Community Project Committee to review and propose new JPA projects in partnership with the Executive Director, and bring project lists to the Board on a regular basis.
    c. Review CLERE Inc Memorandum on Authority and Recommended Process for Retaining Legal Services; Discuss and Possible Action
    d. Review CLERE Inc Memorandum on The Value of Retaining CLERE Inc. as Strategic Counsel and Biomass Advisor; Discuss and Possible Action
    e. Change Audit Requirement to Biennial: Discuss and Possible Action to Amend JPA Agreement Section 5.6(a) and NCFBA Startup Manual Section 14.
        i. Permissible per CA Government Code Section 6505(f). Unanimous board approval required.

6. Staff Reports
    a. Financial Reports
    b. Banking Update: Note revision of Resolution 26-01 on banking to adhere to Tri Counties Bank policy
    c. Cost Allocation Plan Development (per Startup Manual Section 4.10)
    d. Update on Personal Services Agreement for Interim Executive Director
    e. Update on Insurance Policy
    f. Funding Update
    g. Website
    h. Proposed NCFBA Programming and Projects

7. Reports from Board Members

8. Adjournment