

**MEMORANDUM OF UNDERSTANDING BETWEEN
RCAP LOCAL AGENCIES AND
PARTNER JPA'S
REGARDING ESTABLISHMENT OF THE REGIONAL CLIMATE COMMITTEE AND
CLIMATE PROGRAM MANAGER**

This Memorandum of Understanding (“MOU”) is entered into and made effective as of _____, 2026 (“Effective Date”) by and among some or all of the local agencies identified below. Each of the agencies referenced below is referred to herein individually as an “Agency” and collectively as the “Agencies.” Each of the signatories to this Agreement is referred to herein as a “Party” and collectively as the “Parties”.

Municipal Jurisdictions:

City of Arcata (“Arcata”)
City of Blue Lake (“Blue Lake”)
City of Eureka (“Eureka”)
City of Ferndale (“Ferndale”)
City of Fortuna (“Fortuna”)
City of Rio Dell (“Rio Dell”)
City of Trinidad (“Trinidad”)
County of Humboldt (“County”)

Joint Powers Authorities (JPAs):

Humboldt County Association of Governments (“HCAOG”)
Humboldt County Transit Authority (“HTA”)
Humboldt Waste Management Authority (“HWMA”)
Redwood Coast Energy Authority (“RCEA”)

BACKGROUND RECITALS AND SHARED GOALS

- A.** The Agencies have collaborated in development of a comprehensive Regional Climate Action Plan (“RCAP”) to address greenhouse gas (“GHG”) emissions generated within the Humboldt County region. The RCAP and final environmental impact report were completed by the County and adopted by its Board of Supervisors on December 16th, 2025, and adopted by the other Municipal Jurisdictions on the following dates:

Arcata:
Blue Lake:
Eureka:
Ferndale:
Fortuna:
Rio Dell:
Trinidad:

- B.** The RCAP establishes a regional goal to reduce GHG emissions 40 percent by 2030 in line with Statewide targets of Senate Bill 32 and provides measures and actions to achieve this goal. In addition, the RCAP establishes a longer-term regional goal of achieving carbon neutrality by 2045, consistent with the Statewide goals of Assembly Bill 1279; and quantitative efficiency thresholds for use in evaluating whether the GHG emissions of an individual plan or project would result in a potentially significant environmental impact under the California Environmental

Quality Act (“CEQA”) for plans or projects with pre-2030 buildout or initial operation years (“GHG Emissions Thresholds”). The overall purpose of the RCAP and CEQA GHG Emissions Thresholds is to prepare, adopt, and implement a qualified GHG reduction plan that may be utilized for mitigating and tracking Countywide GHG emissions as well as for streamlining CEQA GHG analyses for future projects within the Humboldt County region that are required to undergo CEQA review.

- C. A cornerstone strategy of the RCAP is the establishment of a coalition between jurisdictions and key organizations to guide a regional approach to climate-related challenges through coordinated efforts. Based on this, creation of a Regional Climate Committee (“Committee”) comprised of elected officials from each of the Municipal Jurisdictions and JPA’s to be responsible for implementing RCAP measures and actions is the first RCAP strategy to be implemented. The purpose of the Committee is to foster collaboration and coordination among the region to address climate-related challenges and implement effective climate action strategies by leveraging collective expertise, resources, and efficiencies to tackle climate change at a regional level. The Committee will support RCAP implementation through information sharing, coordination of RCAP efforts, development of joint initiatives to reduce GHG emissions, support and pursue funding, and promote sustainable development practices. Additionally, the Committee will develop and provide models, pilot programs, and template policies or ordinances that enable each jurisdiction in the region to implement uniform changes and facilitate local communities in making the necessary structural adjustments to reduce GHG emissions.
- D. The RCAP also calls for the creation of a Climate Program Manager (“Manager” or “Program Manager”) to lead the coordination efforts of the Committee, and to coordinate with staff of the participating jurisdictions and agencies to undertake the work of the Committee. Under the RCAP, the Program Manager is intended to represent a larger staff need to fulfill the mission of the Committee to obtain funding to support several staff in implementing and tracking the RCAP. Additionally, the RCAP charges the Manager with developing annual progress reports on RCAP implementation for City Councils and County Supervisors to measure progress and establish accountability in achieving RCAP emissions reduction goals.
- E. This MOU seeks to establish the framework for establishing the Committee and funding the Regional Climate Program Manager.

NOW THEREFORE, based on these Background Recitals and Shared Goals, the Parties enter into the following Memorandum of Understanding:

- 1. **Purpose.** The purposes of this MOU are to collaborate in the following endeavors:
 - i. Establishing an operational framework for the Regional Climate Committee;
 - ii. Developing a sustainable funding mechanism for the Regional Climate Committee and the Climate Program Manager.
- 2. **Host Agency.** To facilitate the successful outcome of the RCAP, RCEA agrees to host the Climate Program Manager (“Manager”), and provide administrative support to the Regional Climate Committee (“Committee”) and advisory committees created by the Committee. The Manager shall be an employee of RCEA and no other Party to this MOU when acting in the capacity of Regional Climate Manager. The RCEA Board shall serve as the final decision maker for any RCAP grants, contracts, or other agreements where RCEA is the prime applicant or party to the

contract or agreement. RCEA's funding commitment as the RCAP host Agency is set forth in the Funding Commitment Schedule, attached hereto as Exhibit A and incorporated herein.

3. **Regional Climate Committee.** The Committee will be responsible for implementing RCAP measures and actions. The Committee structure shall be as follows:
 - a. **Committee Membership.** The RCEA Board of Directors, which includes representation from the County and each City as well Tribal nations, together with an elected official appointed from and by each of the Boards of Directors of HWMA, HTA and HCAOG shall be the acting Regional Climate Committee. Each official appointed to the Regional Climate Committee (a "Member", or "Committee Member") is charged with addressing climate change at a coordinated regional level to implement the RCAP.
 - b. **Quorum.** A majority of the total number of Committee Members shall constitute a quorum for conducting business.
 - c. **Voting.** Each Committee Member shall have one equal vote. Alternate representatives may only vote in the absence of the primary representative from that Agency. Completion of any action of the Committee shall require the affirmative vote of the Members present.
4. **Committee Operational Rules, Bylaws.** The Committee may establish by unanimous vote any additional, non-conflicting operational protocols, guidelines, or procedures as necessary to facilitate its operations (the "Bylaws"). The Committee shall function in accordance this MOU and any Bylaws. Bylaws shall be amended only upon approval by a unanimous vote of the Committee.
5. **Regional Climate Program Manager.**
 - a. **Sustainable Funding of Position.** The Manager is a cornerstone strategy of the RCAP. Establishing sustainable funding for the Manager shall be a priority of the Committee. Funding can occur as direct annual financial contributions from the Municipal Jurisdictions and/or commitments of matching contributions on grant applications that may include funding for all or a portion of the manager position.
 - b. **Primary Duties.** Using the RCAP as a strategic planning document the Manager will generally:
 - i. Plan, organize, oversee, coordinate, and manage the RCAP programs, projects, and activities including facilitating RCAP Committee activities;
 - ii. Identify and pursue external funding opportunities;
 - iii. Serve as administrative manager of multi-agency programs;
 - iv. Serve as a liaison and foster cooperative working relationships with a variety of internal and external stakeholders, partners, and contracted service providers;
 - v. Coordinate with staff of the participating jurisdictions and agencies to undertake the work directed by the Committee.
 - vi. Deliver annual progress reports to City Councils and County Supervisors to measure progress and establish accountability in achieving RCAP emissions reduction goals

- c. Interaction with Committee. The Manager will provide staff support to the Committee including ensuring compliance with the California Ralph M. Brown Act and other applicable laws.
- 6. **Regional Climate Technical Advisory Committee.** Each Agency may choose to designate staff to participate in a Regional Climate Technical Advisory Committee (“TAC”). The purpose of the TAC is to provide input to the Manager and Committee.
- 7. **Shared Funding Commitments to Support RCAP and the Climate Program Manager.**
 - a. Principles of Shared Commitment to Sustainably Fund the Regional Climate Program Manager:
 - i. The Regional Climate Action Plan calls for the creation of a regional Climate Program Manager position to lead and coordinate the implementation of the Regional Climate Action Plan;
 - ii. A Regional Climate Program Manager position would provide for regional efficiencies and cost-savings in completing the work outlined in the Regional Climate Action Plan;
 - iii. The successful region-wide implementation of the RCAP is a shared responsibility;
 - iv. Shared financial responsibility is most equitably determined using the total population of the County and the percentage residing within each Municipal Jurisdiction.
 - v. RCEA created a Regional Climate Program Manager position within RCEA with the understanding that Municipal Jurisdiction contributions would be required to sustainably fund the position.
 - b. Municipal Jurisdiction Commitments. Municipal Jurisdictions agree to contribute funds to support the Program Manager in the amounts set out in Exhibit A, Funding Commitments.
 - c. Fiscal Year Commitments. Proportional funding contributions by each Municipal Jurisdiction prorated by population are set out in Exhibit A, Funding Commitments. Any Party seeking to reduce its proportionate funding commitment for fiscal years 2027-2028 through 2029-2030, shall notify RCEA and the other Parties no later than March 15 before the start of the following fiscal year to allow the other Parties adequate time for budget planning. In such event, the other Municipal Jurisdictions shall increase their annual commitments in total amount equal to the reduced commitment, with each Municipal Jurisdiction’s increased contribution prorated based on population.
- 8. **MOU Term, Early Withdrawal.** This MOU shall terminate on December 31, 2030, unless extended by mutual written agreement of the Parties. Any Party may withdraw from this MOU and participation in the Regional Climate Committee at any time by providing at least ninety (90) days’ advance written notice to the Program Manager and the Regional Climate Committee. A Party electing to withdraw from this MOU shall remain responsible for all funding commitments

such Party made prior to delivering notice of withdrawal from the MOU. RCEA may withdraw from the MOU, and withdraw its support as host, for any reason whatsoever upon written notice from RCEA by providing at least at ninety (90) days advance written notice explaining the reasons for early withdrawal.

9. MOU Modifications. This MOU may only be modified by a written amendment executed by the Parties. Notwithstanding the foregoing, Exhibit A, Funding Commitments may be amended by simple majority of the Regional Climate Committee. Any such amendments shall automatically replace the Funding Commitments attached to this Agreement. RCEA shall distribute the Amended Contribution Schedule to all Parties.

10. Effective Date. This MOU shall become effective on the date that it is executed by a sufficient number of Municipal Jurisdictions whose respective populations together represent at least 85% of the overall population of Humboldt County as determined by the April 1, 2020 Population Census for Humboldt County .

WITNESSETH, each Agency signing below has duly approved and adopted this Memorandum of Understanding in accordance with its respective requirements and duly authorized its execution.

Signatures on following pages

City of Arcata:

By: _____
Title: _____
Date: _____

City of Blue Lake:

By: _____
Title: _____
Date: _____

City of Eureka:

By: _____
Title: _____
Date: _____

City of Ferndale:

By: _____
Title: _____
Date: _____

City of Fortuna:

By: _____
Title: _____
Date: _____

City of Rio Dell:

By: _____
Title: _____
Date: _____

City of Trinidad:

By: _____
Title: _____
Date: _____

County of Humboldt:

By: _____
Title: _____
Date: _____

Humboldt County Association of Governments:

By: _____
Title: _____
Date: _____

Humboldt County Transit Authority:

By: _____
Title: _____
Date: _____

Humboldt Waste Management Authority:

By: _____
Title: _____
Date: _____

Redwood Coast Energy Authority:

By: _____
Title: _____
Date: _____

Exhibit A
Funding Commitments

This schedule of Funding Commitments identifies the individual funding commitments made by the Parties.

RCEA Commitment to Host Regional Climate Committee and Climate Program Manager:

RCEA commits to host the Regional Climate Committee and by providing the following support (% refers to % of hours devoted to):

- Executive Director- 5% – Participate in high-level RCAP activities with internal staff and regional partners.
- Department Director- up to 40% – Lead launch of Regional Climate Committee and Technical Advisory Committee, engage with regional partners, lead initial grant efforts, supervise RCAP program manager.
- Community Strategies team- 5-10% – Support educational events, regional convenings, and outreach activities related to the RCAP.
- Clerk- 15%- Provide Clerk functions for Regional Climate Committee and RCAP Technical Advisory Committee.
- Miscellaneous: Climate Program Manager office and computer equipment, printing, outreach supplies.

Estimated value: \$144,443 annually.

Note: % refers to percent of hours estimated to be spent on RCAP activities for the varying job classifications. Miscellaneous costs are estimated to be \$5,000.

Regional Climate Program Manager to be funded through Contributions. Cost Breakdown:

Estimated Salary Range: \$105,367 - \$128,075 (FY 25/26 dollars, five 5% salary steps) + 40% annual salary for benefits.

Assumes position starts at Step 1.

Year	Salary +Benefits
FY 26/27	98,342.53 Assumes a start date of November 1, 2026, or 8 months of FY.
FY 27/28	154,889
FY 28/29	162,634
FY 29/30	170,766

Year 1: FY 26/27

For Fiscal Year 26/27, the Cities of Arcata and Eureka, and the County of Humboldt shall contribute the amounts set forth below. Year 1 has reduced staffing costs because it assumes only 8 months of the position being filled but has the added cost of \$25,000 for climate tracking software. RCEA will invoice quarterly once position is hired.

FY 26/27 total cost \$123,342.50.

Breakdown by population:

Arcata	19,001	16%	\$ 20,274.68
Eureka	26,122	23%	\$ 27,873.01
County	70,471	61%	\$ 75,194.81
Total	115,594	100%	\$ 123,342.50

Years 2 – 4: FY 27/28 through 29/30

Agency	Population	Percent	FY 27/28	FY 28/29	FY 29/30
Arcata	19,001	14.2%	\$ 21,993.13	\$23,092.79	\$ 24,247.43
Blue Lake	1,136	0.8%	\$ 1,314.89	\$1,380.63	\$ 1,449.66
Eureka	26,122	19.5%	\$ 30,235.50	\$31,747.27	\$ 33,334.63
Ferndale	1,361	1.0%	\$ 1,575.32	\$1,654.09	\$ 1,736.79
Fortuna	12,198	9.1%	\$ 14,118.85	\$14,824.79	\$ 15,566.03
Rio Dell	3,232	2.4%	\$ 3,740.95	\$3,928.00	\$ 4,124.40
Trinidad	296	0.2%	\$ 342.61	\$359.74	\$ 377.73
Unincorporated Area	70,471	52.7%	\$ 81,568.24	\$85,646.65	\$ 89,928.99
	133,817	100%	\$ 154,889.49	\$162,633.96	\$ 170,765.66