

EXHIBIT A

DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

Background

The Mendocino County Board of Supervisor ("BOS") shall appoint a Mendocino County Climate Action Advisory Committee ("Committee") to make recommendations regarding the implementation of a **Mendocino County Sustainability and Climate Action Program** ("Program"). The Program shall be based on "*Mendocino County's Commitment and Mission to Fight Climate Change*" (Exhibit E), which the BOS has adopted in principle. The Program's main objectives are to initiate County-wide goals, policies, and actions that will reduce Greenhouse Gas (GHG) emissions, increase carbon storage throughout the County, prepare Mendocino County residents to reduce, prevent, and/or recover from climate caused natural disasters. The Committee and Program will serve as a model, partner, and source of inspiration to other jurisdictions to address the challenge of confronting the demands of climate change. The agreement will be for one-year from the last BOS signature on the contract.

Purpose

The purpose of this contract is for Mendocino County ("County") to fund the Program in cooperation with the Mendocino County Resource Conservation District (MCRCD). A member of the Committee is encouraged to serve as an Associate Director of the MCRCD Board to provide connectivity between the MCRCD and the Committee, thereby ensuring a complementary alignment and progress towards the implementation of the Committee's vision.

The MCRCD will hire a Program Manager who will work in direct support of the Program and the Committee Chair and work consistent with this Description of Services. MCRCD's hiring process (job description, qualifications, evaluations) will include one representative of the Committee. The funding from this contract will cover the costs for the new Program Manager and some MCRCD staff time to collaborate on the Program, and ancillary Program costs. (See Exhibit B for detailed budget). The Program Manager will be an employee of the MCRCD and subject to the roles, responsibilities, and limitations of the MCRCD organization and its mission. *The mission of the MCRCD is to conserve, protect and restore wild and working landscapes to enhance the health of the water, soil, and forests of Mendocino County.* The MCRCD is a Special District under Division 9 of the California Public Resource Code. At the start-up of the Program, the Program Manager, in support of the Committee, may have incidental involvement with focus areas that are broader than those of the MCRCD. After this initial period, the Focus Groups will thereafter operate independently in coordinating with the Committee, such as conducting public outreach, gathering information, and researching and developing proposals for the Committee to consider.

The Program will focus on the areas identified and prioritized by the Committee, which may include, but are not limited to:

- GHG emissions reduction
 - Energy
 - Transportation
 - Land use
 - Existing and new development
 - Solid waste
- Carbon Storage
 - Agricultural land
 - Forests
 - Rangelands
 - Ocean, coastal and near shore ecosystems
 - Water courses, riparian and wetlands
 - Land uses
- Community climate change preparedness
 - Climate hazard reduction, and disaster recovery preparation solutions;
 - Coordination with relevant agencies to develop climate hazard preparedness.

The MCRCD, through the Program, shall provide the following services for the County, and the Program Manager shall distribute work tasks according to these approximate percentages:

Program Development	25%
Grant Writing	25%
Meeting Attendance	15%
Administrative Support	20%
Public Outreach and Social Media	10%
Administration	5%

The Program goals include, but are not necessarily limited to, the bulleted items listed below. Successful Program implementation is contingent on BOS approval of Committee recommendations and identification of funding. Evaluation criteria for the Program Manager will be defined in a formal employee performance plan, which can be developed in collaboration with the Committee Chair, or Committee delegate. The Chair, or delegate, may participate in the evaluation of employee performance prior to the end of the contract.

The Program manager may be expected to engage in the following activities:

Program Development (25%)

- Establish the Program for the County at MCRCD, including overarching vision, mission, goals, and organizational structure.

- Develop plan for establishing a current GHG emissions and carbon storage assessment “baseline” for Mendocino County.
- Facilitate priority projects to lower GHG emissions and increase carbon storage based on the assessment.
- Set short-term and long-term targets for GHG emissions reduction and carbon storage.
- Develop and implement monitoring protocols.
- Support the County’s development of climate caused disaster preparedness plans.
- Estimate costs and talent needed to assess and implement the priority projects and tasks of the Program.
- Invite businesses, schools, agencies, Tribes, non-profits, communities, neighborhoods, and individuals to participate in the assessments, monitoring and review of project proposals and actions.
- Prepare reports and documentations as required by grants, regulations, MCRCD and the County.
- **Grant Writing (25%)**
 - Research, prioritize and submit grant applications to fund key projects.
- **Meeting Attendance (15%)**
 - Attend Committee meetings and collaborate with the Chair to facilitate meeting requirements and help ensure efficient and effective meetings, and relevant and timely deliverables.
 - Attend MCRCD Board and Staff meetings to coordinate MCRCD staff support for the Program and help develop funding strategies for the comprehensive and long-term sustainability of the Program.
- **Administrative Support (20%)**
 - Support the on-going operation of the Committee and support the Chair with administrative tasks.
 - Develop, in cooperation with the Chair, the Committee meeting agendas and postings, as required by the Brown Act.
 - Capture and distribute Action Minutes of the Committee.
 - Retain and archive public records generated by or presented to the Committee.
 - Support initiation of Subcommittees and Focus Groups which shall become self-sustaining without ongoing support from the Program Manager.
- **Public Outreach, Education, and Social Media (10%)**
 - Serve as the point of contact for the Chair
 - Develop Program materials to communicate to the Public on goals and activities of the Program committee and what Mendocino County residents and businesses can do to contribute.
 - Develop and maintain the Program’s and Committee’s websites.

- Network throughout the state and region with organizations (governments, agencies, NGOs) for information sharing.
- **Administration (5%)**
 - Communicate and collaborate with MCRCD employees on Climate activities in all programs. Prepare and account for Program budget, timesheets, monthly progress reports, attend mandatory trainings, and other responsibilities of an MCRCD employee and accountable contractor to the County.
 - Attend MCRCD Board and Staff meetings to help develop a comprehensive and long-term sustainment of the Program.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

1. CONTRACTOR shall be compensated at the billable rates and allowable program components below.

Sustainability and Climate Action Program – Annual Costs		
Program Manager (PM)	Base Salary (\$29.57/hr)	\$61,500
	Full Benefits	\$17,510
	Indirect costs (20%)	\$15,802
	<i>PM Annual Salary subtotal:</i>	\$94,812
Start-up Costs (one-time)	Computer, cell phone, supplies	\$3,000
MCRCD Staff Collaboration	~100 hrs @ \$100/hr	\$10,000
Travel, Mileage, Conferences	Attend County-wide events	\$1,200
GIS Computer usage and plotting	Specialized resources support	\$1,000
Education, Media, and other outreach material costs	Media host and misc. supplies costs	\$500
	Total Program cost estimate:	\$110,512

2. Mileage will be paid at the IRS reimbursable rate (\$.58/mile for 2019).

3. The Program Manager, in collaboration with the MCRCD Business Manager, shall submit monthly invoices describing the tasks performed, the numbers of hours worked, and the total charges. Billing for services is expected to be completed within thirty (30) days of service provisions.

4. MCRCD shall send invoices to

County of Mendocino
501 Low Gap Road, Room 1010
Ukiah, CA 95482
Attn: Darcie Antle

5. Payment under this AGREEMENT shall not exceed one hundred ten thousand five hundred twelve (**\$110,512**) dollars for the term of this AGREEMENT.

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, Contractor's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D

MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please contact Margaret Yates yatesm@mendocinocounty.org or 707-234-6869.

Additional information regarding the Bank of America Program is also available at:

http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general--vanity--sg01vn000r_epayablesvendors--na

EXHIBIT E

MENDOCINO COUNTY'S COMMITMENT AND MISSION TO FIGHT CLIMATE CHANGE

WHEREAS:

- The United Nations Intergovernmental Panel on Climate Change (IPCC) has stated in their 8 October 2018 report that "Limiting global warming to 1.5°C above pre-industrial levels would require rapid, far-reaching and unprecedented changes in all aspects of society". "We are already seeing the consequence of 1° C of global warming through more extreme weather, rising sea levels, and diminishing Arctic sea ice, among other changes". "Global net human-caused emissions of carbon dioxide (CO2) would need to fall by about 45 percent from 2010 levels by 2030, reaching 'net zero' around 2050".
 - It is widely recognized and understood that climate change has a disproportionate negative impact on the world's poor and marginalized citizens yet requires the most significant change in behavior from wealthier citizens.
 - Among the catastrophic natural disasters facing Mendocino County due to climate change are, and will continue to be, severe drought, devastating wildfires, flooding, severe impacts on coastal near shore ecosystems, and coastal sea level rise. In the past few years Mendocino County has been impacted by the drought of 2015, wildfires of 2017 & 18, and the floods of 2019.
 - The cost of reacting to climate change disasters will continue to rise in terms of the loss of tax revenue, increase of staff time managing states of emergency and the need for human services, repairing environmental damage, and removing toxic debris.
 - Mendocino County can take proactive steps to reduce the risks associated with climate change and contribute to both California's climate change initiatives and the global need for the reduction of Greenhouse Gas (GHG) emissions and increase of carbon storage capacity.
- Mendocino County's citizens and businesses have proven through ballot initiatives, voluntary sustainability initiatives and corporate sustainability commitments that they are ready and willing to meet the challenges to combat climate change. Mendocino County citizens have voted to reduce the use of herbicides and to eliminate the growing of GMOs. Mendocino County has been on the leading edge of organic and biodynamic farming and natural grass and organically fed food animal production, solar power use, stream and habitat restoration and voluntary forestry certification. Additionally, corporate retailers doing business in Mendocino County have stated commitments to environmental sustainability and social responsibility.

THEREFORE BE IT RESOLVED that the Mendocino County Board of Supervisors establish a Climate Action Advisory Committee whose mission is to set in motion County-wide goals, policies and actions that will reduce GHG emissions; that will increase carbon storage throughout the County, and that will prepare Mendocino County residents to reduce or prevent, and to recover from or to better cope with climate-caused disasters, and; to serve as a model, partner, and source of inspiration to other jurisdictions to take on the challenge of confronting the demands of climate change.

IMPLEMENTATION OF THE MISSION:

1. The Mendocino County Board of Supervisors shall establish a Climate Action Advisory Committee. The Committee will:

- Convene public meetings throughout Mendocino County;
- Gather information, and explore and recommend solution-based actions;
- Address comprehensive climate caused disaster-preparedness in coordination with Mendocino County Office of Emergency Service (OES) and Mendocino Fire Safe Council;
- Undertake specific tasks to accomplish these goals, including:
 - Establish a current GHG emissions and carbon storage assessment “baseline” for Mendocino County;
 - Establish priority projects to lower GHG emissions and increase carbon storage based on the assessment;
 - Set short-term and long-term targets for GHG emissions reduction and carbon storage;
 - Develop and implement monitoring protocols;
 - Assist OES in the development of a climate caused disaster preparedness plan;
 - Estimate costs and talent needed to assess and implement the above tasks;
 - Invite businesses, schools, agencies, Tribes, non-profits, communities, neighborhoods, and individuals to participate in the assessments, monitoring and review of project proposals and actions.
- Be comprised of public members who acknowledge that it is a scientific fact that human behavior has accelerated global warming contributing to the Earth’s changing climate, including:
 - Members with Tribal, social, environmental, climate, business and financial background including those with technical expertise in focus areas articulated below, and;
 - Representation from geographically diverse communities and across the social spectrum.
- Focus on the following areas:
 - GHG emissions reduction
 - Energy
 - Transportation
 - Land use

- Existing and new Development
 - Solid waste
- Carbon Storage
 - Agricultural land
 - Forests
 - Rangelands
 - Ocean, coastal and near shore ecosystems
 - Water courses, riparian and wetlands
 - Land uses
- Community climate change preparedness
 - Focus on climate hazard reduction, and disaster recovery preparation solutions;
 - Coordinate with relevant agencies to develop climate hazard preparedness.

2. The Mendocino County Board of Supervisors shall provide staff support and expertise and shall allocate funds to support the activities of the Climate Action Advisory Committee when needed.

3. The Mendocino County Board of Supervisors shall implement climate action policies that govern activities within the County's authority and initiate a County General Plan Update that will incorporate the recommendations of the Climate Action Advisory Committee into the goals and policies of the County General Plan, including adding one or more additional General Plan Elements, if necessary, to capture the social, economic, environmental and safety demands of a rapidly changing climate.

4. The Mendocino County Board of Supervisors shall establish an Office of Sustainability and Climate Action that will oversee and carry forward the recommendations of the Committee, once the Committee's recommendations have been adopted by the Board of Supervisors.

5. The Mendocino County Board of Supervisors shall provide County-wide leadership, inspiration and on-going encouragement to achieve the goals, policies and actions established through this process.

6. The Mendocino County Board of Supervisors shall prioritize this bold climate strategy to cap and reduce GHG emissions in an immediate timeframe to protect the lives and livelihoods of Mendocino County residents and future generations.

EXHIBIT F

MENDOCINO COUNTY SUSTAINABILITY AND CLIMATE ACTION PROGRAM ORGANIZATIONAL CHART

