

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
FROM: WSU Jefferson County Extension
DATE: March 7th, 2011
RE: Washington State University Appendix A to Memorandum of Agreement

STATEMENT OF ISSUE:

The Marine Resources Committee has outreach and educational tasks to fulfill and wants to utilize the expertise, resources and volunteers of the Washington State University Beach Watcher/Shore Stewards programs by hiring the WSU Beach Watcher Coordinator on several tasks specifically named in the current grant with the Washington State Department of Ecology.

ANALYSIS:

Some current MRC projects require BW volunteers and coordination of those volunteers as well as outreach and education to the community. The WSU Beach Watcher Coordinator has the education, background and availability to work on this project. The Beach Watcher Coordinator is also the Vice Chair of the Marine Resources Committee and familiar with its needs and requirements.

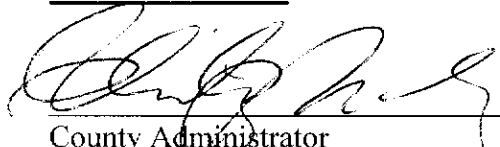
FISCAL IMPACT:

None. Grant funded. *The Jefferson Extension states this is an eligible expenditure of MRC grant funds from the Northwest Stewards Commission.*

RECOMMENDATION:

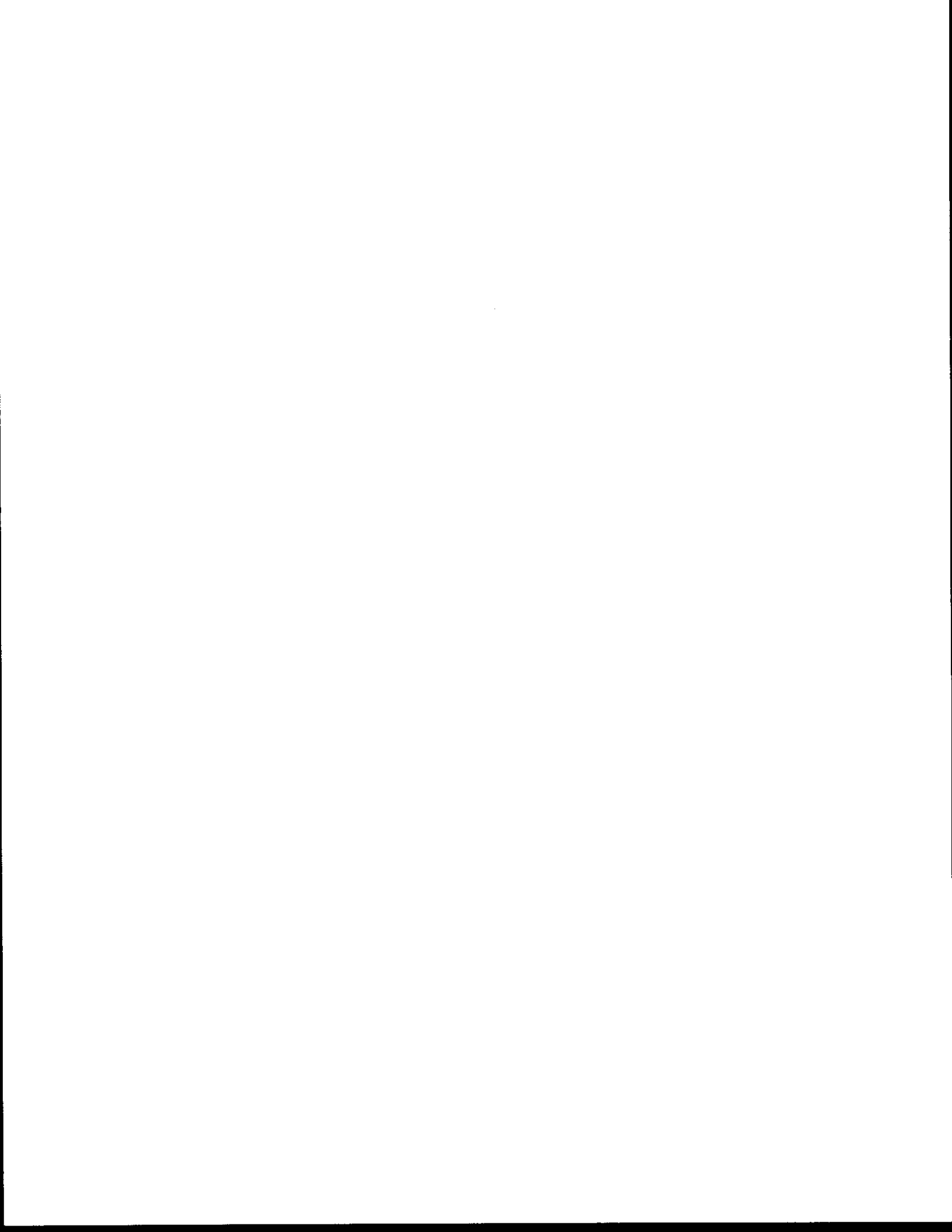
We request that three originals of this contract be approved and signed by the Jefferson County BOCC.

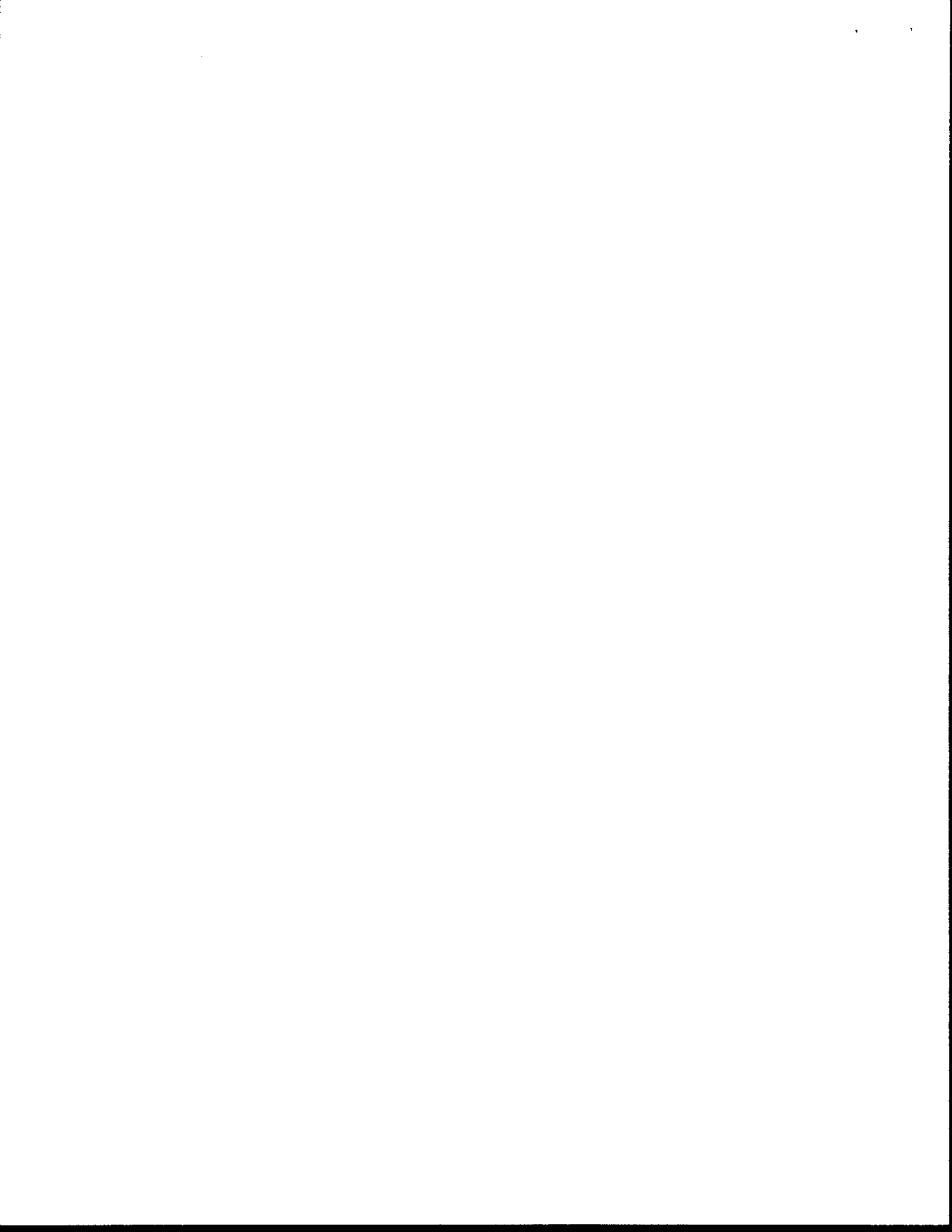
REVIEWED BY:



County Administrator

2/28/11
Date





Contract No. 14F-4130-0116

County Jefferson

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY COOPERATIVE EXTENSION

and

Jefferson County

I. Background

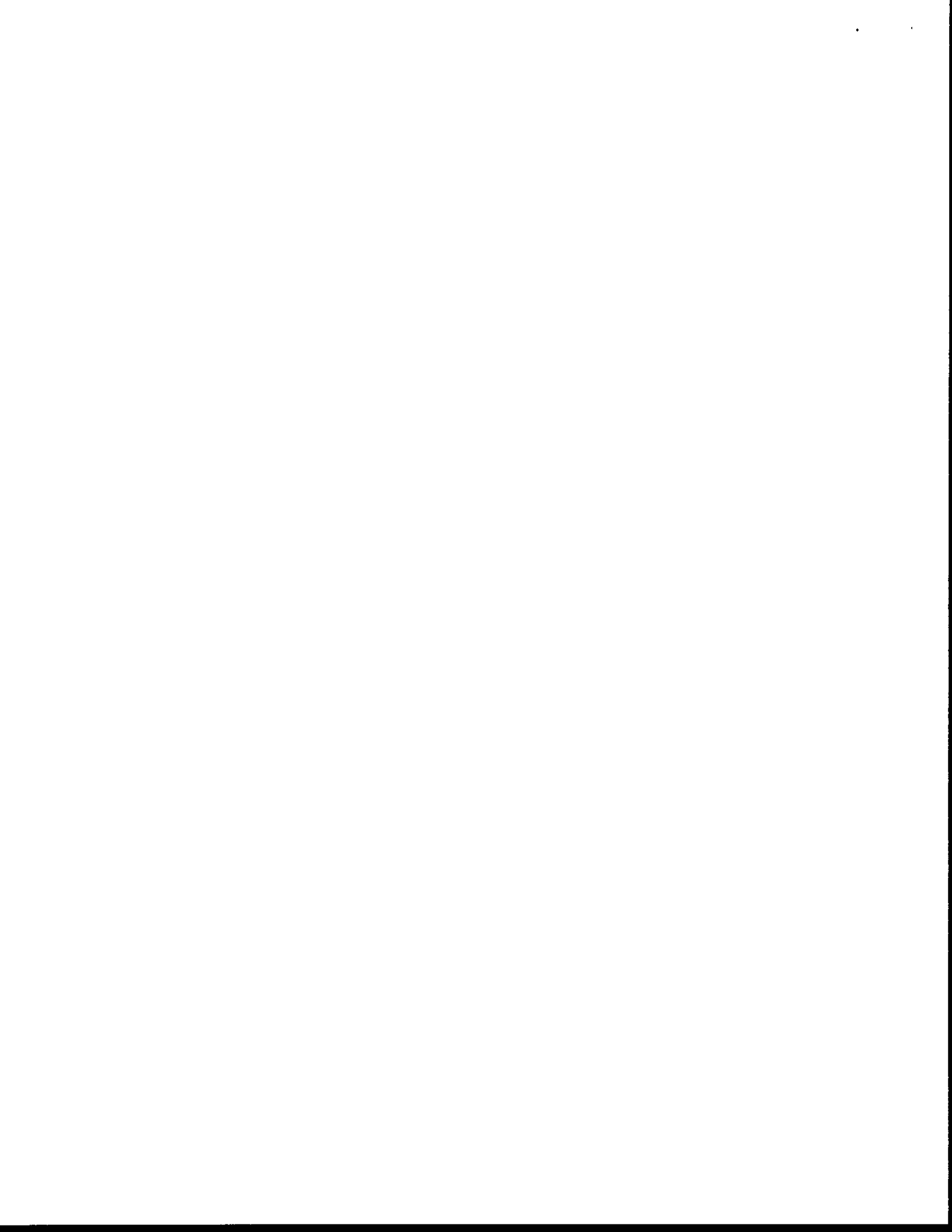
The mission of Washington State University Cooperative Extension is to assist the people of Washington State in making informed decisions through research and experience-based educational programs, to improve agriculture and natural resources, to improve capabilities of individuals and families, to aid communities in developing and adapting to changing conditions, and to provide developmental opportunities for youth. Washington State University Cooperative Extension conducts educational programs in all 39 counties in the state of Washington. Faculty members and support staff are employed to plan, conduct, and evaluate these programs. Counties maintain close coordination and cooperation with Washington Cooperative Extension to provide clientele with educational programs in the four Cooperative Extension program areas of Agriculture and Natural Resources, Family Living, Community Resource Development, and 4-H/Youth.

II. Purpose

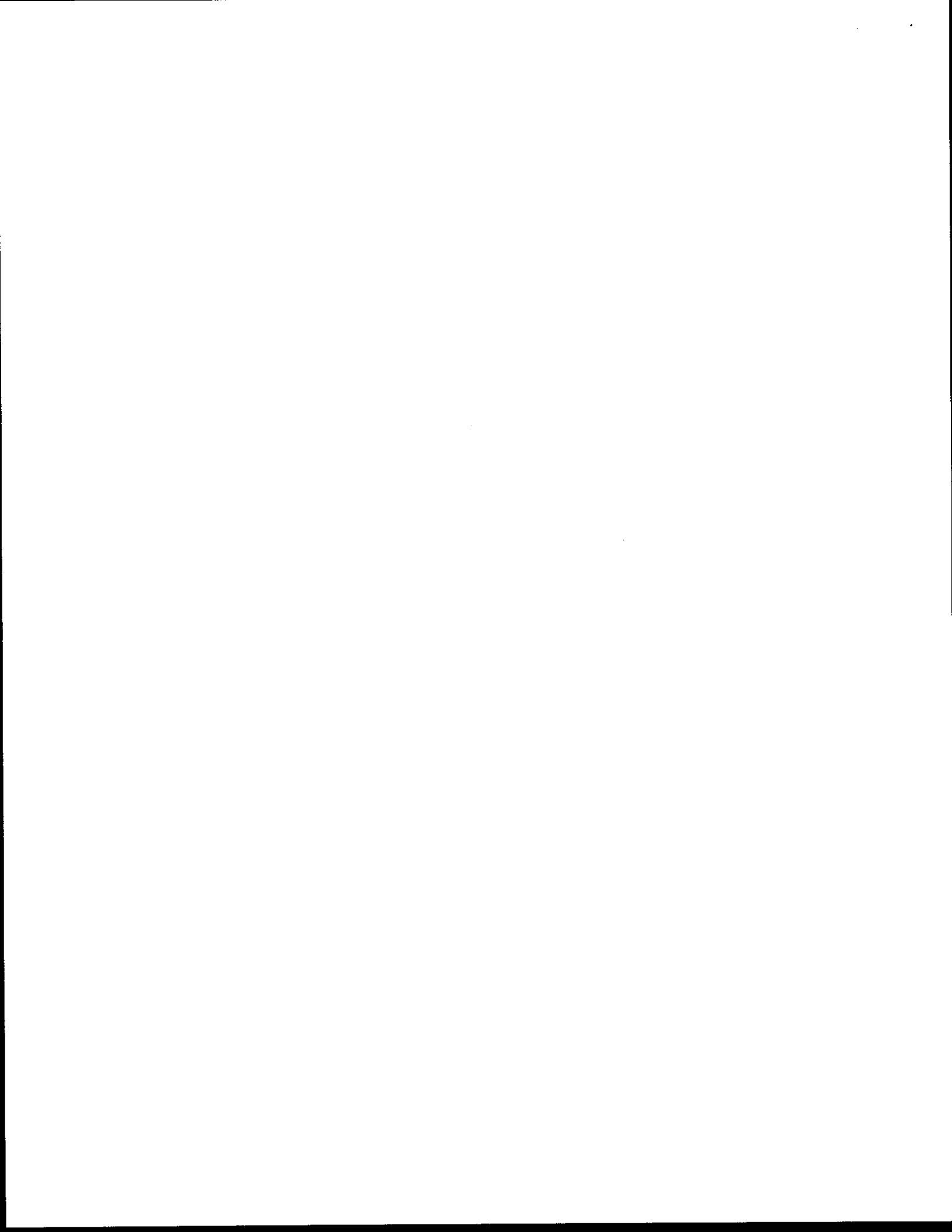
The purpose of this agreement is to formalize the longstanding relationships between Washington State University Cooperative Extension and Jefferson County. This also continues a longstanding, joint funding relationship for county/area Extension agents and designated support staff. It is the intent of this Memorandum of Agreement to provide clientele in Jefferson County with educational programs in the four Cooperative Extension program areas of Agriculture and Natural Resources, Family Living, Community Resource Development, and 4-H/Youth.

III. Under terms of this Memorandum of Agreement, Washington State University Cooperative Extension agrees to:

- A. Recruit, employ, and establish salaries for county/area Extension agents and designated WSU support staff for Jefferson County. Employment concurrence will be sought from County Commissioners before an individual is hired and assigned to the County.





- III. B. Assure that annual salary increase monies will be available for Cooperative Extension agents and designated support staff that matches the average percentage appropriated for such purpose by the Washington State Legislature. Annual salary adjustments for Jefferson County Extension agents will be based on merit or whatever criteria is established by the Washington State Legislature.
- C. Supplement the funds received from the Jefferson County personal services contract and pay total salary and fringe benefits for each county/area agent and designated staff members.
- D. Submit to Jefferson County at the beginning of each month a monthly invoice for one-twelfth (1/12) of the amount of the personal services contract appearing in Appendix A of this agreement.
- E. In cases where position vacancies occur during a contract period, overpayment to be refunded at year-end reconciliation.
- F. Provide fringe benefits to county/area Extension agents as outlined in the WSU Faculty Manual and provide fringe benefits to support staff as outlined by the Higher Education Personnel Board.
- G. Grant annual leave, sick leave, professional leave, other leave, and holidays as outlined in the WSU Faculty Manual for county/area Extension agents or in the Higher Education Personnel Board handbook for jointly funded or fully WSU funded support staff.
- H. Provide in-service education for county/area Extension agents.
- I. Provide Jefferson County the expertise of Cooperative Extension state specialists of Washington State University to support county/area Extension agents plan and implement educational programs.
- IV. Under terms of this Memorandum of Agreement, Jefferson County will:
- A. Through a personal services contract, pay the amount agreed upon monthly to Washington State University for Extension education services to be rendered in Jefferson County.
- B. Promptly pay the invoice voucher from Washington State University. Current month invoice to be billed by the 10th and payable on the 25th of the month. Monthly invoice to be for 1/12 of the contract amount. Year-end reconciliation will be made and any overpayment will be refunded to the county.

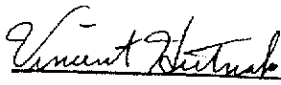


- IV. C. Furnish office facilities for agents and support staff.
- D. Provide an adequate operating budget to carry out Cooperative Extension educational programs for citizens of the County. This budget will cover secretarial and support staff salaries not covered by this Memorandum of Agreement, and telephone, office equipment, teaching and office supplies, and travel costs.
- V. Washington State University and Jefferson County jointly agree that:
- A. Additional program support staff positions may be employed and fully funded by either party to assist in carrying out Cooperative Extension educational programs in the County.
- B. This Memorandum of Agreement is effective upon being signed by appropriate representatives of the two organizations. It may be periodically reviewed and amended or supplemented as may be mutually agreed upon in writing.
- C. This Memorandum of Agreement may be modified by the parties when mutually agreed upon in writing. This Agreement shall continue in effect until terminated following mutual discussion and agreement except in the following circumstance. Should the parties be unable to agree on the level of support for Extension agents and jointly funded staff in future years, either party may terminate the contract. Written notice of termination must be received before October 1 for termination effective January 1 of the next year.

APPROVED:


Interim Director, Date
Cooperative Extension


Chairman, Date
County Commissioners/Council

 AUG 14 1987
Vincent Hutnak Date
Finance Officer/Sponsored Programs

