

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of Commissioners  
Philip Morley, County Administrator

**FROM:** Kate Driehaus, Financial Coordinator, WSU Extension

**DATE:** November 21, 2011

**RE:** Appendix A-3 to Memorandum of Agreement with Washington State  
University – Contract No. 14F-4130-0116

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**STATEMENT OF ISSUE:** Appendix-3 to the current MOA existing between Jefferson County and WSU.

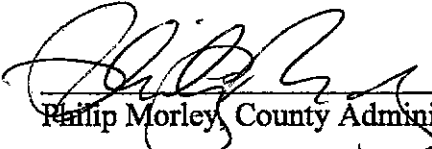
**ANALYSIS:** WSU Jefferson County Extension would like to add the Extension Agent/Director position to the county's current MOA with WSU. Our new director, Dr. Laura Lewis, began work here on October 31, 2011. We would like the County to agree to provide funds in support of her salary from October 31, 2011 through December 31, 2011 up to the amount of \$3600.00. WSU Extension has sufficient funds in its current 2011 budget to cover Dr. Lewis' salary reimbursements through December 2011.

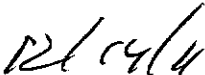
**FISCAL IMPACT:** up to \$3600.00 – The 2011 WSU Extension budget includes an amount in our MOA/director budget line sufficient to cover salary reimbursements for the remainder of 2011. No additional appropriations are needed.

**RECOMMENDATION:** We request that this appendix be approved by the BOCC

**DEPARTMENT CONTACT:** Kate Driehaus 360-379-5610 x206  
[kdriehaus@co.jefferson.wa.us](mailto:kdriehaus@co.jefferson.wa.us)

**REVIEWED BY:**

  
Philip Morley, County Administrator

  
Date

**MEMORANDUM OF AGREEMENT**

**Between**

**WASHINGTON STATE UNIVERSITY EXTENSION**

**And**

**JEFFERSON COUNTY, WASHINGTON**

**APPENDIX A-3 to Contract No. 14F-4130-0116**

Jefferson County agrees to provide Washington State University with the following funds under this Memorandum of Agreement for the period Oct 31, 2011 through December 31, 2011 to support a WSU extension program in Jefferson County.

Extension Agent/Director      \$3500.00      Fund 108 000 010

TOTAL      \$ 3500.00

\_\_\_\_\_  
Daniel J. Bernardo      Date  
Dean and Director  
WSU Extension

\_\_\_\_\_  
Chair, County Commissioners      Date

\_\_\_\_\_  
Daniel G. Nordquist      Date  
AVPRA/Director  
Office of Grant & Research Development

Approved as to form only:  
*David Alvarado* 12/9/2011  
Jefferson Co. Prosecutor's Office

MEMORANDUM OF AGREEMENT

between

WASHINGTON STATE UNIVERSITY EXTENSION

and

JEFFERSON COUNTY, WASHINGTON



Jefferson County agrees to provide Washington State University the following funds under this Memorandum of Agreement for the period January 1, 2011 through December 31, 2011 to provide an Extension Program of WSU in Jefferson County:

4-H Agent	\$20,000.00	Fund 108 000 010
4-H Agent (After School Program)	\$15,000.00	Fund 113 000 010
Water Quality Educator, Marine Resource Committee	\$16,790.00	Fund 108 000 010
<b>TOTAL</b>	<b><u>\$51,790.00</u></b>	

Linda K. Fox 3/28/11  
Linda K. Fox Date  
Dean & Director WSU Extension

[Signature] 3.21.11  
Chair, County Commissioner Date

Brenda P. Hoff 3/31/11  
for Daniel G. Nordquist Date  
Director  
Office of Grant & Research Development

Approved as to form on:  
David Albrant 3/17/2011  
Jefferson Co. Prosecutor's Office

Post-It® FaxNote	7671	Date	4/2/98	# of pages	4
To	David Goldsmith	From	Pam Rondeau		
Co./Dept.		Co.	WSU Jeff Co		
Phone #		Phone #	379 5610		
Fax #	385-9382	Fax #	379 5617		

Contract No. 14F-4130-0116County 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.

Jefferson County Memorandum of Agreement  
August 11, 1987  
Page 2

- 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.

Jefferson County Memorandum of Agreement

Date

Page 3

- 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:

[Signature] 7/20/87  
 Interim Director, Date  
 Cooperative Extension

[Signature] 7/13/87  
 Chairman, Date  
 County Commissioners/Council

[Signature] AUG 14 1987  
 Vincent Hutnak Date  
 Finance Officer/Sponsored Programs

RECEIVED

SEP - 1 1987

COOPERATIVE EXTENSION  
Washington State University

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

Pullman, Washington 99164-6230 / 509-335-2811

September 1, 1987

Jefferson County Board of Commissioners  
Larry Dennison  
B. G. Brown  
George C. Brown

Dear Commissioners:

We are enclosing for your records a fully executed Memorandum of Agreement for Jefferson County. The billing process outlined in the Agreement is effective as of July 1, 1987.

We sincerely hope this new procedure meets your expectations of a simplified payment process for the professional services of Cooperative Extension agents in your county. If at any time you have questions, please feel free to contact Sally R. Weinschrott, Cooperative Extension Chairman, or Ernest Hopp, District Supervisor.

Sincerely,



F. L. Poston  
Director

24.MOU1.dnf  
enclosure

cc/enc: Sally Weinschrott, County Chairman  
Ernest Hopp, District Supervisor  
Business & Finance Office