

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Philip Morley, County Administrator

FROM: Kate Driehaus, Financial Coordinator, WSU Extension

DATE: May 21, 2012

RE: Interagency Agreement with Washington State University, including Appendix A

STATEMENT OF ISSUE: Adoption of a new Interagency Agreement between Jefferson County and WSU for WSU Jefferson County Extension, including appendices addressing salary support by the County for 2012.

ANALYSIS: WSU Extension would like to replace the county's current Interagency Agreement with WSU (originally executed in 1987) with a similar but updated Interagency Agreement. Per Appendix A of the new Interagency Agreement, the County would continue to provide funds for salary support for a Director and Water Quality Educator from January 1, 2012 through December 31, 2012 up to the amount of \$36,975; and continue support for 4-H Faculty positions from January 1, 2012 through May 4, 2012 in an amount not to exceed \$13,000. WSU Jefferson County Extension has sufficient funds in its current 2012 budget to cover these salary reimbursements through December 2012.

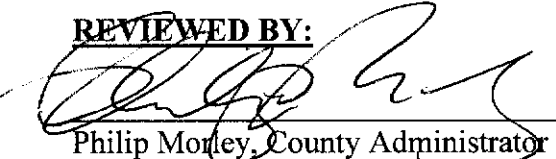
To set the amount of County salary support for each subsequent year, WSU and the County would negotiate and execute a new Appendix A each year.

FISCAL IMPACT: Up to \$49,975 in 2012. The 2012 WSU Jefferson County Extension budget includes an amount sufficient to cover salary reimbursements for the remainder of 2012. No additional appropriations are needed.

RECOMMENDATION: We request that this MOA and appendix be approved by the BOCC.

DEPARTMENT CONTACT: Kate Driehaus 360-379-5610 x206
kdriehaus@co.jefferson.wa.us

REVIEWED BY:


Philip Morley, County Administrator

5/16/12
Date

INTERAGENCY AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

Jefferson County

I. Mission Statement

Washington State University Extension engages people, organizations and communities to advance knowledge, economic well-being and quality of life by fostering inquiry, learning, and the application of research. This mission is carried out using research and experience-based educational programs from colleges and departments dispersed throughout the WSU system, which address important issues and needs of individuals and communities in all 39 counties in the state of Washington. WSU Extension is enabled for this task as the Land Grant Institution for Washington through partnerships with county, state, and federal governments.

II. Purpose

The purpose of this agreement is to formalize the longstanding relationships between Washington State University Extension and Jefferson County Government. This also continues a longstanding, joint funding relationship for Jefferson County Extension faculty and designated support staff. This agreement conforms to the standards for interagency agreements set forth in RCW 39.34.130.

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

- A. Recruit, employ and establish salaries for Jefferson County Extension Educators and designated WSU support staff for Jefferson County. Employment concurrence will be sought from Jefferson County Commissioners before an individual is hired and assigned to Jefferson County.
- B. Assure that salary increase monies will be available for Extension Educators and designated support staff based on criteria established by the Washington State Legislature and Washington State University President.

- C. Supplement the funds received from the Jefferson County professional services contract and pay salary and fringe benefits for each Jefferson County Extension Educator and designated staff members.
- D. Submit to Jefferson County at the beginning of each month an invoice for the actual reimbursement amount that occurred during the month of the professional services contract appearing in Appendix A of this agreement.
- E. In cases where position vacancies occur due to separations during a contract period, the counties will be invoiced to cover the Jefferson County portion of annual leave and sick leave payout.
- F. Provide fringe benefits to Jefferson County Extension Educators as outlined in the WSU Faculty Manual and provide fringe benefits to support staff as specified by the applicable agreement, policy, or law.
- G. Grant annual leave, sick leave, professional leave, other leave and holidays as outlined in the WSU Faculty Manual for Jefferson County Extension Educators or by the applicable agreement, policy, or law for jointly funded or fully WSU funded support staff.
- H. Provide in-service education for Jefferson County Extension faculty members.

IV. Under terms of this Interagency Agreement, Jefferson County will:

- A. Through a professional services contract, pay the amount agreed upon monthly, or as mutually agreed upon, to Washington State University for Extension education services to be rendered in Jefferson County. This professional services contract, known as "Appendix A" to this agreement, shall be for a term of one calendar year and will be negotiated prior to the beginning of each calendar year.
- 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, or on a scheduled mutually agreed upon between WSU Extension and Jefferson County. The invoice to be for the actual monthly reimbursement of the contract amount.
- C. Jefferson County agrees to pay the "county portion" of accumulated leave payments for contracted personnel due to separation.
- D. Contingent upon approval of the Board of County Commissioners or County Executive, Jefferson County will continue to support contracted personnel on professional or retraining leave.
- E. Furnish office facilities for faculty and support staff.
- F. Provide an adequate operating budget to carry out Extension educational programs for citizens of Jefferson County. This budget will cover secretarial and support staff salaries

not covered by this 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 Extension educational programs in Jefferson County.
- B. This Interagency 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.

VI. Terms of Modification or Termination of this Agreement:

- A. This Interagency 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. Should the parties be unable to agree on the level of support for professional services of Extension Educators and jointly funded staff in an upcoming contract period specified in Appendix A to this document, either party may terminate the contract. However, written notice of termination must be received before October 1 for termination effective January 1 of the next year.

VII. Records Retention

- A. Both Washington State University and Jefferson County will maintain records which are sufficient and properly reflect all costs incurred under terms of this Interagency Agreement. These records will be retained as set forth in the applicable retention schedule or six years, whichever is less.

APPROVED:

_____ Date
Randy Baldree
Dean and Director
WSU Extension

_____ Date
Chair
Jefferson County Commissioners

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

Approved as to form only:

Dani Albany 5/16/12
Jefferson Co. Prosecutor's Office

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WASHINGTON STATE UNIVERSITY EXTENSION

And

Jefferson County

APPENDIX A-1

The following individuals will be jointly funded under this Memorandum of Agreement for the period January 1, 2012 through December 31, 2012.

County Director	\$20,185
<u>Extension Faculty Water Quality Educator, Marine Resource Committee</u>	<u>\$16,790</u>
TOTAL	<u>\$36,975</u>

Randall Baldree Date
Dean and Director
WSU Extension

County Commissioners Date
or County Executive

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

Approved as to form only:

Daniel Alvarado 5/16/12

Jefferson Co. Prosecutor's Office

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APPENDIX A-2

The following individual will be jointly funded under this Memorandum of Agreement for the period January 1, 2012 through May 4, 2012.

Extension Faculty 4-H Youth & Families	\$ 6,500
<u>Extension Faculty 4-H Youth & Families – After School Program</u>	<u>\$ 6,500</u>
TOTAL	<u>\$13,000</u>

Randall Baldree Date
Dean and Director
WSU Extension

County Commissioners Date
or County Executive

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

Approved as to form only:

David Alvares 5/16/12

Jefferson Co. Prosecutor's Office