

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Philip Morley, County Administrator

FROM: Kate Driehaus, WSU Jefferson County Extension

DATE: 5/19/14

RE: 2014 MOA with Washington State University – Appendix A & B

STATEMENT OF ISSUE:

WSU Jefferson County Extension would like to revise the Appendix attached to the County's current MOA with WSU to reflect the current year's faculty and staff support.

Per Appendix A, we would like the County to agree to provide funds for salary support for a Director and a 4H Coordinator from January 1, 2014 through December 31, 2014, up to the amount of \$55,185.00.

Per Appendix B, we would like the County to agree to provide funds for salary support for a WSU Extension Water Program Faculty position from March 1, 2014 through December 31, 2014, up to the amount of \$7,000.00. The Water Faculty position will be funded through a currently existing grant Extension has with the Washington State Department of Ecology.

ANALYSIS:

The 2014 WSU Extension budget includes an amount sufficient to cover these salary reimbursements. No additional appropriations are needed.

FISCAL IMPACT:

\$62,185 with \$7000.00 of that being grant funded.


RECOMMENDATION:

We recommend that the Commissioners approve this Appendix to the current agreement

DEPARTMENT CONTACT:

Kate Driehaus 379-5610 Ext. 206

REVIEWED BY:


Philip Morley, County Administrator

5/19/14
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.

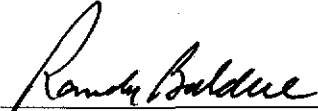
VI. Terms of Modification or Termination of this Agreement:

- 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.

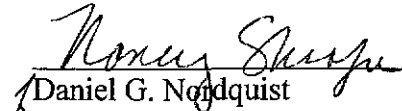
APPROVED:


Randy Baldree
Interim Associate Director
WSU Extension

5-29-12
Date



Chair
Jefferson County Commissioners

5/21/12
Date


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

6/14/12
Date

Approved as to form only:


Jefferson Co. Prosecutor's Office

5/16/12

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

Jefferson County

APPENDIX A

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2014 through December 31, 2014 to provide an extension program.

Extension Director	\$20,185
Extension 4-H Youth & Families	\$20,000
Extension 4-H After School	\$15,000

TOTAL \$ 55,185

Richard Koenig
Associate Dean and Director
WSU Extension

Date

John Austin, Chairperson
County Commissioner
or County Executive

Date

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

Approved as to form only

David Alvarez 5/5/14

Jefferson Co. Prosecutor's Office
David Alvarez, Chief Civil DPA

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

Jefferson County

APPENDIX B

The following funds will be provided under this Memorandum of Agreement for the period March 1, 2014 through December 31, 2014 to provide support for an Extension water faculty position.

Extension Water Program Faculty	\$7,000
TOTAL	\$ <u> 7,000</u>

Richard Koenig
Associate Dean and Director
WSU Extension

Date

John Austin, Chairperson
County Commissioner
or County Executive

Date

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

Approved as to form only
David Alvarez 5/5/14
Jefferson Co. Prosecutor's Office
David Alvarez, Chief Civil DPA