

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Amit Sharma; Washington State University (WSU) Extension Office

DATE: February 20, 2024

SUBJECT: AMENDMENT No. 1 re: WSU Employee Salary Memorandum of Agreement (MOA) with Jefferson County WA 2024

STATEMENT OF ISSUE:

Annual Memorandum of Agreement (MOA) for the period of January 1, 2024 through December 31, 2024 to establish a cost-share salary agreement between WSU and Jefferson County, was processed with an error in the figure for Non-federal Funds. The incorrect figure (\$158,428) for non-federal Funds is changed to \$183,577. All other conditions remain the same.

ANALYSIS:

For 2024, the MOA base salaries and for 4H, Master Gardener, and Small Farms Coordinator and the county contribution towards the Director's Position have been increased to align with the recent pay increase at WSU (effective October 2023).

New to the MOA is the travel request of \$6000 for the travel of the WSU employees. Earlier, the local programmatic travel was charged directly to the county. Beginning 2024, the mileage reimbursement request will be submitted to WSU which will then issue an invoice to the county.

FISCAL IMPACT:

Jefferson County gains the value to the county of five employees dedicated to educational and community development services without carrying the full load of benefits.
Regarding the travel allocation, there is no additional fiscal impact as there is only a change of budget head (from the county budget to its inclusion in the MOA.)

RECOMMENDATION:

I recommend approval of this amendment.

REVIEWED BY:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Washington State University Amendment No. 1

Contract No: WSU MOU Amend 2024

Contract For: WSU Employee Salaries

Term: 01.01.24-12.31.24

COUNTY DEPARTMENT: WSU Jefferson County Extension

Contact Person: Amit Sharma

Contact Phone: 360.379.5610 x 202

Contact email: amit.sharma1@wsu.edu

AMOUNT: 188,677

PROCESS:

- ☐ Exempt from Bid Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☐ RFP or RFQ
☐ Other: _____

Revenue: _____

Expenditure: 188,677

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # _____

Munis Org/Obj _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Signature

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 2/16/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 2/16/2024.

Previously approved as to form, only updated numbers. Fixed errors in the signature lines.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

MEMORANDUM OF AGREEMENT
Between
WASHINGTON STATE UNIVERSITY EXTENSION
And
JEFFERSON COUNTY

APPENDIX A Amendment No. 1

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2024 through December 31, 2024 to provide an extension program. See 2024 Annual County salary support form attached.

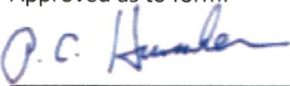
Extension Agent:	\$24,299	*Federal funds: 5,100 Non-Federal Funds: 183,577
Small Farms:	\$63,219	
Master Gardener:	\$39,485	
4H Agent:	\$50,574	
Water Quality Faculty:	\$5,100*	
Travel:	\$6,000	
TOTAL FUNDS:	\$188,677	

It is understood that non-federal funds provided by the county in support of this agreement. maybe identified by WSU as match for Federal capacity program (Hatch Act, Smith-Lever Act, Etc.). funds received by WSU to support Extension activities. This contract is amended for the Non-Federal Funds in the amount of 183,577. All other terms and conditions of the original Agreement executed on February 5, 2024 will remain the same.

Vicki McCracken Date
WSU Director of Extension

Kate Dean Date
WSU Director of Extension
2024 Board of County Commissioners Chair

Matthew Michener Date
Associate Director,
Office of Research Support and Operations

Approved as to form:


Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

February 16, 2024

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, 2024 through December 31, 2024 to provide an extension program. See 2024 Annual County salary support form attached.

Extension Agent:	24,299	*Federal funds: 5,100 Non-Federal Funds: 158,428
Small Farms:	63,219	
Master Gardener:	39,485	
4H Agent:	50,574	
Water Quality Faculty:	5,100*	
Travel:	6,000	
TOTAL FUNDS:	\$188,677	

It is understood that non-federal funds provided by the county in support of this agreement. maybe identified by WSU as match for Federal capacity program (Hatch Act, Smith-Lever Act, Etc.). funds received by WSU to support Extension activities.

Vicki McCracken
WSU Director of Extension

Date

Matthew Michener
Associate Director,
Office of Research Support and Operations

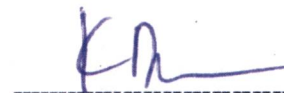
Date



February 1, 2024

Philip C. Hunsucker
Chief Civil Deputy Prosecuting Attorney
Jefferson County Prosecuting Attorney's
Office

Date



2-5-24

Kate Dean
2024 Board of County Commissioners Chair

Date

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Amit Sharma; Washington State University (WSU) Extension Office Director

DATE: February 5, 2024

SUBJECT: 2024 Employee Salary Memorandum of Agreement

STATEMENT OF ISSUE:

Annual Memorandum of Agreement (MOA) for the period of January 1, 2024 through December 31, 2024 to establish a cost-share salary agreement between WSU and Jefferson County. Jefferson County contributes to WSU employees' salaries and WSU pays employee benefits. See the attached 2024 Annual County Salary Support Form. The county also contributes towards the local travel of the WSU employees.

ANALYSIS:

For 2024, the MOA base salaries and for 4H, Master Gardener, and Small Farms Coordinator and the county contribution towards the Director's Position have been increased to align with the recent pay increase at WSU (effective October 2023).

New to the MOA is the travel request of \$6,000 for the travel of the WSU employees. Earlier, the local programmatic travel was charged directly to the county. Beginning 2024, the mileage reimbursement request will be submitted to WSU which will then issue an invoice to the county.

FISCAL IMPACT:

Jefferson County gains the value to the county of five employees dedicated to educational and community development services without carrying the full load of benefits.

Regarding the travel allocation, there is no additional fiscal impact as there is only a change of budget head (from the county budget to its inclusion in the MOA.)

RECOMMENDATION:

I recommend approval of this contract.

REVIEWED BY:


Mark McCauley, County Administrator

2/1/24
Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Washington State University

Contract No: WSU MOA 2024

Contract For: WSU employe Salaries

Term: 01.01.2024-12.31.2024

COUNTY DEPARTMENT: WSU Jefferson County Extension

Contact Person: Amit Sharma

Contact Phone: 360.379.5610 (Ext- 202)

Contact email: amit.sharma1@wsu.edu

AMOUNT: \$188,677

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☐ Other: _____

Revenue: _____

Expenditure: \$188,677

Matching Funds Required: _____

Sources(s) of Matching Funds: _____

Fund # _____

Munis Org/Obj _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐

Signature

29 Jan 2024

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐

Signature

29 Jan 2024

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 2/1/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 2/1/2024.

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