

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Josh D. Peters, County Administrator

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

DATE: 15 September 2025

SUBJECT: WSU Employee Salary Memorandum of Agreement with Jefferson County WA 2025

STATEMENT OF ISSUE:

Annual Memorandum of Agreement (MOA) for the period of January 1, 2025 through December 31, 2025 to establish a cost-share salary agreement between WSU and Jefferson County. Jefferson County contributes to WSU employees' salary and WSU pays employee benefits. See the attached 2025 Annual County Salary Support Form. The county also contributes towards the local travel of the WSU employees.

ANALYSIS:

The Interagency Agreement has been updated to incorporate WSU information on Non-Discrimination in Section VIII, and to address concerns raised by the Jefferson County PAO. The previous Interagency Agreement for 2013-2024 is attached for reference.

For 2025, the Master Gardener Coordinator has been increased to 1.0 FTE, in recognition of additional programming planned for 2025. Base salaries for the coordinators (4H, Master Gardeners, and Regional Small Farms) and the county contribution towards the Director position have been increased to align with current WSU salary scales.

As in 2024, \$6000 is included for WSU employee travel. These local programmatic travel costs are submitted to WSU, which then includes the costs in the regular invoice to the county.

Bob Simmons, who held the Water Quality Faculty position, retired in 2024, so this position is no longer included in the MOA.

FISCAL IMPACT:

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

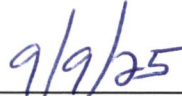
RECOMMENDATION:

I recommend approval of this contract.

REVIEWED BY:



Josh D. Peters, County Administrator



Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Washington State University

Contract No: WSU MOA 2025

Contract For: WSU employee salaries

Term: 01.01.2025-12.31.2025

COUNTY DEPARTMENT: WSU Jefferson County Extension

Contact Person: Owen Rowe

Contact Phone: 360 379-5610 x 205

Contact email: orowe@co.jefferson.wa.us

AMOUNT: \$211,927

Revenue: _____

Expenditure: \$211,927

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # _____

Munis Org/Obj _____

PROCESS:

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

APPROVAL STEPS:

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

CERTIFIED: ☒

N/A: ☐

Signature

5th September 2025

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

5th September 2025

Date

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

Electronically approved by Risk Management on 9/5/2025.

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

Electronically approved as to form by PAO on 9/5/2025.

Revisions negotiated with the assistance of PAO. Updated with current terms and standards.

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
JEFFERSON COUNTY
AND
WASHINGTON STATE UNIVERSITY EXTENSION**

This Memorandum of Agreement (this "Agreement") Between Jefferson County ("Agency") and Washington State University Extension ("University"). The Agency and the University agree as follows:

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 39.34.030 and RCW 39.34.130.

III. THE UNIVERSITY SHALL:

- A. Recruit, employ and establish salaries for Jefferson County Extension Educators and designated WSU support staff for the Agency. Employment concurrence will be sought from Jefferson County Commissioners before an individual is hired and assigned to the 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 Agency professional services contracts and pay salary and fringe benefits for each Jefferson County Extension Educator and designated staff members.
- D. Submit to the Agency 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 Agency will be invoiced to cover the Agency's 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.
- I. Maintain coverage in the amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the aggregate through its self-insurance program. A copy of the certificate of insurance shall be provided to the Agency upon request.

IV. THE AGENCY SHALL:

- A. Pay the amount agreed upon monthly, or as mutually agreed upon, to the University for Extension education services to be rendered in Jefferson County. This reimbursable professional services contracts, 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 the University. Current month invoice to be billed by the 10th and payable on the 25th of the month, or on a schedule mutually agreed upon between WSU Extension and Jefferson County. The invoice to be for the actual monthly reimbursement of the contract amount.
- C. The Agency 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, the Agency 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.

- G. Maintain coverage in the amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the aggregate, with its membership in the Washington Counties Risk Pool. A copy of the certificate of membership in the risk pool shall be provided to the University upon request.

V. IT IS MUTUALLY AGREED 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. Public Records. To the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the University agrees to maintain all records constituting public records and to produce or assist the Agency in producing such records, within the time frames and parameters set forth in state law. The University further agrees that upon receipt of any written public record request, University shall, within five business days, notify the Agency by providing a copy of the request per the notice provisions of this Agreement;
- C. Disputes.
If a dispute arises between the University and the Agency, and the dispute cannot be resolved by direct negotiation, either party may request a dispute resolution panel (DRP). A request for a DRP must be in writing, state the disputed issues(s), state the relative positions of the parties and be sent to all parties. Parties must provide a response within thirty (30) days unless the Parties mutually agree to an extension of time. Each party shall designate a representative. The representatives shall mutually select an additional member. The DRP shall evaluate the facts, Agreement terms, and applicable statutes and rules and make a determination by majority vote. The decision is binding on the PARTIES. Nothing in this Agreement shall be construed to limit the PARTIES' choice of a mutually acceptable dispute resolution method in addition to the dispute resolution procedure outlined above. The University hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.

VI. DURATION OF THIS AGREEMENT, TERM, MODIFICATION:

- A. This Agreement is effective as of the date last signed below.
- B. This Agreement shall remain in effect until terminated. 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.

- C. The parties to this Agreement may amend this Agreement as deemed necessary provided, however, that no amendment to this Agreement shall be valid unless in writing and signed by the duly authorized representatives of the parties.
- D. All the terms, conditions and provisions agreed upon by the parties to this Agreement are incorporated in this document.

VII. RECORDS RETENTION:

Both the University and the Agency 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.

VIII. NON-DISCRIMINATION:

- A. There will be no discrimination, discriminatory harassment, retaliation or bullying in the performance of this agreement on the basis of race, religion, creed, color, national origin, sex, marital status, sexual orientation (including gender identity), age, genetic history, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or any other protected status, in compliance with applicable federal and Washington state laws in all of Extension programs, services, activities, and materials, including services rendered or received through contracts and agreements with subrecipients.
- B. Here are the applicable Federal civil rights laws: Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended; the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259); Presidential Executive Order 11246, as amended, including the Equal Opportunity Clause contained therein; Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Act of 1974, as amended, and the Affirmative Action Clauses contained therein; the Americans with Disabilities Act of 1990, as amended.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

WASHINGTON STATE UNIVERSITY

By: _____ **Date:** _____

Dr. Vicki McCracken
WSU Director of Extension

By: _____ **Date:** _____

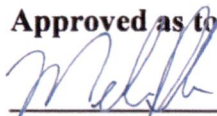
Matthew Michener
Associate Director
Office of Research Support and Operations

JEFFERSON COUNTY

By: _____ **Date:** _____

Heidi Eisenhour, Chair
Jefferson County Board of Commissioners

Approved as to form only:

 for _____ **09/05/2025**

Philip C. Hunsucker, **Date**
Chief Civil Deputy Prosecuting Attorney

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, 2025 through December 31, 2025 to provide an extension program. See 2025 Annual County salary support form attached.

Extension Agent:	\$24,682	Non-Federal Funds: \$211,927
Small Farms:	\$63,528	
Master Gardener:	\$66,132	
4H Agent:	\$51,585	
Travel:	\$6,000	
TOTAL FUNDS:	\$211,927	

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

Jefferson COUNTY - AWD006582			
2025 ANNUAL COUNTY SALARY SUPPORT			
HOME ACCOUNT GR00015337 <i>WSU Pays Benefits</i>			
	NAME	UNIT	2025 TOTAL
Extension County Director	Amit Sharma	CED	\$ 24,682.00
County Faculty			
Administrative Professionals and Staff	Kellie Henwood - Regional Small Farms	CED	\$ 63,528.00
	Bridget Gregg - Master Gardener	ANR	\$ 66,132.00
	Anji Scalf - 4H	Y&F	\$ 51,585.00
Supplies and Services	Travel		\$ 6,000.00
			\$ 211,927.00
SUB ACCOUNT GR# <i>County Pays Benefits</i>			
	NAME	UNIT	2025 TOTAL Including benefits
County Faculty			
Administrative Professionals and Staff			
Hourly			
Supplies and Services			
			\$ -
OTHER ACCOUNT GR# <i>County Pays Benefits</i>			
	NAME	UNIT	2025 TOTAL Including benefits
County Faculty			
Administrative Professionals and Staff			
Hourly			
Supplies and Services			
			\$ -
TOTAL COUNTY CONTRIBUTION			211,927
Amit Sharma - amit.sharma1@wsu.edu Owen Rowe - owen.rowe@wsu.edu			11/4/2024
Morgan Stockton will upload this form to your county tab on the County Resources Teams site: All Extension - MOA Resources (Files) > MOA > County Budget Resources <i>This form is used to initiate payroll paperwork for January paychecks. County negotiations are not always completed by November 1. If you are unable to meet this deadline or if you have any changes at a later date, please contact Morgan Stockton at county.moa@wsu.edu.</i>			

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.

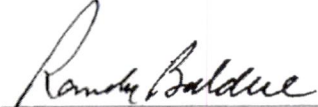
VI. Terms of Modification or Termination of this Agreement:

- 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.

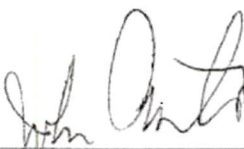
APPROVED:



Randy Baldree
Interim Associate Director
WSU Extension

5-29-12

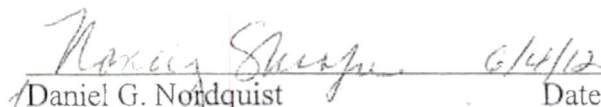
Date



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
Date

u. v. 4.5.8.13
And.)

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

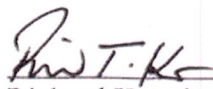
Jefferson County

APPENDIX A

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2013 through December 31, 2013 to provide an extension program.

Extension Director	\$20,185
Extension 4-H Youth & Families	\$17,500
Extension 4-H After School	\$12,500

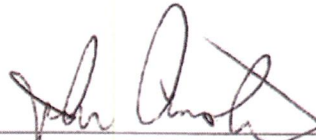
TOTAL \$ 50,185



Richard Koenig
Associate Dean and Director
WSU Extension

4/22/13

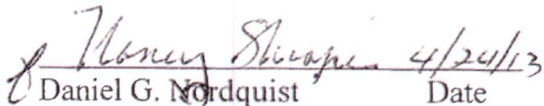
Date



John Austin, Chairperson
County Commissioner
or County Executive

04/08/13

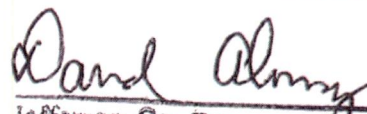
Date



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

4/24/13
Date

Approved as to form only



Jefferson Co. Prosecutor's Office

3/20/13