

# CLARK COUNTY STAFF REPORT



**DEPARTMENT:** Environmental Services / WSU Extension  
**DATE:** December 17, 2013  
**REQUEST:** Approve Interagency Agreement between Washington State University Extension and Clark County

**CHECK ONE:**                      X   Consent                           CAO

---

## BACKGROUND

WSU Extension and Clark County have a longstanding partnership. Clark County and Washington State University Extension have operated under a Memorandum of Agreement (MOA) first signed in 1989, and then updated in 2011. This new Interagency Agreement (IAA) sets out the framework for the strategic partnership between Clark County and WSU. The parties intend for this partnership to broaden, strengthen, and better leverage the existing and ongoing working relationship between the two entities. The IAA also serves as an umbrella document for the development of annual programming outcomes.

Specifically, this agreement has been updated to reflect changes in the approval and oversight procedures for the use of Clark County tax dollars. This IAA will separate both HR and financial functions from the Clark County which will henceforth be handled solely by WSU.

Appendix A is renewed annually and specifies the amount of funding appropriated by the County to operate the WSU Extension office, as well as contribute to salaries and wages of WSU faculty, educators, and program assistants. County appropriations, combined with contributions from WSU, fund educational outreach and programming in five broad program categories outlined in Appendix B: Environmental stewardship in an urbanizing county, Youth development and family asset building, Local economic and agricultural related business development, Local agriculture production, food systems, and food security, Health and Wellness.

It is important to note that the updated IAA and Exhibits A and B do not increase approved 2014 budget; they simply ensure tighter controls and oversight of County tax dollars.

## COMMUNITY OUTREACH

N/A

## BUDGET AND POLICY IMPLICATIONS

This procedure is consistent with policy and has no implication on WSU Extension's 2013/2014 Biennium Budget.

## FISCAL IMPACTS

Yes (see attached form)                     No

## ACTION REQUESTED

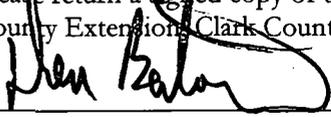
Approve Interagency Agreement between Washington State University Extension and Clark County

## DISTRIBUTION

---

*ms  
OK  
N*

Please return a signed copy of the staff report to Tom Donovan, DES; Douglas M. Stienbarger, WSU Clark County Extension; Clark County Auditors.



Don Benton  
Environmental Services Director

Approved: DEC 17, 2013 SR 268-13  
CLARK COUNTY  
BOARD OF COMMISSIONERS

# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
<b>Total</b>						

II. A – Describe the type of revenue (grant, fees, etc.)

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
<b>Total</b>							

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>						

# INTERAGENCY AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

AND

CLARK 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.

Washington State University Extension implements this mission using research and experience-based educational programs from colleges and departments dispersed throughout the WSU system, which addresses 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

This agreement formalizes the longstanding relationship between Washington State University Extension and Clark County Government. This agreement also continues a longstanding, joint funding relationship for county/area Extension faculty and designated support staff. This agreement conforms to the standards for interagency agreements set forth in RCW 39.34.130.

Clark County Government (CLARK) and Washington State University (WSU) have maintained a ninety-six year partnership that brings WSU Extension programs to Clark County. Whereas WSU is the statewide research and land-grant institution, and Clark is an urbanizing county and a major economic driver in the state, CLARK and WSU enter into this Interagency Agreement (IAG or Agreement) to continue and broaden this association with the expectation of pursuing activities that contribute to the missions of both entities and benefit the people they jointly serve.

In accordance with the common interests of CLARK and WSU, both organizations desire to enter into a strategic partnership for the purposes set forth in this IAG. Both CLARK and WSU believe their collaboration and cooperation offer a tremendous opportunity to benefit the residents of Clark County.

This IAG sets out the framework for the strategic partnership between CLARK and WSU. The parties intend for this partnership to broaden, strengthen and better leverage the existing and ongoing working relationship between the two entities. The IAG also serves as umbrella document for the development of annual programming outcomes. The parties also recognize this IAG may serve as the basis for future agreements on specific matters.

III. Under terms of this IAG, WSU agrees to:

- A. Recruit, employ and establish salaries for county/area Extension Faculty and designated WSU support staff based on WSU hiring policies. WSU will employ all faculty, program and support staff in the Clark County Extension office.
- B. Assure that salary increase monies will be available for Extension Faculty and other designated staff based on criteria established by the Washington State Legislature and Washington State University President.
- C. Supplement the funds received from the county and pay salary and fringe benefits for each county/area Extension Faculty and designated staff members.
- D. Provide funds to cover fringe benefits for county/area Extension Faculty as outlined in the WSU Faculty Manual and provide fringe benefits to other staff as specified by the applicable agreement, policy, or law.
- E. Grant annual leave, sick leave, professional leave, other leave and holidays as outlined in the WSU Faculty Manual for county/area Extension Faculty or by the applicable agreement, policy, or law for other jointly funded or fully WSU funded staff.
- F. WSU Extension staff will follow CLARK policies regarding any CLARK systems used by faculty and staff, such as, but not limited to, phones and computer services.
- G. Submit to CLARK at the beginning of each year an invoice for the annual amount allocated by CLARK as stipulated in Appendix A of this agreement.
- H. Assign a faculty person to act as the local office director. This person will be the WSU liaison to CLARK for program development and budgetary discussions.
- I. Provide in-service education for county/area Extension faculty members.
- J. Provide Extension programs as set forth within this document. These programs will be open to all, but Extension will diligently seek to serve limited income families, youth at risk, and a mix of clientele reflecting the diversity of the county.
- K. Produce annual programming outcomes as mutually agreed upon in Appendix B.
- L. Submit to CLARK a quarterly progress report and an annual summary of programs accomplishment supported by CLARK funds in a format to be mutually agreed upon by both parties.
- M. WSU may leverage funds allocated by CLARK to obtain additional federal, state and other outside dollars. This combined funding currently allows these programs to annually reach over 27,000 Clark County residents and locally employ 20+ people.
- N. Collaborate with CLARK to identify applied research, training and/or other WSU resources that can benefit CLARK and that the parties may elect to enter into separate contracts for specific additional work.

IV. Under terms of this IAG, CLARK agrees to:

- A. Pay the fixed amount agreed upon as set forth in Appendix A to WSU for Extension programs to be rendered. This amount shall be established at each biennium and paid quarterly.
- B. Allow the use of allocated funds to cover the CLARK portion of accumulated leave payments for WSU personnel due to separation.

- C. Allow the use of allocated funds to cover the county portion for WSU faculty on professional or retraining leave.
- D. Provide an operating budget to carry out Extension educational programs for Clark County.
- E. Provide access to the County printshop at rates established for non-General Fund County departments.
- F. Provide mailing services and a postage budget. The postage budget shall be initially established utilizing an average of the Extension postage usage during the years 2011, 2012, and 2013.
- G. At their discretion, may assign a staff person(s) to work in tandem with the WSU office director in the development of other funding sources. CLARK may choose to provide additional funds to WSU through the IAG or on a project-by-project contract basis.

V. WSU and CLARK jointly agree that:

- A. Additional program staff may be partially or fully funded by either party to assist in carrying out Extension educational programs in the County.
- B. All staff will be hired through WSU in accordance with WSU hiring policies.
- C. 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.
- D. All invoices to be paid using CLARK monies will be subject to approval by County Administrator or Administrator's designee, currently the Environmental Services Director.
- E. CLARK and WSU will designate chief liaisons to be primarily responsible for implementing and facilitating this IAG. The two liaisons will meet monthly to review the performance of Extension programs in the County based upon the outcomes listed in Appendix B. The initial liaisons will be the Director of Clark County Department of Environmental Services and the County Director of WSU Clark County Extension. Each party may change their designee at any time.
- F. The parties will mutually develop agreed outcome metrics to measure and demonstrate benefits of this strategic partnership. On an annual basis, a review of work undertaken and its results will be communicated to CLARK and WSU leadership.
- G. Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.
- H. The Initial one-year budget for calendar year 2014 comes in the middle of a biennium. Beginning in calendar year 2015, budgets will be submitted and funded for the biennium.

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 by either party. Should the parties be unable to agree on the level of support for professional services of WSU Extension for the upcoming IAG period specified in Appendix A to this document, either party may terminate the IAG. However, written notice of termination must be received before October 1 for termination effective January 1 of the next year.
- B. This Agreement may be terminated by either party hereto upon written notice delivered to the other party at least ninety (90) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred prior to the date of termination.

VII. Dispute Resolution

If a dispute arises, nothing in this Agreement shall be construed to limit the choice of a mutually acceptable dispute resolution method or procedure.

VIII. Records Retention

A. Both WSU and CLARK 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.

IX. Interlocal Cooperation Act Compliance.

This is an Interagency Agreement entered into pursuant to Chapter 39.34 RCW. Its purpose is as set forth in Section II. Its duration is as specified in Section VI.A. Its method of termination is set forth in Section VI.A-B. Its manner of financing and of establishing and maintaining a budget therefor is described in Sections III, IV and V. This IAG does not establish a separate legal entity to carry out the duties undertaken herein; Section V makes provision for administrators responsible for the undertaking. No property shall be acquired pursuant to this IAG that will need to be disposed of upon partial or complete termination of this IAG.

APPROVED:



Richard Koenig, Associate Dean and Director, WSU  
Extension

12/12/13

Date



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

12/12/13

Date



Steve Stuart, Clark County Commissioner, Chair

12/17/13

Date

David Madore, Clark County Commissioner

Date

Tom Mielke, Clark County Commissioner

Date

INTERAGENCY AGREEMENT  
Between  
WASHINGTON STATE UNIVERSITY EXTENSION  
AND  
CLARK COUNTY

**APPENDIX A**

The following funds will be provided under this Interagency Agreement for the period January 1, 2014 through December 31, 2014 to provide an Extension program. This being a transition year for the revised Agreement, the 2014 fourth quarter payment will be reduced by any amount already paid for in 2013 expenses.

WSU will invoice the county at the beginning of the calendar year, 2014. Payments will be made at the beginning of each quarter.

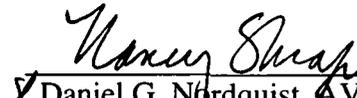
Beginning in 2015, WSU will invoice the county for a fixed amount for the biennium.

TOTAL = \$344,008

APPROVED:

  
\_\_\_\_\_  
Richard Koenig, Associate Dean and Director, WSU  
Extension

12/12/13  
\_\_\_\_\_  
Date

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

12/12/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Clark County Commissioner, Chair

12/17/13  
\_\_\_\_\_  
Date

INTERAGENCY AGREEMENT  
Between  
WASHINGTON STATE UNIVERSITY EXTENSION  
AND  
CLARK COUNTY

**APPENDIX B**  
**Scope of Services**

The following outcomes for the WSU Clark County Extension programs under this Interagency Agreement are for the period January 1, 2014 through December 31, 2014.

WSU Clark County Extension will access and utilize Washington State University expertise to assist Clark County meeting its goals. Recognizing a mutual desire to retain the flexibility to meet emergent issues, efforts will focus on, but not be limited to, activities that promote:

1. Environmental stewardship in an urbanizing county
2. Youth development and family asset building
3. Local economic and agricultural related business development
4. Local agriculture production, food systems, and food security
5. Health and Wellness

WSU Extension will pursue extramural funds to magnify the impacts of its programs. Evaluations will be undertaken to discern the outcomes of the programs, including the learning achieved by the participants and their subsequent behavior changes.

**Environmental stewardship in an urbanizing county**

- a. Tours and workshops that educate property owners on best management practices.
- b. Living on the Land course teaches small acreage owners best management practices and strategies for decreasing non-point pollution while saving money and increasing property values.

**Youth development and family asset building:**

- a. Club Program. Provide structured learning and adult mentoring to help youth learn life skills. These life skills result in 4H youth being significantly less likely to use drugs, alcohol, or smoke, leading to reduced community and societal costs. In addition, 4H youth are more likely to attend college and pursue careers in science, engineering, and technology.
- b. Restorative Community Service Garden; provides youthful offenders a meaningful community service experience through the growing of organic food for the local food bank system. This program is conducted in partnering with the community and Juvenile Justice.
- c. Science, Engineering, and Technology (SET) initiatives allow our 4H programs to reach urban audiences and foster the development of workplace skills

**Local economic and agricultural related business development**

- a. Agricultural Entrepreneurship Business Planning course to help existing and potential agricultural related businesses develop business plans by providing information on taxes, marketing, bookkeeping, regulations, record keeping, budgeting, etc.
- b. Applied research and education projects at the Heritage Farm that help local producers be more profitable.
- c. Develop a guide to local and regional farm to market locations/events.

### **Local agriculture production, food systems, and food security:**

- a. Workshops for farms and nurseries on topics such as: greenhouse / high tunnel production, season extension, small orchard management, and marketing.
- b. Farm tours to promote: peer-to-peer education on farming, marketing practices and consumer education aimed at connect them with local farmers (thereby keeping more food dollars in the local economy and the businesses that support farming).
- c. Enhancing and maintaining a web-based Farm locator for consumers.
- d. Applied research and education projects at the Heritage Farm to address issues faced by local farmers.
- e. Technical assistance to farmers on local production issues.

### **Health and Wellness:**

- a. Workshops on food safety and nutrition.
- b. Food \$ense and the Expanded Food and Nutrition Program teach low-income school children to make healthy food choices and to increase exercise. Successful learning can decrease costs of health care related to poor food habits, decrease obesity rates, and reduce potential diseases, all of which decrease reliance on local social services. (federal grant programs)
- c. Food Safety for Food Workers provides retail and institutional food handlers the knowledge to prevent food borne illnesses and meet the standards for a Person in Charge certificate for retail food businesses. The program includes classes in Spanish. (In partnership with County Public Health)
- d. Master Food Preservers lowers the incidents of food borne illness through the answering questions from the public on food safety in the home.
- f. Diabetes education provides intensive class sessions and follow-up to help pre-diabetics manage diet and lifestyle thereby preventing the onset of diabetes. This education includes information that can lead to the reduction medication, lower blood glucose, and decreased A1c. Such reductions reduce the strain on local social and health services while increase individual's health.