



Commissioners' Agenda Action Sheet

Meeting Date: January 7, 2025
Subject: Interagency Agreement with Washington State University
Presenter:
Prepared By: Matt Rasmussen
Reviewed By: Linda Ivey
PA Review: **Approved:** No **Denied:** No **N/A:** Yes
(If denied, include reasoning)

Type of Agenda Item: Consent Agenda

Summary / Background Information

Benton County has, for many years, supported the Washington State University Extension program. The extension program includes 4-H, agricultural research and education, Master Gardeners, food preservation and safety, nutritional education and many other services. The County provides direct funding and office space for the extension programs. WSU leverages the County's contributions with its own funds and grants. Typically WSU contributes \$4 for every \$1 the County pays.

Fiscal Impact

For the 2025-2026 budget cycle, the County will contribute \$299,688 to the extension program plus the cost of providing office space in Kennewick and Prosser.

Recommendation

Staff recommends that the Board approve the Interagency Agreement with Washington State University.

Suggested Motion

I move to approve the Interagency Agreement between Washington State University and Benton County.

Signatures Required on Agreements/Contracts

Page 5 of agreement, Chair or Chairman Pro-Tem signature

RESOLUTION 2025-2

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF AUTHORIZING THE CHAIRMAN OR CHAIRMAN PRO-TEM OF THE BOARD TO EXECUTE AN INTERAGENCY AGREEMENT BETWEEN WASHINGTON STATE UNIVERSITY EXTENSION AND BENTON COUNTY




WHEREAS, Washington State University Extension strives to engage the people, organizations and communities of Benton County to advance their knowledge, economic well-being and quality of life by fostering inquiry, learning and the application of research; and

WHEREAS, the purpose of this agreement is to formalize the longstanding relationship between Washington State University Extension and Benton County, continuing a joint funding relationship for Extension faculty that has existed for over 30 years; **NOW, THEREFORE**,

BE IT RESOLVED that the Board of Benton County Commissioners hereby authorizes the Chairman or Chairman Pro-Tem of the Board of County Commissioners to execute the Inter Agency Agreement between Washington State University Extension and Benton County for the time period beginning January 1, 2025 and ending December 31, 2026; and

BE IT FURTHER RESOLVED that the total amount paid under this agreement shall be two hundred ninety nine thousand six hundred eighty-eight dollars (\$299,688) made in 8 equal payments.

Dated this 7th day of January 2025.

DocuSigned by:  7ED07603283E486...	_____ Chairman of the Board
DocuSigned by:  D6C6F57E34874E4...	_____ Chairman Pro Tem
DocuSigned by:  135987D784E74CF...	_____ Commissioner

Attest: .. DocuSigned by:

 34825A975E034CE...
 Clerk of the Board

Constituting the Board of County Commissioners of Benton County, Washington

INTERAGENCY AGREEMENT

Between

WASHINGTON STATE UNIVERSITY EXTENSION

And

BENTON 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/Term

The purpose of this agreement is to formalize the longstanding relationship between Washington State University Extension and Benton County. This 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 and consists of this document as well as the attached Appendix A. The term of this Agreement is from January 1, 2025 through December 31, 2026.

III. Washington State University Obligations

Washington State University agrees to:

- A. Recruit, employ and establish salaries for county/area Extension Educators, County Directors, and designated WSU support staff for County. Employment concurrence will be sought from 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 the County through this Agreement and pay the costs of all salary and fringe benefits for each County/area Extension Educator and designated staff members that is not funded by the County under this Agreement.

- D. Submit to the County quarterly an invoice for 1/8 of the contract amount in Appendix A. Quarterly invoices to be billed January, April, July, and October of each year of the term and payable within 30 days of receipt.
- E. In cases where position vacancies occur due to separations during a contract period, the County will be invoiced to cover the County portion of annual leave and sick leave payout, but will not be billed a monthly cost for a position that was vacant after such payout if the position will not be filled during the contract term.
- F. Provide fringe benefits to County/area 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 County/area 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 County/area Extension faculty members.

IV. County Obligations

The County agrees to:

- A. Pay the amount agreed upon quarterly, as set forth in Appendix A, to Washington State University for Extension services rendered in County.
- B. Promptly pay the invoice voucher from Washington State University. Quarterly invoice to be billed January, April, July, and October of each year of the term and payable within 30 days of receipt. The invoice is to be fixed for 1/8 of the contract amount.
- C. The 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, the 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 the 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 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 the County.

- B. This Interagency Agreement is effective January 1, 2025 contingent upon being signed by appropriate representatives of WSU Extension and Benton County. It may be periodically reviewed and amended or supplemented as may be mutually agreed upon in writing.

VI. Administration

- A. The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party in writing.

Washington State University's representative shall be the County Director.

Benton County's representative shall be the Deputy County Administrator.

VII. 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. 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.

VIII. Terms of Modification or Termination of this Agreement:

- C. This Interagency Agreement may be modified by the parties when mutually agreed upon in writing. If the parties are not be able to come to terms on a new Interagency Agreement for the year following the term set forth herein by October 1st, the terms of this Agreement shall continue for one additional year. Notwithstanding the above, if either party terminates this Agreement by written notice on or before October 1st of the Agreement year, the above stated provision providing funding for the year following the Agreement term shall be null and void.

VIII. Records Retention

- A. Both Washington State University and the 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.

INTERAGENCY AGREEMENT
 Between
 WASHINGTON STATE UNIVERSITY EXTENSION
 And
 Benton County

APPENDIX A

The following positions and items will be jointly funded under this Memorandum of Agreement for the period January 1, 2025 through December 31, 2026:

Position/Item	Total \$ Amount For County Portion	Quarterly \$ Amount for County Portion
County Director ¹ , Commercial Fruit Crop Specialist ²	\$60,552	\$7,569
Extension Faculty, Consumer Food Safety & Nutrition ²	\$59,424	\$7,428
Extension Faculty, Commercial & Youth Livestock Specialist ²	\$59,424	\$7,428
Volunteer Coordinator, Master Gardeners, Master Food Preservers ³	\$105,600	\$13,200
Travel	\$14,688	\$1,836

1. Includes department head responsibilities for one Extension Educator.
2. WSU provides an additional \$764,140 in salary and benefits support per biennium for Extension Faculty above.
3. AP Extension Faculty (Volunteer Coordinator) salary funded from Benton County, but benefits funded from WSU (\$34,936).

TOTAL QUARTERLY FUNDS \$ 37,461
 TOTAL TWO-YEAR FUNDS \$ 299,688

Federal Funds: \$ 0

Non-Federal Funds: \$ 299,688

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.