

INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
WASHINGTON STATE UNIVERSITY
AND
ISLAND COUNTY

THIS AGREEMENT is made and entered into by and between Washington State University ("WSU") and Island County, Washington ("COUNTY") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. PURPOSE: The mission of Washington State University Extension is to assist the people of Washington State in making informed decisions through research and experience-based educational programs, to improve agriculture and natural resources, to improve capabilities of individuals and families, to aid communities in developing and adapting to changing conditions, and to provide developmental opportunities for youth; Washington State University Extension conducts educational programs in all thirty-nine counties in the State of Washington; faculty members and support staff are employed to plan, conduct, and evaluate these programs; counties maintain close coordination and cooperation with Washington State University Extension to provide clientele with educational programs.

This Interlocal Agreement intends to provide clientele in Island County with Extension educational programs and other higher education opportunities offered by **WSU**.

WSU agrees to the following:

- a. Provide services as outlined in Exhibit A
- b. Submit a monthly fixed amount invoice to COUNTY as outlined in Paragraph three below.
- c. Give access to the WSU Training room to other COUNTY departments when available with the understanding that WSU educational programming has priority over the use of the room. The room may not be booked more than thirty (30) days in advance.
- d. Provide free public access to the internet through the Drive-By WiFi or WSU Guest services at both WSU Extension offices in Island County.

County agrees to the following:

- a. Island County agrees to provide support for a county-based WSU Extension Office for a period of two (2) years from the date of this Agreement based on the agreed-upon level of service. Services and level of support will be reviewed annually and agreed to by the date the county budget is approved. At the end of the two-year period, Island County will agree to reassess the arrangement and determine how WSU Extension should continue providing extension and higher education programs and opportunities in Island County

- b. COUNTY will provide the WSU Extension, Island County Director, access to the county commissioners at regularly scheduled work sessions at least four (4) times a year to discuss WSU Extension programming and other related business.
 - c. COUNTY will provide Office Space of at least twenty-six hundred and seventy seven (2,677) square feet in Coupeville and at least two hundred and forty-eight (248) square feet on Camano Island, custodial services, maintenance, and utilities (electricity, propane) to the WSU Extension program.
 - d. COUNTY will allow WSU Extension to use Island County Multi-Purpose Center at 141 NE Camano Drive meeting room through the checkout program managed by the Island County GSA staff located at the Camano Administration Building customer service counter.
 - e. COUNTY will allow WSU to obtain gasoline from vehicle fueling stations located at the County Road Shops (Oak Harbor, Coupeville, Bayview, and Camano Island). It is understood that fuel will be obtained and used solely for WSU owned vehicles at a reimbursable cost to the County, including an administration fee. The County will bill WSU Extension monthly for fuel obtained. WSU will pay invoices within 30 days from receipt of the invoice.
2. **TERM OF AGREEMENT:** The term of this Agreement shall be from January 1, 2022, through December 31, 2023. By September 1 each year, WSU will submit a request for funding for the following year to be considered with COUNTY's preliminary budget.
3. **MANNER OF FINANCING:** The COUNTY agrees to pay WSU for services listed at the agreed-upon amount in Appendix A for the calendar year. WSU will invoice a flat fee to COUNTY no more frequently than monthly. Such invoice will be paid within thirty days of receipt by COUNTY.
4. **ADMINISTRATION:** 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.
- 4.1 The COUNTY's representative shall be the General Services director.
 - 4.2 WSU's representative shall be the WSU Extension, Island County director.
5. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement.

6. **INDEMNIFICATION:** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law.

7. **TERMINATION:** Any party hereto may terminate this Agreement upon ninety (90) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

8. **CHANGES, MODIFICATIONS, AMENDMENTS, AND WAIVERS:** The Agreement may be changed, modified, amended, or waived only by written Agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

9. **SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement, which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.


10. **ENTIRE AGREEMENT:** This Agreement including Exhibits A which are hereby incorporated into this Agreement by reference contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto.

11. **ASSIGNMENT AND SUBCONTRACTING:** No portion of this contract may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the County.

12. **INDEPENDENT CONTRACTOR:** WSU services shall be furnished by WSU as an independent contractor and nothing herein contained shall be construed to create a relationship of employer-employee, but all payments made hereunder, and all services performed shall be made and performed pursuant to this Agreement by WSU as an independent contractor.

WSU acknowledges that the entire compensation for this Agreement is specified in Paragraph 3 and WSU is not entitled to any County benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, or any other rights or privileges afforded to Island County employees.

WASHINGTON STATE UNIVERSITY
EXTENSION

 Digitally signed by Derek
Brown
Date: 2021.12.21 13:51:35
-08'00'
Manager, Authorized Official

Dan Nordquist, Assoc. Vice President
Office of Research Support and Operations

Mailing Address:
280 Lighty Student Services
PO Box 641060
Pullman, WA 99164-1060

RECOMMENDED:



Vicki McCracken, Assoc. Dean and Director
WSU Extension

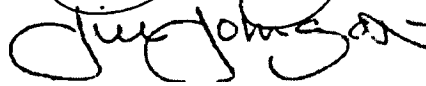
DATED this 10 day of January 2022



Melanie Bacon, Chair

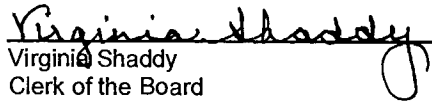


Janet St. Clair, Commissioner



Jill Johnson, Commissioner

Attest:



Virginia Shaddy
Clerk of the Board



Exhibit A
Educational Programs Provided by WSU

For the amount of \$306,468 for the calendar year 2022, WSU Extension agrees to maintain office services from 9:00 AM to 4:30 PM five days a week (Monday through Friday) at the main WSU Extension office at 406 N. Main Street in Coupeville or virtually if restricted by State or WSU guidelines for compliance with the Covid-19 pandemic. WSU agrees to notify the Island County in the event office services can't be maintain for a week or longer. In exchange, WSU Extension agrees to provide the following services with the indicated performance assessments to be summarized in an Impact Statement for each program no later than September 30, 2022, for the previous twelve months:

Agricultural and Natural Resources

Operate an Agricultural and Natural Resources program to include:

1. Farm Systems outreach, applied research and education to commercial agricultural producers in Island County:
 - a. Offer at least two workshops or programs in animal husbandry, irrigation, drainage, crop production, farm safety, or other topics appropriate for Island County producers.
 - b. Depending on demand, offer a yearly workshop focused on encouraging support for women in agriculture.
 - c. Depending on demand, offer multi-week courses from Cultivating Success program to encourage and assist new farmers.
 - d. Facilitate continuing education focused monthly meetings of the Whidbey Island Growers Association with the Conservation District.
 - e. Provide access to WSU technical assistance and recommendations for all levels of agricultural need.
2. Master Gardener program to include:
 - a. Provide oversight of trained volunteers and management of a demonstration garden at the Greenbank Farm.
 - b. Coordinate with the Island County Master Gardener Foundation to deliver outreach to Island County residents through plant clinics, workshops, and youth education programming.
 - c. Depending on demand, offer Master Gardener training at least once every other year.
 - d. Offer at least ten continuing education programs to Master Gardeners that will also be open to the public at no charge.
 - e. Answering gardening questions and the needs of the general public in various formats.
3. **Shore Steward education and outreach to Island County residents:**
 - a. produce at least four Shore Stewards newsletters per year through the Shore Stewards participants listserv and make these newsletters available to the public through the WSU Island County Shore Stewards Facebook page and the WSU Extension Island County webpage.
 - b. Actively engage and recruit new Island County property owners on best practices for living on the Shore of Whidbey and Camano Islands.

- c. Offer at least four seminars or workshops on shoreline living or related topics.
- d. Serve as an exofacial member of the Marine Resources Committee.

4. Forestry program to include education and outreach to Island County residents:

- a. Three online Coached Planning courses available to Island County forest owners
- b. An online winter school available to Island County forest owners
- c. An online field day available to Island County forest owners
- d. Newsletters, websites, directories, and other online resources available and relevant to Island County forest owners
- e. Off-site technical assistance consultations as needed for Island County forest owners
- f. Two new or revised Extension publications relevant to Island County forest owners submitted for publication
- g. Six new or revised online modules relevant to Island County forest owners submitted for publication
- h. 1-, 3-, and 8-Year follow-up assessments of major programs done for Island County forest owners in 2021, 2019, and 2014.
- i. 2 Island-county specific online workshops/seminars (e.g., an Island County specific topic or for an Island County organization such as Sound Waters, Camano Backyard Habitat, or Island County MGs)
- j. One in-person workshop on Whidbey

5. Waste Wise program provides education on reducing waste through reduction, reuse, recycling, and compost.

Oversee the implementation of the Waste Wise program to provide community education and outreach regarding waste reduction, reuse, recycling, and composting to the youth, adult, and commercial populations.

- a. Educational outreach:
 - i. Educational Material Development – Research and develop three fact sheets/brochures/promotional documents, webpages, or newspaper articles. Topics might include contamination, local recycling habits, food waste, promotion of reuse stores, or other issues as needed.
 - ii. Assist in Solid Waste Management CROP.
 - iii. Youth Education Outreach - As possible, conduct classes and support projects in a minimum of three schools.
 - iv. Adult Education Outreach - For adults, conduct four or more waste reduction classes/workshops/presentations online or in person.
- b. Waste reduction consultation and support:
 - i. Provide facilities, businesses, and organizations with education and consultation support.
 - ii. As possible, provide waste reduction event consultation/support for community events and host or manage reduce/reuse/recycle events.
- c. Volunteer management:

- i. Create and conduct online Waste Wise volunteer training, provided demand is present.
 - ii. Provide general volunteer training and support.
- d. Additional Duties and Activities:
 - i. Engage in conferences, partnerships, professional development.
 - ii. Maintain administrative duties:
 - 1. Quarterly reports
 - 2. Annual report – Impact Statement
 - 3. As requested by BOCC, design and implement an Earth Day Commissioner Challenge event.
 - 4. Collaborate with staff to develop and recommend local waste reduction branding logo, slogan, and theme.
- e. Litter reduction program:
 - i. Recruit, coordinate, and monitor “purple card” volunteer cleanup activities.
 - ii. Collect up to five thousand pounds of litter on beaches.
 - iii. Coordinate approximately one thousand hours of volunteer time for beach litter cleanup and outreach projects.
 - iv. Coordinate beach litter cleanup post-July 4 activities at Double Bluff Beach.
 - v. Provide litter education through bi-weekly newsletters.
 - vi. Research and create brochure or factsheet covering plastics and brochure covering the program.

Youth and Family Programs

Operate a 4-H Youth Leadership Program to include programming for youth between five and nineteen years of age in leadership, citizenship, and life skills.

1. Operate a 4-H Youth Leadership Program to include programming for youth between the ages of five and nineteen in leadership, citizenship, and life skills.
 - a. Set a goal of serving at least one hundred and fifty youth.
 - b. Set a goal of recruiting six new leaders and twenty-five new youth members.
 - c. Set a goal of two new clubs, including one STEM-oriented club.
 - d. Recruit Island County 4-H youth to the 2022 Know Your Government (KYG) training in Olympia.
 - e. Maintain an adult volunteer program for the 4-H Youth Leadership Program.
 - f. Conduct at least four events for all 4-H members.
 - g. Attempt to get 4-H programming on Camano Island.

2. Operate a Family and Consumer Science Nutrition Education and Food Access program to include:

Deliver the SNAP-Ed and community garden program in eligible areas, including schools, food banks, farmers markets, and other food access points available to SNAP-eligible families and individuals, including those stationed at Naval Air Station Whidbey Island.

- a. Operate a Family and Consumer Science Nutrition Education and Food Access program conducted through SNAP-Ed, focused on school and community gardens in eligible schools and other community sites.
- b. Coordinate school gardens at Crescent Harbor and Olympic View Elementary School.
- c. Facilitate the use of the gardens by school staff, parents, and community members to support policy, systems, and environmental changes that improve the food and nutrition.
- d. Conduct needs assessments in the broader community to identify additional opportunities to improve access to healthy foods and physically active lifestyles for SNAP-eligible individuals and families, including those serving at the NAS.

Higher Education

For Credit Course Access- provide physical access to WSU higher educational opportunities for both credit and continuing education programs available through WSU Academic Media Services and Global Campus.

- a. Provide open access to weekly seminars during the WSU fall and spring semesters – topics determined by request may be limited by COVID-19 restrictions.
- b. By prearrangement, offer classes for students enrolled in courses at WSU Everett or Pullman campuses

Federal Funds

The following funds will be provided under this Memorandum of Agreement for the period January 1, 2022 through December 31, 2022 to provide an extension program.

Federal Funds	\$0.00	Non-Federal Funds	\$306,468
TOTAL FUNDS		\$306,468	

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.