

# Wasco County SWCD & Wy'East RC&D Cooperative Agreement

## I. Purpose

The purpose of this agreement is to enhance conservation delivery through a partnership with the Wasco Soil and Water Conservation District and Wy'East Resource Conservation & Development. The Wy'East Resource Conservation & Development (Wy'East) and Wasco Soil and Water Conservation District (District) (together, Parties) have a mutual interest in delivering timely and effective assistance to customers participating in USDA programs and addressing natural resource concerns.

This agreement supplements the Memorandum of Understanding between the Parties documents areas of common interest and clarifies the roles of the Parties in providing conservation leadership and technical and financial assistance to customers in order to help them conserve and enhance natural resources through a voluntary cooperative approach. The agreement will specify the transfer of resources between Wy'East and the District to accomplish delivery of programs and mutual conservation priorities.

## II. Objectives

The Parties will jointly address opportunities, concerns, and problems related to Wy'East and the District's missions.

## III. Budget Narrative

The Parties intend to share resources as identified in the "Resources Required" section of this agreement. Because the level of support offered by each party may vary from year to year, at the beginning of each fiscal year the Parties must cooperate to plan and document the specific resources allocated for that year's performance.

## IV. Responsibilities of the Parties

### A. Wy'East will:

1. Provide technical assistance to Wasco County landowners and contribute to the SWCD conservation planning process, with a focus on supporting advances in precision agriculture, including irrigation efficiency projects and the Fifteenmile Action to Stabilize Temperatures (FAST).
2. Reimburse the SWCD on a quarterly basis for actual costs associated with administrative services (For the 2022-2023 Fiscal Year, established rates are \$47.52 per hour for the Office Administrator and \$36.12 per hour for the Office Assistant), plus an additional 10% administrative services fee on services rendered.

3. Reimburse the SWCD for space rent (189 sq ft) for the RARE student at an annual cost of \$3,300, or \$825 per quarter.

**B. District will:**

4. Provide \$10,000 annually to support the work of Wy'East on precision agriculture in Wasco County, including irrigation efficiency projects and FAST.
5. Provide \$2,500 annually to Wy'East for organizational support.
6. Provide administrative and bookkeeping support to Wy'East.
7. Provide office space for the RARE AmeriCorps Member.

**V. Expected Accomplishments and Deliverables**

See the attached Memorandum of Understanding which documents the mutually agreed-to responsibilities of the parties and is incorporated herein.

**VI. Resources Required**

Wy'East and the District may share resources such as office space, equipment, and supplies to carry out program activities. All resources provided by both Wy'East and the District are subject to availability of funds.

**A. Office Space**

1. Shared work and office spaces are needed to carry out program activities more effectively and provide quality service to our mutual customers.
2. Wy'East may have a reserved workspace in the SWCD offices, as well as access to common spaces such as conference rooms, kitchens, etc.

**B. Equipment and Technology**

1. Wy'East will provide the District access to software, and the technical information needed to perform the work outlined in this agreement.

**VII. Milestones**

- A.** Wy'East will provide an annual report to the SWCD regarding program accomplishments, no later than June 30th of each calendar year.
- B.** The parties to this Cooperative Agreement agree to annually review their progress toward the objectives set forth in the Memorandum of Understanding referred to and incorporated by reference in its entirety by Section V of this Cooperative Agreement.

**VIII. Special Provisions**

- A. This agreement may be extended or amended upon written request of either Wy'East or the District and the subsequent written concurrence of the other. Either Wy'East or the District may terminate this agreement with a 60-day written notice to the other.
- B. Any Wy'East personnel or council members with access to USDA files or computer systems housed within the SWCD facilities shall be subject to the security background checks as required by USDA. Any cost associated with USDA required background checks of Wy'East personnel will be paid by Wy'East.
- C. The District and Wy'East will comply with state and federal legal requirements and limitations for access and use of relevant records. Confidential and personal information is for official use only and under no circumstances will it be used for personal gain. Adequate safeguards will be in place to protect confidential and personal information. Wy'East records and District records are to be maintained in separate file cabinets at all times.

**IX. Effective Date & Duration**

- A. This agreement is effective as of October 1, 2022 and will expire on June 30, 2023 unless otherwise extended.
- B. The parties will review & update the agreement and associated rates annually based on the SWCD fiscal year, July 1 – June 30.

**Agreed,**

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For Wy'East RC&D Date

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For Wasco County SWCD Date