

**Memorandum of Understanding
Between
Lewis County Solid Waste and
Washington State University Lewis County Extension**

This memorandum of understanding between Lewis County Solid Waste, a division of the Public Works Department, and the Washington State University Lewis County Extension, outlines responsibilities and funding for a Master Recycler/Composter (MRC) volunteer program, an educational program which will provide training opportunities for citizens interested in recycling and composting. Those volunteers trained through this program will be required to provide volunteer in-service to the greater Lewis County communities under the supervision of the Utility and/or WSU Lewis County Extension office in promoting recycling and composting.

Lewis County Solid Waste Utility agrees to:

- 1) Solid Waste will pay wages for the WSU Lewis County Master Recycler Composter Coordinator. Wages will not exceed 2,080 hours per two-year contract.
- 2) If an East End satellite office is agreed upon by both parties, Solid Waste will be responsible for locating the office space. Solid waste will also pay for office supplies and the coordinator's mileage from the WSU Lewis County Extension's Chehalis Office to the program's East End satellite office.
- 3) Assist in the organization and promotion of the program, and related events and projects.
- 4) Attend, and assist with, on-going volunteer training classes and community workshops throughout Lewis County.

Washington State University Lewis County Extension agrees to:

- 1) Plan, organize and secure locations for all volunteer training classes, arrange for guest training speakers, workshop speakers for outreach education, coordinate tours, as appropriate to the program goals.
- 2) Recruit volunteers for training sessions and coordinate activities for volunteers to complete in-service hours, provide application process documents, screen all applicants through the WSU, and monitor in-service hours through a database.
- 3) Develop on-line training opportunities to recruit new volunteers and support existing volunteers.
- 4) Work with volunteers to develop the Floral Park sustainability park and maintain it.
- 5) Provide Solid Waste Utility with quarterly billing statements reflecting actual staff time and other expenditures related to Master Recycler/Composter program. Monthly reports detailing the hours recorded will be provided to the Utility Manager.
- 6) Provide office space, supplies, phone, and a computer for the coordinator.

This agreement takes effect upon signature by the Director of Public Works Department and the Director of the WSU Lewis County Extension, and will remain in effect through June 30, 2025, unless terminated earlier by mutual agreement. This agreement is subject to grant funding by the Department of Ecology.


Gary Fredricks (Nov 28, 2023 14:07 PST)
Gary Fredricks, Interim Director
WSU Lewis County Extension

Nov 28, 2023

Date



Josh Metcalf, Director
Lewis County Public Works

Nov 29, 2023

Date

MOU-LCSW WSU for MRC 2023-2025 (2)

Final Audit Report

2023-11-29

Created:	2023-11-14
By:	Kristen Buckman (Kristen.Buckman@lewiscountywa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2I21zHDnKj6rwhP8OB7DITUiolpbz9N

"MOU-LCSW WSU for MRC 2023-2025 (2)" History

-  Document created by Kristen Buckman (Kristen.Buckman@lewiscountywa.gov)
2023-11-14 - 11:43:09 PM GMT- IP address: 209.34.142.130
-  Document emailed to fredricksg@cowlitzwa.gov for signature
2023-11-14 - 11:43:44 PM GMT
-  Email viewed by fredricksg@cowlitzwa.gov
2023-11-14 - 11:44:31 PM GMT- IP address: 40.94.29.158
-  New document URL requested by fredricksg@cowlitzwa.gov
2023-11-28 - 10:02:15 PM GMT- IP address: 65.183.210.194
-  Email viewed by fredricksg@cowlitzwa.gov
2023-11-28 - 10:03:40 PM GMT- IP address: 40.94.29.178
-  Signer fredricksg@cowlitzwa.gov entered name at signing as Gary Ffredricks
2023-11-28 - 10:07:00 PM GMT- IP address: 65.183.210.194
-  Document e-signed by Gary Ffredricks (fredricksg@cowlitzwa.gov)
Signature Date: 2023-11-28 - 10:07:02 PM GMT - Time Source: server- IP address: 65.183.210.194
-  Document emailed to Josh Metcalf (josh.metcalf@lewiscountywa.gov) for signature
2023-11-28 - 10:07:04 PM GMT
-  Email viewed by Josh Metcalf (josh.metcalf@lewiscountywa.gov)
2023-11-29 - 3:26:14 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Josh Metcalf (josh.metcalf@lewiscountywa.gov)
Signature Date: 2023-11-29 - 3:26:47 PM GMT - Time Source: server- IP address: 209.34.142.130
-  Agreement completed.
2023-11-29 - 3:26:47 PM GMT



Adobe Acrobat Sign