

**MEMORANDUM OF UNDERSTANDING**  
*between*  
**The Regents of the University of California – Agriculture and Natural Resources,**  
*and*  
**County of Mendocino**  
*for a*  
**Partnership**  
*for the*  
**Provision of the University of California Cooperative Extension Program**

This Memorandum of Understanding (“MOU”) is executed as of the latest date of execution set forth below (the “Effective Date”), by and between The Regents of the University of California, on behalf of its UC Agriculture and Natural Resources, and its UC Cooperative Extension for Mendocino County (“University”), and the County of Mendocino (“County”).

**WITNESSETH:**

**WHEREAS**, the County of Mendocino is known for its redwood forests, coastline, wine production, and microbrews; and

**WHEREAS**, the County of Mendocino is located on California’s northern coast, halfway between San Francisco and the Oregon border, is bordered by Sonoma, Lake, Glenn, Tehama, Trinity, and Humboldt counties, and is 3,506.8 square miles in size, making it the 15th largest county in California; and

**WHEREAS**, as of 2024 the County of Mendocino had a population of 89,175, a median age of 44.3, with 21.6% of people speaking a language other than English at home; and

**WHEREAS**, tourism is the main industry in Mendocino County, and the county’s economy also includes wine production, timber, microbrews, cannabis, and fishing; and

**WHEREAS**, Mendocino County has many attractions, including redwood forests – Mendocino County is part of the World Wildlife Fund’s Pacific temperate rainforests ecoregion, a wine region – Mendocino County is known as America’s Greenest Wine Region, coastal areas – Mendocino County has a distinctive coastline and beaches, historic sites – Mendocino County has many museums that preserve artifacts of the county’s history, including Native American, timber, fishing, and agricultural heritages, and rodeos, including California’s oldest continuous rodeo on the Fourth of July in Willits; and

**WHEREAS**, the University and the County of Mendocino have a cooperative relationship, as part of the national cooperative extension system, to provide extension and education, and the County of Mendocino has provided generous support to UC Cooperative Extension (UCCE) to implement programs and activities benefiting residents of the county; and

**WHEREAS**, the University’s UC Agriculture and Natural Resources (UC ANR) is one of the principal vehicles by which the University may deliver to the residents of California the benefits of its research into agriculture, natural resources management, healthy food systems, healthy environments, youth development and resilient communities, and by which Californians may bring new problems and priorities to the University for research and resolution; and

**WHEREAS**, in the execution of its mission UC ANR collaborates with local county governments and thus its program is collectively referred to as University of California Cooperative Extension (UCCE); and

**WHEREAS**, the County of Mendocino recognizes the value of UCCE to its residents and intends that this program be delivered in its County; and

**WHEREAS**, Section 32330 of the Educational Code of the State of California provides for the appropriation of County funds by County Boards of Supervisors for the support and maintenance of UCCE for the benefit of County; and

**WHEREAS**, the County of Mendocino has authority to enter into this MOU;

**NOW THEREFORE, in consideration of the terms and conditions contained herein**, County and University do hereby agree to cooperate in the delivery of UCCE as follows.

**I. PARTIES**

A. The parties to this MOU are:

1. The Regents of the University of California, on behalf of its UC Agriculture and Natural Resources, and
2. The County of Mendocino.

B. Each party certifies that it intends to, and does, contract with the other party that is a signatory to this MOU.

**II. PURPOSE**

A. The purpose of this MOU is to memorialize the University's agreement to provide the UCCE program to County, as well as the commitment of County to support the University in the provision of such program.

**III. RESPONSIBILITIES OF THE UNIVERSITY**

University agrees to do the following:

- A. Deliver University knowledge to County for the benefit of its residents through a cadre of UCCE educational and applied research programs, as further described in Attachment A, *UCCE Program Provided by the University*.
- B. Continually improve UCCE in County by revising it as new University research is directly accessed by advisors (University academics).
- C. Upon request of the County, appear before the County's Board of Supervisors (and/or other County officials) to inform them of the progress and accomplishments of UCCE.
- D. Expend a portion of University appropriations (e.g., general and specific state funds, federal formula funds, extramural contract and grant awards, endowments, and fundraising revenue) in County; thereby realizing even greater programmatic impact locally.

- E. Appoint, assign, supervise, and pay the entire salaries and benefits of a professional staff of advisors (University academics) for the operation of UCCE in County. The appointment, number and assignment of such academics shall be determined by the University based on available resources. As resources permit, the University may also assign and pay the salaries of other personnel, both academic and non-academic.
- F. Submit to County the following written reports on or around the start of the UC Cooperative Extension program year (i.e., July 1).
  - 1. UCCE *Plan of Work* detailing the public service and research programs to be provided by the University in the coming year by July 1 of each year.
  - 2. UCCE *Report of Work* detailing the educational and research activities provided by the University in the past year, along with the impact thereof by October 1 of each year.
- G. Designate one University employee as the Director of UCCE (“County Director”) for County, who will represent and be responsible to the University’s Vice Provost of Research and Extension for all matters relating to the operation and conduct of UCCE in County including as referenced in Section V. of this MOU. County representatives should be included in the selection process of a new County Director. Provide written notification to the County CEO in advance, or within one week of the temporary, interim, acting, or permanent assignment of a new County Director.
- H. Provide organizational framework and support associated costs necessary to conduct UCCE, including but not limited to:
  - 1. Application of University Environmental Health and Safety (EH&S) standards, including assistance of University EH&S professional staff and provision of certain resources.
  - 2. Application of University Risk Management and Background Investigation standards, especially as they pertain to youth protection.
  - 3. Application of University management standards for accounting, budgeting, contracts and grants, development, human resources, legal affairs, information technology and other administrative matters, except that the Director shall comply with County processes to the extent applicable as identified under Section V below..
  - 4. Vehicles procured by the University at rates reflective of the University’s buying power.
  - 5. Equipment, supplies and other miscellaneous necessities at rates reflective of the University’s buying power.
  - 6. Off-site University staff for performance of all centralized administrative tasks arising out of UCCE program delivery to County that can be centralized.
  - 7. Future incremental costs increases associated with all of the above.
- I. Provide invoices to the County annually for the fixed price direct funding contribution, as referenced in this agreement. Be responsible to County for expenditure of County funds and/or use of County resources. As well, be responsible for proper use, custody, and care of in-kind (tangible, non-monetary) resources that County may dedicate to UCCE.

J. Facility Usage - Hopland Research and Extension Center Shippey Hall. University shall provide County access to its Shippey Hall facility at its Hopland Research and Extension Center, located at 4070 University Rd., Hopland, CA 95449 (“HREC”), for up to two (2) events per program year, with direct facility rental costs fully covered by University. Covered direct costs shall apply solely to the Shippey Hall base rental fee and do not include ancillary costs such as catering, custodial services, audio-visual support, or special equipment, which shall remain the responsibility of County.

County may schedule additional Shippey Hall reservations at a discounted facility rental rate, to be determined by HREC in consultation with County and UCCE.

UCCE shall make separate arrangements internal to UC ANR to hold up to two (2) additional UCCE events at Shippey Hall per program year.

#### IV. RESPONSIBILITIES OF COUNTY

County agrees to do the following:

A. Subject to the County’s annual budget process, provide in-kind (tangible, non-monetary) resources memorialized in Attachment B, *In-kind (Tangible, Non-Monetary) Support Provided by County*. Provision of any or all of the in-kind resources for use by the University shall not be deemed to convey to the University any interest in said County in-kind contributions. For the term of this agreement, County shall provide in-kind staffing support to the University. These services are intended to enhance coordination, reduce redundancy, and strengthen collaboration between County and University. County and University shall maintain regular communication to coordinate staff assignments, ensure timely support, and address emerging needs. Both parties agree to cooperate in good faith to achieve effective and efficient program operations that benefit the residents and agricultural community of Mendocino County.

B. Provision of direct (monetary) funding as per the below and as memorialized in a separate annual agreement *Direct (Monetary) Support Provided by County* (Attachment C).

1. Upon receipt of biannual invoices for direct payment, funding will be transferred from County to the University on a biannual basis. County will make the first fund transfer on or before the start of the UCCE program year (i.e., July 1), but in any event, no later than the 31<sup>st</sup> day of that program year; the second fund transfer will be made six (6) months thereafter. If the effective date of this agreement does not coincide with a fiscal year, the amount of direct funding for that initial portion of a fiscal year will be prorated accordingly and paid by County upon receipt of invoice from University.
2. County authorizes the University to do the following:
  - a. Expend direct funding as University thinks best for the delivery of UCCE to County.
  - b. Commingle direct funding, managing it as a single, indivisible account.
  - c. Retain unexpended funds (if any) for use in the delivery of UCCE to County in the subsequent fiscal year.
  - d. Retain supplies and equipment purchased with direct funding for use in the delivery of UCCE to County.

3. Direct funding from the County will be used by University to support the following activities and positions:
  - a. A collaborative partnership between UCCE and University's Hopland Research and Extension Center (HREC) – \$15,000 annually as set forth in Attachment C. To be used for covering direct costs associated with UCCE's use of HREC resources (e.g. gas mileage, facility usage, project fees, etc.)
  - b. 0.4 FTE UCCE Master Gardener Coordinator position – County agrees to contribute \$7,000 annually toward this salary as set forth in Attachment C.
  - c. 1.0 FTE UCCE Office Services Supervisor position – County agrees to contribute \$60,000 annually toward this salary as set forth in Attachment C.
  - d. County use of the HREC Shippey Hall facility as specified in Section III.J above.

#### V. RESPONSIBILITIES OF THE UCCE COUNTY DIRECTOR

The UCCE County Director is the individual to whom University has delegated programmatic and administrative decision-making authority at the local level; they are the principal University representative for all matters relating to this MOU. The UCCE County Director will act as the head of the "Cooperative Extension" Department within the County. With respect to the allocation and management of resources provided by the County for local delivery of the UCCE, the Director will ensure County management/supervision standards are applied for accounting, budgeting, contracts and grants, development, human resources, legal affairs, information technology and other administrative matters. Consistent with the collaborative partnership between County and UCCE, Director will provide notification to the CEO in advance of any scheduled absences of more than one week, and provide notification as soon as possible for any unscheduled absences of more than one week. Additionally, Director will establish public counter access hours, which should mirror those of the County, and ensure this information is publicly posted.

#### VI. COMMITMENT TO THE UCCE PARTNERSHIP

- A. UCCE comprises a collaboration between County and University for the benefit of the people of Mendocino County, to which both parties are committed. The parties agree that University cannot deliver UCCE absent the valuable support that County contributes. The parties also acknowledge that County resources are limited.
- B. Accordingly, in the course of County's annual budget processes, University will advise County of the minimum level of financial support required to deliver UCCE programs. County will then collaborate with University to agree upon the specific level of support to be proposed for appropriation to UCCE by the Board of Supervisors in the coming fiscal year. In determining such amount, University will work with County, making every effort to accommodate any budget restrictions to which County may be subject. In turn, County will recognize University's responsibility to maintain program quality.

## VII. GENERAL TERMS AND CONDITIONS

### A. *Non-Discrimination:*

1. UC ANR prohibits discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, age, disability, income derived from a public assistance program, or reprisal or retaliation for prior civil rights activity.
2. UC ANR policy prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment. UC ANR policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to any of its programs or activities.
3. UC ANR is an Equal Opportunity/Affirmative Action Employer.
4. University policy is intended to be consistent with the provisions of applicable State and Federal laws.
5. Inquiries regarding the University's equal employment opportunity policies or our nondiscrimination policies may be directed to:

UCANR, Interim Affirmative Action Compliance Officer  
University of California, Agriculture and Natural Resources  
2801 Second Street, Davis, California 95618  
530-750-1397      Email: [tjordan@ucanr.edu](mailto:tjordan@ucanr.edu)  
Website: [http://ucanr.edu/sites/anrstaff/Diversity/Affirmative\\_Action/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/)

- B. *Confidentiality:* The parties may receive certain private information in the normal course of work under this MOU (e.g., home addresses of program participants, etc.). Such private information will be held in confidence to the greatest extent permissible under statute and each party's internal policies.
- C. *Clarification of Duties:* All parties agree that UCCE is an educational arm of the University. Accordingly, the University and its agents do not play a role in regulatory enforcement.
- D. *Fiscal Year:* The fiscal year applicable to this MOU will be July 1 through June 30.
- E. *Term:* This MOU will be in effect for five (5) fiscal years, commencing on the Effective Date and concluding June 30, five (5) fiscal years thereafter. At the end of this period, this MOU may be reissued for subsequent five (5) year period(s) through the use of a written amendment executed by both parties.
- F. *Effective Date:* The date of the latest signature appearing in the below signature block.
- G. *Modification:* This MOU may be modified or amended with the written approval of both parties, provided that the party proposing a modification or amendment submits the same in writing to the other party at least ninety (90) days in advance to allow for consideration of said proposal.

H. *Termination:*

1. Either party may terminate their participation in this MOU without cause, and/or may withdraw their in-kind (tangible, non-monetary) resources or direct (monetary) support from UCCE. A party's intent to withdraw support (whether direct or in-kind) from UCCE must be specifically communicated by giving one hundred eighty (180) days advance written notice to the other party.
2. Subject to the mutual agreement of both parties, termination by a party for cause may be effectuated with less than one hundred eighty (180) days advance written notice to the other party.
3. If the County should find it necessary to terminate its participation in this MOU, the University will withdraw UCCE from County. Under such circumstances, UCCE programs provided in neighboring Counties will no longer be available to people of Mendocino County after it has withdrawn its support.

I. *Severability and Validity of Agreement:* If a portion, term, condition or provision of this MOU is determined by a court to be illegal or in conflict with a law of the State of California, or is otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected.

J. *Entire Agreement:* This MOU and the Attachments hereto constitute the entire agreement between County and University concerning the subject matter hereof. There are no warranties, representations, covenants or agreements, expressed or implied, between the parties except those expressly set forth in this MOU. Any amendments or modifications of this MOU shall be in writing as described above.

K. *Assignment:* The rights and duties of the parties to this MOU may not be assigned or delegated.

L. *Governing Law:* This MOU will be governed by and construed in accordance with the laws of the State of California.

M. *Execution in Parts or Counterparts:* This MOU may be executed in several counterparts, each of which is an original and all of which constitutes but one and the same instrument.

N. *Electronic Signatures:* This MOU may be executed by electronic signature(s) and transmitted either by facsimile or in a portable document format ("pdf") version by email and such electronic signature(s) shall be deemed as original for purposes of this MOU and shall have the same force and effect as a manually executed original.

VIII. INDEMNIFICATION

A. The Regents of the University of California shall defend, indemnify and hold County, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this MOU, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of The Regents of the University of California, its officers, agents or employees.

B. County shall defend, indemnify and hold The Regents of the University of California, its officers, employees, and agents harmless from and against any and all liability, loss, expense

(including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this MOU, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of County, its officers, agents or employees.

## IX. INSURANCE

The parties will individually insure their activities in connection with this MOU by maintaining programs of self-insurance or obtaining, keeping in force, and maintaining insurance as follows:

- A. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with a limit of one million dollars (\$1,000,000.00) per occurrence.
- B. If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this MOU. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this MOU.
- C. Business Automobile Liability Self-Insurance Program for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence.
- D. Workers' Compensation and Employers Liability Insurance in a form and amount covering each respective party's full liability under the Workers' Compensation and Insurance and Safety Act of the State of California as amended from time to time.
- E. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of County and the University against other insurable risks relating to performance.
- F. Coverage required under this Section shall not limit the liability of any party.
- G. Coverage referred to in this Section shall include the other party as an additional insured. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of the insuring party, its officers, employees and agents. Upon request, either party shall furnish the other party with Certificates of Insurance or Self-Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days advance written notice to the other party of any modification, change, or cancellation of any of the above insurance coverage.

## X. VEHICLE USAGE

### A. County-Owned Vehicles

In connection with this MOU, County may, at its sole discretion, authorize employees and/or agents of University to operate vehicles owned, leased, rented, loaned, or registered to the County. The parties agree that claims for damages arising out of any accidents that occur in County-owned vehicles operated by University employees and/or agents in the course and scope of their University duties, are the responsibility of University. County shall be responsible for claims for damages arising out of any accidents that occur in County-owned vehicles operated by County employees and/or agents in the course and scope of their County duties.

### B. University-Owned Vehicles

In connection with this MOU, the University may, at its sole discretion, authorize employees and/or agents of County to operate vehicles owned, leased, rented, loaned or registered to University. The parties agree that claims for damages arising out of any accidents that occur in such University vehicles operated by County employees and/or agents in the course and scope of their County duties (e.g., an assignment to support UC Cooperative Extension), are the responsibility of County. University shall be responsible for claims for damages arising out of any accidents that occur in University-owned vehicles operated by University employees and/or agents in the course and scope of their University duties.

## XI. INSURANCE COVERAGE FOR VOLUNTEERS/AGENTS OF THE UNIVERSITY

University volunteers are considered “agents” of the University, and therefore are covered for their negligent acts or omissions by University’s general liability self-insurance program while acting in the course and scope of their volunteerism for University. University also therefore agrees to assume liability for the actions or negligence of these volunteer “agents” as set forth in Section VIII above, when they are acting in the course and scope of their volunteerism for University.

## XII. CRIMINAL HISTORY AND IDENTITY CHECK OF EMPLOYEES AND VOLUNTEERS

- A. As described in its [Background Investigation Manual](#), the University strives to ensure the safety of everyone involved in its programs, especially youth. As a part of this effort, University requires a criminal history and identity check (i.e. fingerprinting) and submission of fingerprints to the Department of Justice, and/or the Federal Bureau of Investigation for certain employees, volunteers, and/or agents of University. University shall be responsible to:
  1. Determine whether such fingerprinting is required,
  2. Obtain the employees’/volunteers’ fingerprints, and
  3. Obtain criminal background clearance from the appropriate agency. University reserves the right to decline the participation of any individual that does not pass the background clearance review to University’s satisfaction.
- B. Upon notification from UCCE, County acknowledges County employees assigned to the UCCE 4-H Program will be required to participate in an expanded background check. This will include fingerprints to support California Department of Justice background checks, and subsequent arrest notices (SANS) if they are interacting with youths participating in UCCE programming. Such employees will be acting as mandated reporters under state law.
- C. For any project that may put youth at risk, County and University agree to formulate a safety plan pursuant to Risk Management standards of both UCCE and the County.

## XIII. NOTICES

Any notice required or permitted to be given under this MOU shall be in writing and shall be conclusively delivered to the other party at the following respective addresses.

- A. For University:

County Director: Matthew Barnes  
UCCE Mendocino County  
890 N. Bush Street  
Ukiah, CA 95482

B. For County:

Chief Executive Officer: Darcie Antle  
County of Mendocino  
501 Low Gap Road Room 1010  
Ukiah, CA 95482

In witness whereof, the parties have executed this MOU as of the latest date of execution set forth below.

COUNTY OF MENDOCINO

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John Haschak  
Mendocino County Chair of the Board

Date

*Reviewed and Recommended*



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Darcie Antle, Mendocino County CEO

**12/09/2025**

Date

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Signed by:  
  
Brent Hales  
Associate Vice President, UC Agriculture and Natural Resources

12/9/2025

Date

*Reviewed and Recommended*

Signed by:



73D8C41A293D48D...  
Matthew Barnes, UCCE County Director – Mendocino County  
University of California, Agriculture and Natural Resources

12/10/2025

Date

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Darcie Antle  
DEPARTMENT HEAD

Date: 12/09/2025

Budgeted: Yes

Budget Unit: 6210

Grant: No

Grant No.: N/A

CONTRACTOR/COMPANY NAME

By: Brent D Hales  
1B1D920CEDD5411  
SIGNATURE

Date: 12/9/2025

NAME AND ADDRESS OF CONTRACTOR:

UC ANR Headquarters

2801 Second Street

Davis, CA 95918

COUNTY OF MENDOCINO

By: John Haschak  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

Date: 12/16/2025

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Anny Deputy 12/16/2025

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: Anny Deputy 12/16/2025

INSURANCE REVIEW:

By: Darcie Antle  
Risk Management

Date: 12/09/2025

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: Mark Kline  
COUNTY COUNSEL

Date: 12/09/2025

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Jayne  
Deputy CEO or Designee

Date: 12/09/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**

Exception to Bid Process Required/Completed

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: \_\_\_\_\_

**Attachment A**  
**UCCE Program Provided by University**

University will issue an annual *Plan of Work* with detailed and specific descriptions of UCCE programs for County in the coming program year and a *Report of Work* for the year prior. These programs will serve the residents of Mendocino County by providing science-based research, education and public service that will promote solutions to problems in agriculture, natural resources (including environmental quality), food and nutrition, food safety and youth development.

In the course of their work, UCCE advisors (University academics) and program representatives (University staff) will deliver a range of locally relevant programs focusing on farming, the environment, nutrition, 4-H youth development, science literacy and Master Gardeners. Advisors and program representatives will use workshops, public meetings, newsletters, the mass media and other communication tools to bring needed information to County. Further, advisors and program representatives will use collaborations with government and private agencies to extend the reach of their programs. Finally, advisors and program representatives may collaborate with UC campus-based Cooperative Extension program Specialists and Agricultural Experiment Station scientists to research, adapt and field-test agricultural improvements or solutions and promote the use of research findings in County.

UCCE and County recognize the value of integrating research-based expertise into County's project planning and resource allocation processes. As such, County may consult UCCE advisors during the development of project proposals, RFPs, or grant solicitations in areas that align with UCCE's mission and expertise. UCCE's participation in these consultations will be evaluated based on the potential for mutual benefit and resource availability. This collaboration aims to ensure that County leverages the most current research and technical expertise available and allows UCCE advisors to identify areas where they may contribute directly to project outcomes, providing cost savings to the County and enhancing UCCE's research and extension mission.

UCCE may, upon request from the County, provide technical expertise and advisory services during emergency situations, including but not limited to, natural disasters, environmental contamination, or public health concerns. UCCE's involvement will be limited to its areas of expertise, such as soil and water testing, agricultural impact assessments, and providing research-based recommendations for recovery and mitigation efforts. UCCE's role will be advisory in nature and will not include direct emergency response or public safety responsibilities. Coordination with County departments will be required to ensure that UCCE's assistance is within the scope of its mission and resources.

Subject to availability of required resources, UCCE would implement programs with the following areas of emphasis.

*Agriculture and Natural Resources:* Research and education programs that meet local agriculture and natural resource needs, focused on enhancing the agricultural productivity and competitiveness of Mendocino County and protecting water, land and air resources. Together with farmers, pest control advisors and industry representatives, current and emerging agricultural opportunities and problems would be identified.

*Nutrition, Family and Consumer Sciences:* Offering opportunities for families, individuals, and youth to enhance their quality of living by providing resources that support independence and self-sufficiency, health maintenance and obesity/diabetes prevention. These advisors may also provide information on food safety, food preparation, food preservation and budgeting for food security.

*Master Gardeners:* University-trained volunteers providing advice and support for local gardeners. Through volunteers, advisors overseeing the UCCE Master Gardener Program will extend research-based information about home horticulture and pest management to the residents of Mendocino County.

*4-H Program:* Encompassing a wide variety of educational and enrichment experiences to help young people discover and develop their potential. 4-H Youth Development Program advisors provide meaningful, learn-by-doing educational activities to children in 4-H clubs and/or to children participating in school enrichment and after-school programs. Citizenship and science literacy including biology, math and engineering are thrusts of the program.

*Tribal Nations Collaborations:* University plans to enter into separate agreements with federally recognized tribal nations within Mendocino County boundaries. These agreements will focus on supporting the unique needs and priorities of tribal nations in areas such as natural resource management, traditional land use, agriculture, and environmental conservation. UCCE will consult with Tribal nations to ensure that programs and services align with their cultural practices and environmental goals. Tribal nations will be fully respected as sovereign entities, and their participation in joint projects will require their express consent. Where appropriate, UCCE may facilitate collaboration between the County and Tribal nations on joint projects, particularly in areas such as watershed management, fire resilience, and agriculture. However, this collaboration will only occur with the consent of all parties involved.

**Attachment B**  
**In-Kind (Tangible, Non-Monetary) Support Provided by County**

In accordance with the above Section No. IV., *Responsibilities of County*, County agrees to support University's provision of the Cooperative Extension program with in-kind (tangible, non-monetary) support as follows.

***In-Kind (Tangible, Non-Monetary) Resources Provided by County***

<p><b>Employees</b> Number and title of full-time (FTE) or part-time (PTE) County employees to support the UC Cooperative Extension. Such County employees will provide University with services including, but not limited to, programmatic, administrative and other assistance (program representatives, field help, laboratory technicians, etc.). County shall employ these individuals assigned to support UCCE and shall support all wages, benefits, Worker's Compensation Insurance, dispute resolution, and other costs associated with employment by County.</p>	<p>The UCCE Office Supervisor and/or 4-H CES positions are primarily responsible for staffing the front office and providing customer service. The Department of Agriculture will provide backup front office and reception support for UCCE Mendocino during absences of the UCCE Office Supervisor and/or 4-H CES staff, or peak workload periods, as mutually agreed upon by both departments. This includes greeting visitors, directing inquiries, answering phones, and assisting with general administrative duties.</p> <p>The Department of Agriculture shall provide up to .5 FTE support to the UCCE by allocating staff with qualifications equal to or greater than an Agricultural Technician to provide field and technical support to UCCE Academic Advisors serving Mendocino County.</p> <ul style="list-style-type: none"> <li>• This individual will remain under the supervision of the Department of Agriculture and UCCE will coordinate directly with the Ag Commissioner for project support and scheduling.</li> <li>• The level of participation will be based on project needs and available capacity.</li> </ul> <p>The County shall provide support related to the County's financial and reporting systems, including:</p> <ul style="list-style-type: none"> <li>• Processing accounts payable and journal entries for UCCE-related County transactions.</li> <li>• Assisting with annual budget development, fiscal reporting, and internal County financial documentation.</li> </ul>
<p><b>Space</b> Address/location and approximate number of square feet of fully functional and fully serviced office space including furniture, heating and air-conditioning, telephone and high-speed internet connectivity, maintenance and cleaning, access to meeting and conference rooms, as well as to kitchen and toilet facilities, parking and storage, security, etc.</p>	<p>Provide approximately 1,320 square feet of fully functional and fully serviced office space located at 890 N. Bush St., Ukiah, CA 95482. The space includes necessary furnishings, heating, air-conditioning, high-speed internet connectivity, maintenance, and cleaning services. Additional amenities include access to shared meeting and conference rooms, shared kitchen, and toilet facilities, shared laboratory space, parking, and storage areas, ensuring a secure and conducive work environment.</p>
<p><b>Equipment</b> Items comprising fully functional and fully serviced office and field equipment including but not limited to copiers, printers, desk and/or mobile telephones, postage machines, etc.</p>	<p>890 N. Bush St. is fully furnished and functional, including access to a shared copier/printer. Subject to the annual budget process, County will strive to provide resources as may be needed in the future to perform operational duties effectively. This may include potential leasing or purchasing arrangements for specialized equipment.</p>
<p><b>Supplies &amp; Miscellaneous</b> Items comprising all business supplies, services and other miscellaneous necessities required for a fully functional and fully serviced business office, including but not limited to stationery, paper, and printing, postage and shipping, photographic supplies, laboratory, field test, and demonstration materials, etc.</p>	<p>Subject to the annual budget process, County will provide funding toward supplies &amp; miscellaneous expenses to support routine operation of the UCCE consistent with historical levels.</p>
<p><b>Transportation</b> All means of transportation necessary for the conduct of the official duties of the local UC Cooperative Extension and County staff, including attendance of training, development, and administrative meetings that may occur outside the County. This includes, but is not limited to, provision of vehicles, fuel, maintenance, other associated costs, etc.</p>	<p>The County is committed to the reduction of carbon emissions and the utilization of vehicles most efficient for any normal use. Subject to the annual budget process, County will provide necessary transportation resources to support the official duties of UC Cooperative Extension (UCCE) and County staff. This support includes, but is not limited to, the provision of appropriate vehicles as well as covering related operational</p>

	<p>costs such as fuel and routine maintenance. Specific vehicle needs for UCCE include:</p> <ol style="list-style-type: none"><li>1. A 4x4 or AWD 1/4 ton truck with a bed extendable to 6-foot for fieldwork and utility purposes.</li><li>2. A 4x4 or AWD vehicle, such as a RAV4 or equivalent, suitable for varied terrain and conditions encountered in county operations.</li></ol> <p>These vehicles will be made available to UCCE staff to ensure efficient and effective delivery of Cooperative Extension programs, including attending training, development, and administrative meetings, both within and outside of Mendocino County as required by their roles. The County will ensure that these vehicles are maintained in good working condition, and subject to the annual budget process, will equip them to meet the routine operational requirements of the UCCE.</p>
<p><b><u>Travel</u></b> Support for all travel necessary for the conduct of the official duties of the local UCCE personnel, including but not limited to, transportation (airfare, etc.), mileage reimbursement when using UCCE or personal vehicles, tolls, lodging, subsistence, other associated costs, etc.</p>	<p>Travel funding availability is subject to the County's annual budget process.</p>

**Attachment C**  
**Direct (Monetary) Support Provided by County**  
**Sample Annual Agreement**

County agrees to execute a separate annual agreement recording the direct (monetary) funding they agree to provide in support of this MOU. A sample of that annual agreement appears below. Subsequent to execution of this MOU, University will issue an agreement similar to the below sample for execution by County.

**SAMPLE**

The UNIVERSITY and COUNTY hereby amend their Memorandum of Understanding (MOU) dated \_\_\_\_\_, 20XX, to incorporate the following as provided for in the MOU and agree to provide services and funding as described hereunder.

A. Project Identification No: MOU 20XX – XX	C. Project Start Date: _____, 20XX
B. Mendocino County Purchase Order No.: _____	Project End Date: _____, 20XX
D. Project Title: Mendocino County Partnership for University of California Cooperative Extension Support	

Description of Services: Delivery of Cooperative Extension Programs as further detailed in MOU, Attachment A, *Cooperative Extension Program Provided by University*.

E. Invoicing/Payment Schedule

UNIVERSITY to submit invoices for advance payment to COUNTY to the attention of [insert COUNTY fiscal contact name, title, address, telephone number and email address].

COUNTY to make checks payable to The Regents of the University of California, and mail to: UC Davis AR Lockbox, PO Box 741816, Los Angeles, CA 90074–1816.

Amount	Date Due
\$ _____.00	On or before July 1, 20XX

Total Fixed Price Amount: \$ \_\_\_\_\_.00

F. Other documents attached and made a part of this Exhibit (initial those that apply and are attached):

COUNTY	UNIVERSITY	
		Certificate of Insurance
		Any additional sheets for Items A – E.

In witness whereof, the parties have executed this Exhibit on the day and year written below.

Agreed and Accepted:

COUNTY OF MENDOCINO

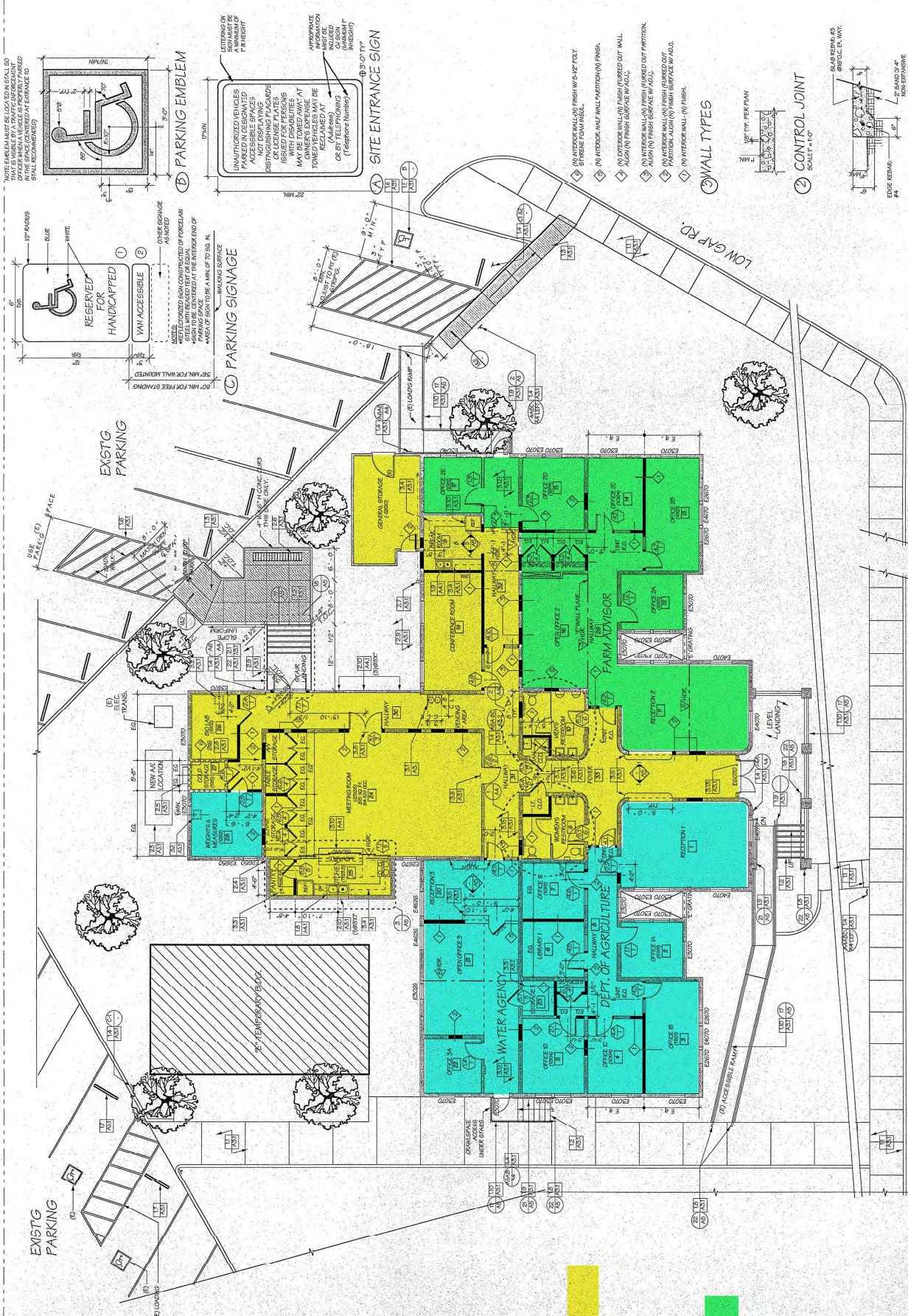
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

\_\_\_\_\_  
  
[Insert name, title]

\_\_\_\_\_  
  
[Insert name, title]

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Shared Ag UCCE