

## OPERATIONAL SUPPLEMENT

to the MEMORANDUM OF UNDERSTANDING between  
Colorado State University Extension and Garfield County, Colorado

This *Operational Supplement* will be reviewed annually and may be updated and replaced in part or in whole as necessary and by written agreement by the Extension Regional Director and the County Liaison.

Appropriate funds for the current Fiscal Year. For the fiscal year 2026, the BOCC has appropriated the amount of \$406,061 for the purpose of this operational supplement. This amount shall be applied for the purposes described in the MOU and Operational Supplement and does not create a multi-year financial commitment on behalf of the BOCC. Current base Extension staffing as of the adopted by the County and CSU effective 01/01/2026.

### Section 1: Extension Staffing

Base staffing includes funding for the following full-time equivalent positions:

Position Title	Funding Type	Current Total Annual Salary	Current Total Annual Benefit Package	County Portion of Annual Salary & Benefits	Current County Portion of Annual Salary & Benefits	Employee of
<i>Director &amp; Faculty Specialists</i>						
<i>Carla Farrand, Director</i>	Split	100,690	30,288	16,621	12.69%	CSU
<i>Agriculture Specialist</i>	County	63,559	19,119	82,678	100%	CSU
<i>4-H STEM Specialist</i>	County	68,685	20,661	89,346	100%	CSU
<i>4-H Youth Development Specialist</i>	County	55,318	16,640	71,957	100%	CSU
<i>Program Coordinator(s)</i>						
<i>Support Staff</i>						
<i>Accounting and Finance</i>	County	38,002	11,431	49,433	100%	CSU
<i>4-H/Spanish Program Assistant</i>	County	50,669	15,241	65,910	100%	CSU
<i>Temp Staff or Soft Funded,</i>						

#### **Position Funding Types:**

- **Split Position (CSU Extension Faculty):** Extension faculty may be funded by a split position. These individuals are employees of CSU Extension and are subject to merit, cost of living and promotional faculty increases. A percentage split of salary is determined and agreed upon by both parties and applies to both the annual salary amount, as well as the associated benefits.
- **Program Staff:** This staff may be hired by CSU or the County. County has the option of approving additional professional-level positions to support the provision of CSU Extension services in their community in addition to Extension Faculty. For these positions the County will fully fund the salary and benefits, which are subject to annual merit and cost of living increases.

- Support Staff: County has the option of approving support staff positions to support the provision of CSU Extension services in their community. For these positions, the County will fully fund the salary and benefits, which are subject to annual merit and cost of living increases. This staff may be hired by CSU or the County.
- Temp Staff or Soft Funded: Staff funded through one-time funds, grants or fee-for-service revenue.

The County Extension Office Director will notify CSU Extension Leadership in writing as soon as possible if any changes to the above staffing plan are necessary, including any funding commitment changes (i.e., soft funds). The County Extension Office Director will work with CSU Extension and County Human Resources to best determine if the position will be employed by County or CSU Extension. The County Extension Director will abide by the appropriate policies and processes of the designated hiring agency.

CSU Extension may also propose additional fully Extension-funded grant or contract employees to deliver or support the delivery of Extension Programs through County Extension or to be housed in the County Extension Office. Any such addition will be subject to the approval of the County and shall not be funded by the County.

**Section 2: Adjustments to Office Space and General Operating Funding (1d) Commitments:**

- Reference lease agreement for 1.02-acre lot improved with a 6,000 sq ft Warehouse Parcel described as Parcel 1 dated February 28, 2020.
- Reference lease agreement for 2.879-acre Vacant field (Outdoor Classroom) described as Parcel 3 dated February 28, 2020.

**Section 3: Adjustments to Vehicle Use and Travel Expense (1e) Commitments:**

CSU Extension staff will have access to CSU vehicles or personal vehicles for travel use. Reimbursement for mileage following CSU and County guidelines will be made available through Quali (CSU financial system) for employee reimbursement.

**Section 4: Adjustments to Personnel Supervision**

For County related matters CSU Extension will work with the Deputy County Manager.

**Section 5: Operations**

- CSU Extension personnel will follow local county holiday schedules, inclement weather policies and other county facility policies for public health or otherwise.
- Travel will be limited within the County, State and/or CSU campuses where programming, training or professional development directly and positively impacts the residents of the County.
- CSU and County agree to annually review strategic direction, work plans, performance measures and/or program impacts with the County liaison and/or Board of Commissioners

**Section 6: Fiscal Management**

- The Director of the County Extension Office will develop an annual budget for the County Extension Office consistent with other County divisions. The County will provide appropriate funds as described in Section 1 of the MOU subject to annual appropriation by the BOCC.
- Upon quarterly invoice submitted to the County by CSU Extension, a funds transfer will be made to CSU Extension for estimated CSU employee wages for that upcoming quarter as described below:
  - i. All staff salaries will be invoiced quarterly at the beginning of each quarter to allow for adequate time to process payment before the end of each quarterly period.
  - ii. Reimbursement will be paid quarterly in advance for the next quarter's staff salaries.
  - iii. Each quarterly payment will be adjusted prior to payment to reflect the actual staff salary

- expenditure of the prior quarter.
- iv. Documentation from CSU Extension for invoicing shall include itemized details to reflect salary and benefits for each staff member being reimbursed by the County.
- Provide grant writing and fundraising for the new Educational Center and Outdoor Classroom.
- Provide financial management for all county appropriations, gifts, and grants for Garfield County Extension.

**Section 7: Garfield County Fair**

- Develop and submit an annual budget outlining estimated revenues and expenditures for the Garfield County Jr. Livestock Show, Open Class events, and 4-H project judging and contests.
- Collaborate with the Garfield County Fair Manager to ensure all sponsorship funds associated with the Garfield County Jr. Livestock Show, Open Class, and 4-H project judging and contests are accurately recorded as revenue in Fund 100.33.053.3650.
- Coordinate with Garfield County Finance to ensure Accounts Payable vouchers, with appropriate receipts and documentation, are submitted in a timely manner for the following expense categories:
  - Judges – Professional Services (4330)
  - 4-H Fair Supplies (4614.502)
  - 4-H Fair Miscellaneous (4614.504)
  - Food – Non-Travel Related (4630)
- Ensure adequate fundraising efforts are conducted to support the development of the subsequent year’s fair budget.
- For the 2026 Garfield County Fair, oversee a projected revenue budget of \$34,000 and projected expenditures of \$34,000, monitoring financial performance throughout the fiscal year.

This Operational Supplement shall remain in full force and effect until mutually updated by the Parties.

IN WITNESS WHEREOF, the parties hereto have set their hands as indicated below:

**Garfield COUNTY, COLORADO**

**BOARD OF COUNTY COMMISSIONERS OF GARFIELD COUNTY**

\_\_\_\_\_  
Jackie Harmon, County Clerk

\_\_\_\_\_  
Tom Jankovsky, Chair

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

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

\_\_\_\_\_  
Rob Hanna  
Deputy County Manager

\_\_\_\_\_  
Date

FOR COLORADO STATE UNIVERSITY EXTENSION

Darrin Parmenter

Darrin Parmenter  
Regional Director, CSU Extension

Date

Carla R Farrand

Carla R Farrand  
County Director, CSU Extension

Date

Dezarai Brubaker

Dezarai Brubaker  
Senior Operations Director  
OEE Operations

4.9.26  
Date