

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**  
**Consent**

**AGENDA ITEM: 3 – G**  
**DATE: October 2-4, 2018**

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**SUBJECT**

**Extension Forestry Joint Powers Agreement Addendum – SDSU & SD Department of Agriculture**

**CONTROLLING STATUTE, RULE, OR POLICY**

[BOR Policy 5:3](#) – Agreements and Contracts

**BACKGROUND / DISCUSSION**

The South Dakota Department of Agriculture (DOA) has contracted with South Dakota State University (SDSU) for a number of years to establish and continue an Extension Forester position at SDSU within the Cooperative Extension Service. The current Joint Powers Agreement, which was approved by the Board at its [December 2017](#) meeting, runs from October 1, 2017 through September 30, 2020. DOA will provide up to \$80,000 to SDSU in FY19, with SDSU providing non-federal matching funds, as provided for in Exhibit A.

BOR Policy 5:3 (“Contracts Requiring Board Action...D. Joint powers agreements”), requires Board approval of Joint Powers Agreements (JPA). As such, Board of approval of work plan addendum to the existing JPA set forth in Exhibit A is necessary.

**IMPACT AND RECOMMENDATION**

The attached work plan will allow SDSU to continue to receive funding from DOA to maintain the Extension Forester position within the Cooperative Extension Service at SDSU under the existing JPA.

Staff recommends approval.

**ATTACHMENTS**

Attachment I – JPA Exhibit A – Work Plan to JPA

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**DRAFT MOTION 20181002\_3-G:**

I move to approve the FY19 Work Plan to the existing Joint Powers Agreement set forth in Exhibit A.



**SOUTH DAKOTA DEPARTMENT OF AGRICULTURE  
RESOURCE CONSERVATION & FORESTRY DIVISION  
AND SOUTH DAKOTA STATE UNIVERSITY  
SOUTH DAKOTA COOPERATIVE EXTENSION  
WORK PLAN FOR AN EXTENSION FORESTER  
EXHIBIT A**

This annual work plan for the extension forestry position assigned to Dr. John Ball is in effect from October 1, 2018 until September 30, 2019 and supersedes any previous work plans or addendums to the Joint Powers Agreement (JPA) between the South Dakota Department of Agriculture, Resource Conservation and Forestry Division (SDDA) and South Dakota State University, Cooperative Extension Service (SDSU).

This annual work plan also addresses the financial assistance that will be provided by SDDA in support of the extension forestry efforts provided by SDSU within the parameters of the work plan listed below.

**1. Financial Assistance to be Provided By SDDA**

- a. SDDA agrees to provide an amount not to exceed \$80,000 in federal funds to SDSU.
- b. SDDA will make payments only on a reimbursement basis.
- c. SDDA will make quarterly reimbursements upon receipt of an appropriate reimbursement claim with supporting documentation.

**2. Match Requirements for SDSU**

- a. SDSU must match all funds provided by SDDA. Each dollar provided by SDDA must be matched by non-federal funds or qualifying in-kind expenses incurred by SDSU.
- b. SDSU must provide adequate documentation of the required match before payment is made.
- c. SDSU may charge an administrative fee or indirect charge equal to the indirect rate allowed by the United States Forest Service for federal grants provided to SDDA. This rate is negotiated by SDDA each year with the United States Forest Service. For this work plan, **the indirect rate is 22.1 percent**. The difference between the University's administrative fee and the allowed indirect rate for SDDA may be used as in-kind match.
- d. SDSU must provide quarterly progress and accomplishment reports before reimbursement claims will be paid.
- e. SDSU must submit final reimbursement claims by no later than September 30, 2019.

**3. Work Plan for the Extension Forester Position – based on 50% of Dr. Ball's work year (130 workdays).**

- a. **General Forest Health Assistance to SDDA** (*Anticipated workload – 20 workdays*)
  - i. Provide advice and assistance to the Forest Health (FH) Administrator and the State Forester about insect and disease issues within the state.
  - ii. Monitor potential and existing insects and diseases that may affect trees in South Dakota.
  - iii. Assist in the planning and development of forest insect and disease suppression efforts as directed by the State Forester.
  - iv. Conduct appropriate reviews of applicable research that will enable SDDA to attack infestations in the most effective manner.
- b. **Western Bark Beetle (WBB) on Private Lands** (*Anticipated workload – 5 workdays*)
  - i. Conduct workshops and public forums on WBB at the request of SDDA
  - ii. Assess the extent and severity of WBB outbreaks

- iii. Attend and participate in public forums, hearings, and other events as a Forest Health Specialist for SDDA as directed by the State Forester.
- c. **Custer State Park (CSP) WBB Monitoring** (*Anticipated Workload – 5 workdays*)
  - i. Assist SDDA to conduct monitoring of beetle activity in CSP and prepare a written report of findings (*Workload – Schedule 2 trips to CSP*)
  - ii. Each field trip should be scheduled with the FH Administrator and SDSU at least 4 weeks in advance.
- d. **Emerald Ash Borer Project (EAB)** (*Anticipated Workload – 20 workdays*)
  - i. Assist SDDA to maintain the state readiness plan to slow the spread of any EAB infestations within the state.
  - ii. Assist SDDA to plan one EAB readiness field exercise in a community with an EAB readiness plan.
  - iii. Assist SDDA to implement the EAB readiness plans as necessary.
  - iv. Conduct workshops and public forums on EAB at the request of SDDA.
  - v. Assess the extent and severity of EAB infestations.
  - vi. Attend and participate in public forums, hearings, and other events as a Forest Health Specialist for SDDA as directed by the State Forester.
- e. **Urban Forestry Volunteer Coordinator for SDDA** (*Anticipated Workload – 5 workdays*)
  - i. Continue to conduct a statistically valid urban tree inventory system for the entire state using volunteers from the local communities.
  - ii. Assist division personnel to conduct regional tree care workshops.
- f. **Training Sessions, Workshops, and Conferences** (*Anticipated Workload – 15 workdays*)
  - i. Assist SDDA to plan and conduct forest health training sessions for SDDA personnel and others as directed by the State Forester.
  - ii. Assist SDDA to plan and conduct training sessions on forest management, agro-forestry, and other topics as directed by the State Forester.
- g. **Insect and Disease Identification and Diagnostic Services** (*Anticipated Workload – 15 workdays*)
  - i. Review Insect & Disease reports, e-samples, and samples submitted by SDDA personnel or staff and follow-up with a written report on each submitted sample (*Anticipated Workload – 36 samples*). Copies of the written report should be provided to the Forest Health Administrator.
  - ii. Provide lab diagnostics when needed to identify a sample (*Anticipated Workload – 12 samples*).
  - iii. Conduct an on-site field investigation when identification cannot be made from a sample (*Anticipate Workload – 20 field investigations*). All field visits will be approved and scheduled through the Forest Health Administrator.
- h. **Publish Pest Alerts and Pest Bulletins** (*Anticipated Workload – 35 workdays*)
  - i. Publish pest updates weekly throughout the growing season and at least bi-weekly throughout the rest of the year (*Anticipated Workload – 21 updates – 10 workdays*).
  - ii. Review existing pest bulletins and update 12 per year that are older than 5 years (*Anticipated Workload 12 bulletins – 10 workdays*).
  - iii. Develop new pest bulletins on common tree and shrub pests that can be used by the general public and other natural resource professionals (*Anticipated Workload – 10 workdays*).
  - iv. Review any pest bulletins prepared by SDDA personnel (*Anticipated Workload – 5 workdays*).

4. **Reporting Requirements** (*Anticipated Workload – 10 workdays*)
- a. Prepare and submit a detailed monthly report to the State Forester and FH Administrator on all activities covered by this work plan. The report will consist of a short narrative and a completed spreadsheet report provided by the FH Administrator.
  - b. Prepare and submit annual federal reports to the State Forester, Greg Josten, and the Forest Health Supervisor as requested. SDDA will submit all federal reports to the USFS.
  - c. Provide an updated weekly schedule (each Friday) via email to the FH Administrator and the State Forester.
  - d. Participate in weekly staff conference calls, division meetings, tours, official program reviews, and other meetings as directed by the State Forester.

5. **Recognition**  
SDSU agrees to provide recognition of the contribution SDDA has made to the extension forester position within SDSU by acknowledging all work accomplished through this work plan. Work performed by SDSU outside of the work plan is not to be attributed to SDDA without prior authorization.

6. **Signatures**  
The parties signify their agreement to this work plan by the signatures affixed below.

SDDA

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
William Smith, Director SD Department of Agriculture

SDSU

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
James Doolittle, Associate VP Research Assurance and Sponsored Programs  
SD State University