

MEMORANDUM OF AGREEMENT  
Between the Thomas Jefferson Soil and Water Conservation District (TJSWCD) and  
the Rivanna River Basin Commission (RRBC)

RE: Office Space for RRBC Staff Person (renewal on May 1, 2009)

This Memorandum of Agreement renews the Agreement approved by the TJSWCD Board on January 28, 2009 (attached) for the period of May 1, 2009 through April 30, 2010. If the RRBC hires staff such that administrative impact on the TJSWCD staff is increased beyond the "reasonable administrative assistance" as described below, RRBC and TJSWCD agree to reexamine this component of the office sharing arrangement.

Conditions

As a member of the Rivanna River Basin Commission, the Thomas Jefferson Soil and Water Conservation District will provide office space for one staff person employed by the RRBC under the following terms:

The work space will consist of approximately 1/3 of our current work room at 706G Forest Street. Compensation is in the amount of \$400 per month, and includes the following support:

- Land line phone (local & long distance) and internet connection (This is valued at \$65/month, a pro-rated share of our costs. If the RRBC acquires their own phone line and internet service, the monthly compensation will be decreased accordingly.)
- Use of TJSWCD GIS, copier, fax, scanner, etc.
- Use of kitchen area
- Periodic use of central meeting area for evening RRBC meetings
- Day-to-day office supplies (does not include "equipment")
- Use of a large file cabinet and desk chair
- Reasonable administrative assistance including answering phone, greeting visitors, access to voice mail system, mail delivery, purchase of supplies, etc.

Compensation does not include one-time expenses such as a partition, a phone, a desk, hook-up of phone & internet connections, computer, and other "set-up" costs. (The staff person would be welcome to share the use of the existing phone in the work area if an individual phone is not purchased by RRBC at this time.)

Compensation is to be paid to the TJSWCD on the 1<sup>st</sup> of each month for that month's occupancy and is pro-rated for the first partial month of February (\$300).

The individuals listed below understand and concur with the above agreement.

\_\_\_\_\_  
Nick Evans, TJSWCD Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sally Thomas, RRBC Chairperson

\_\_\_\_\_  
Date