May 31, 2019

Minutes

Budget Review and Public Hearing

Crook County Agricultural Extension Service District

510 SE Lynn Blvd., Prineville, OR

Members who agreed to be on the Budget Committee: Bill Sigman, Trent Smith, Susie Hermrick, Jerry Brummer and Brian Barney, Crook County Commissioners. Trent Smith nominated Bill Sigman to be the Chair of the committee. Unanimous decision that Kim Herber is secretary.

Other Crook County Extension Service District Board members present: Sue Williams, Lynne Breese, Janice Flegel, Paul Kasberger, Adam Barney.

OSU Extension Representatives present: Dana Martin – Regional Director, Nicole Strong – Regional Director, Kim Herber – Crook County Extension Manager and Budget Officer, Mylen Bohle, Becky Munn, Samara Rufener, Katie Plumb, Dave White, Scott Duggan.

Public representation – Patti Norris

Meeting was called to order by Budget Committee Chair, Bill Sigman at 6:15 pm. The budget message was read by Kim Herber, Budget officer. Kim provided a review of the general fund and the reserve funds. All funds make up the total Service District budget.

**Budget Message for 2019-20**:

Continued growth in the County’s property tax valuation for 2019-20 will result in an estimated 4% growth in property tax revenue for the District. This year’s budget includes assessing the full taxing value of $ 0.1207/$1000 of valuation. Tax revenue is only applied to expenses in the general fund (and accumulations in the Building Maintenance and Vehicle reserve funds).

**Personnel** costs are budgeted for 2019-20 year reflect the transition of Kim Herber to Extension Manager as well as the addition of a permanent part time office assistant. Extra help hours will decrease. The 4-H Program Coordinator position will remain as 1.0 FTE. Budgeted salaries are up when compared to 2018-19 but health insurance costs are flat. Our health insurance costs for the 2 county positions remain stable. Additional cost items in this budget category are in the contribution to full-time employee retirement accounts (401K, $325/month/employee), and FICA.

**Materials and Services** costs will increase for the District in FY 2019-20. This is a large category that includes everything from office supplies, travel expenses, publication expenses and production costs as well as transfers to OSU for a portion operational costs. Travel costs are budgeted to remain the same as they were in 2018-19 due to the anticipation of OSU filling the 4-H faculty position. This budget includes a transfer of $48,500 to Oregon State University Extension for the purpose of providing a portion of the salary for the Open Campus Coordinator, IT support, enrollment costs for 4H membership to the state and support for the Better Bones and Balance program that is ran by our SNAP-Ed educational program assistant. The transfer breakdown is: $25,000 contribution for Open Campus; $10,000 for IT support; $8,500 for 4-H youth enrollment membership fees (this is an increase of $3,500 from last year due to the state fee increasing from $18/member to now $25/member); $5,000 for the Better Bones and Balance program. The Contracted Service line item (previously known as Repairs & Maintenance) includes $39,372, which is a carryover of the $49,000 budgeted expense from 2018-19 that was designated for support of the forage analytical work being completed by OSU faculty member Mylen Bohle. There are more samples that will be submitted for analysis in the upcoming fiscal year.

**Capital Outlay** has been changed to Small Equipment due to the change in county policy. Now, any equipment purchased that is greater than $10,000 would be classified as Capital Outlay. County finance has added a line in our budget of Small Equipment for purchases of equipment less than $10,000. The budgeted amount of this coming FY is $13,000 and includes $5,000 to contribute towards new signage that the fairgrounds will be putting up in front of the Clover Building.

**Transfers** to the Building Maintenance and Vehicle funds will continue. Due to the heating/cooling system in the office needing to be replaced this last fall and that depleting the building fund, I have budgeted $20,000 to be transferred to the building maintenance fund in the 2019-20 FY. We don’t anticipate any vehicle purchase this next year but I have budgeted $10,000 for expenses in this fund just in case. In 2016-17 we began to pay the County for our legal, financial services, and building maintenance being provided by them. I have budgeted $10,000 again for this transfer.

Chairman Sigman opened the floor to public discussion.

* Patti Norris asked if the transfer to the county for maintenance, finance and legal had a designated amount for each. Kim explained that it is all one total transfer that was sent over.

Chairman Sigman closed the public comment session and opened the budget committee discussion.

* Trent Smith questioned the Mobile Classroom Satellite that was budgeted for last year but not this year. Kim explained that the Mobile Classroom is now over in the valley in a program with OSU. If they choose to continue with the satellite, OSU will have the expense.
* Trent Smith also inquired about the rental revenue from other entities in the Extension Building. Kim explained that there are some the do pay for rent, all pay for phone and copies. Kim also explained that our rental income from the Clover Building is increasing due to the lack of meeting space in Crook County.

Trent moved to accept the budget as presented, Suzie seconded the motion. Motion passed. Trent Smith moved to approve the adoption of the tax rate of $0.1207/$1,000 after clarifying if that amount was the same as last year. Jerry seconded, motion passed.

Trent moved to close the budget committee meeting. Jeryy seconded. Motion passed.

 Bill Sigman asked if there was any additional public comment. There was none.

Meeting adjourned at 7:00 pm.

Respectfully submitted,

Kim Herber,

Budget Officer