May 29, 2020

Minutes

Budget Review and Public Hearing

Crook County Agricultural Extension Service District

502 SE Lynn Blvd., Prineville, OR

Members who agreed to be on the Budget Committee: Janice Flegel, Susie Hermrick, Sue Williams, Jerry Brummer and Brian Barney, Crook County Commissioners. Janice Flegel agreed to be the Chair of the committee. Unanimous decision that Kim Herber is secretary.

Other Crook County Extension Service District Board members present: Lynne Breese, Bill Sigman, Paul Kasberger, and Dan Sherwin.

OSU Extension Representatives present: Nicole Strong – Regional Director, Kim Herber – Crook County Extension Manager and Budget Officer, Mylen Bohle, Becky Munn, Carol Evoniuk, Samara Rufener, Katie Ahern, Daniel Jones, Dave White, Scott Duggan, Clare Sullivan, AmyJo Detwiler.

Public representation – Patti Norris

Meeting was called to order by Budget Committee Chair, Janice Flegel 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 2020-21**:

Continued growth in the County’s property tax valuation for 2020-21 will result in an estimated 3% 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 2020-21 year reflect the continued position of a permanent 0.70 FTE office assistant and the 4-H Program Coordinator position will remain as 1.0 FTE, as well as the 1.0 FTE Extension Manager. Budgeted salaries are up when compared to 2019-20 FY and our health insurance costs for the 2 county positions also slightly increased. 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 2020-21. 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 of operational cost. Travel costs are budgeted to remain the same as they were in 2019-20 due to the anticipation of OSU filling the 4-H faculty position. This budget includes the ***Intergovernmental Services*** of $59,250 which includes funds 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 an OSU Summer Intern; as well as funds to the Crook County Admin. The transfer breakdown is: $25,000 contribution for Open Campus; $10,000 for IT support; $8,750 for 4-H youth enrollment membership fees; $5,500 for the OSU Summer Intern; $10,000 for Crook County Admin services (this was in the transfers line in previous budgets but moved to M&S at the recommendation of the Crook County Treasurer’s office). The ***Contracted Service*** line item of $33,000 includes $27,000 for the continuation of Mylen Bohle’s forage analytical work. The analysis work from the previous 2 years has focused on the nutrient needs for alfalfa hay, grass hay and pasture. This next FY money will focus on the quality of the samples. The remaining $6,000 will include other contracted services such as landscaping, heat pump maintenance and security. The ***Janitorial*** line item is increased to $18,000 due to increasing the janitorial service to two times per week with additional sanitizing supplies due to the COVID-19. ***Small Equipment*** amount for this coming FY is increased to $16,000 for the replacement of possibly 4 computers, and $6,000 towards the completion of the new LED signage project in front of the Clover Building. This project has started in the current fiscal year, and potentially will continue into 2020-21 FY.

**Transfers** to the Building Maintenance and Vehicle funds will continue. I have budgeted $15,000 to be transferred to the building maintenance fund in the 2020-21 FY for the possibility of needing the parking lot resurfaced and a replacement heater in the Clover Building. We also will be getting a surveillance system for the exterior of the Extension office due to theft of fuel from county vehicles. We don’t anticipate any vehicle purchase this next year, but I have budgeted $15,000 for expenses in this fund just in case. And, as stared above, the County Admin money has been moved to the Materials and Service Intergovernmental Service line.

Chairman Flegel opened the floor to public discussion.

* No public comment.

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

* Lynne Breese directed an overall OSU Extension Budget question to Nicole Strong, OSU Regional Director, with the OSU budget being reduced, how will that affect the hiring with in Extension, specifically the 4-H position and Extension in general. Nicole explained that there will be some temporary reductions in salaries starting with higher percentage at the top level of executive leadership first. The budget reduction will delay the hiring of the Crook County 4-H position for some time.
* Lynne Breese also inquired about the janitorial service line item, if there was any saving elsewhere to make up for the increase. Kim explained that there will be some savings in the registration, fuel and meals/lodging line items due to not being able to travel.
* Lynne Breese also inquired about the surveillance system that we would like to purchase due to theft in the parking lot. She asked if a fence around the vehicle parking area would be less expense. Kim stated that this would be something that she could bring up to the leadership of COCC beings that it involves their area as well. Kim also explained that other mischievous activities are happening in other parts of the parking lot as well.
* Dan Sherwin inquired about the LED sign. Kim explained that it is a project that Extension is working on with the fairgrounds and that the sign will be on the road side of the Clover Building to promote OSU Extension programming as well as safety notices from the city.
* Dan Sherwin also inquired about the vehicle fund increasing but no purchase of a vehicle. Kim explained that the vehicles are all in good standing and that money will carry over to the next fiscal year.

Janice asked for a motion to accept the budget as presented. Lynne Breese moved to accept the budget as presented, Sue Williams seconded the motion. Motion passed. Lynne Breese moved to approve the adoption of the tax rate of $0.1207/$1,000. Sue Williams seconded, motion passed.

Susie Hermrick moved to close the budget committee meeting. Lynne Breese seconded. Motion passed.

Janice Flegel asked if there was any additional public comment. There was none.

Meeting adjourned at 7:15 pm.

Respectfully submitted,

Kim Herber,

Budget Officer