May 24, 2021

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, Lynne Breese, Mark Malott, 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: Bill Sigman, Vicky Kemp.

OSU Extension Representatives present: Nicole Strong – Regional Director, Kim Herber – Crook County Extension Manager and Budget Officer, Mylen Bohle, Becky Munn, Samara Rufener-Worlein, Katie Ahern, Dave White, Scott Duggan, AmyJo Detwiler, Thomas Stokely, Arial Cowan.

There was not any public representation.

Meeting was called to order by Budget Committee Chair, Janice Flegel at 6:05 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 2021-22**:

Continued growth in the County’s property tax valuation for 2021-22 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 2021-22 year reflect the continued position of a permanent 0.70 FTE office assistant and the 4-H Program Coordinator, which will be changed to the Extension 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 2020-21 FY and our health insurance costs for the 2 county positions increased due to the annual renewal rate increase and adding family members to a policy. 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 actually decrease for the District in FY 2021-22. 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 2020-21 due to the anticipation of OSU filling the 4-H faculty position, as well as filling the Ag position after Mylen’s retirement. This budget includes the ***Intergovernmental Services*** of $64,500 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; as well as funds to the Crook County Admin and Crook County Facilities. Crook County Facilities will be taking over all utility bills for Extension beginning in the 2021-22 FY. This is a trial year and will be re-evaluated next year. The transfer breakdown is: $25,000 contribution for Open Campus; $10,000 for IT support; $8,500 for 4-H youth enrollment membership fees; $10,000 for Crook County Admin services (legal, HR, finance, admin); $11,000 for Crook County Facilities (utilities and maintenance). The ***Contracted Service*** line item of $19,000 is decreased due to Mylen Bohle’s forage analytical work being half way completed in this current 2020-21 FY, $11,000 to finish up the analytical work within the first quarter of the 21-22 FY. The remaining $8,000 will include contracted services such as landscaping and heat pump maintenance. The ***Janitorial*** line item is decreased to $10,000 due to the discontinuation of an extra mid-week COVID-19 cleaning. Extension staff will do daily sanitization of all areas. ***Small Equipment*** amount for this coming FY is $6,000 for purposes of unforeseen needs.

**Transfers** to the Building Maintenance and Vehicle funds will continue. I have budgeted $20,000 to be transferred to the building maintenance fund in the 2021-22 FY for the possibility of new linoleum flooring in the Extension office, and the possibility of additional landscape issues that did not get completed in the current fiscal year. We don’t anticipate any vehicle purchase this next year, but I have budgeted $10,000 to be transferred in this fund just in case.

Chairman Flegel opened the budget committee discussion.

* Mark Malott asked about the increase in the budget in the employee insurance and if the employees could be on a large group like OSU. Kim explained that the increase is due to the 4% annual renewal rate increase as well as adding family members to a current policy for an employee. Explained that the employees with insurance are county employees and are on the county’s group policy. Nicole added that being on the OSU insurance policy, the employees would need to be OSU employees and the rate potentially could be higher.
* Janice Flegel inquired about determining the starting cash on the budget. Kim explained the process of looking at the county financial reports from the latest month prior to calculating the budget, and subtracting the estimated expenses from that point in time to the end of June.
* Lynne Breese also inquired about the decrease in rental imcome. Kim explained that in the previous year we budgeted for income from the church that was renting the Clover Building every Sunday. They had decided to go elsewhere due to the COVID restrictions. And also due to the Clover Building not being rented out as it has been in the past.

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

Janice asked for any additional comments. There were none.

Lynne Breese moved to close the budget committee meeting. Mark Malott seconded. Motion passed.

Meeting adjourned at 6:45 pm.

Respectfully submitted,

Kim Herber,

Budget Officer