May 24, 2022

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, John Dehler; 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, Susan Hermrick, Vicky Kemp. Lauren Simmons joined the meeting via Zoom.

OSU Extension Representatives present: Nicole Strong, Regional Director; Kim Herber, Crook County Extension Manager and Budget Officer; Mylen Bohle; Becky Munn, Samara Worlein-Rufener, Scott Duggan, Amy Jo Detweiler, Jeremiah Dung.

There was no public representation.

The meeting was called to order by Budget Committee Chair, Janice Flegel at 6:10 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 2022-2023**:

Continued growth in the County’s property tax valuation for 2022-23 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 2022-23 year that reflect the continued position of a permanent 1.0 FTE Extension Program Coordinator, as well as the 1.0 FTE Extension Manager. The budget also reflects the 0.7 FTE office assistant that will remain in the budget due to the possibility of additional staffing needs. Budgeted salaries are up when compared to 2021-22 FY and our health insurance costs are slightly lower. Additional cost items in this budget category are in the contribution to full-time employee retirement accounts (401K), and FICA.

**Materials and Services** costs will increase for the District in FY 2022-23. 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 costs. Travel costs are budgeted to slightly increase due to the price increase in fuel which leads to an increase in airfare, etc. We also are anticipating OSU filling the Ag position after Mylen’s full retirement. This budget includes the ***Intergovernmental Services*** of $97,500 which is a large increase from the FY21-22 budget. This is due to Crook County Ag Extension Service District being asked to provide a portion of the salary for the new Crook County SNAP-Ed EPA position, and the new tri-county Master Gardener Coordinator position. Also, the continuation of the Open Campus Coordinator position. The other components of this category are IT support which includes an upgrade in the fiber connection from 10 MB to 100 MB; enrollment costs for 4H membership to the state; as well as funds to the Crook County Admin and Crook County Facilities. Crook County Facilities took over all utility bills for Extension beginning in the 2021-22 FY. This is a reimbursement agreement for the utilities and hourly rate for misc maintenance issue tasks that are requested by Extension. The transfer breakdown is: $25,000 contribution for Open Campus; $13,000 for the SNAP-Ed EPA position; $15,000 for the Master Gardener position (includes portion of salary plus travel); $13,800 for IT support; $8,500 for 4-H youth enrollment membership fees; $10,000 for Crook County Admin services (legal, HR, finance, admin); $12,200 for Crook County Facilities (utilities reimbursement and maintenance). The ***Contracted Service*** line item of $8,000 is decreased due to Mylen Bohle’s forage analytical work being completed. The $8,000 will include contracted services such as landscaping and heat pump maintenance. The ***Janitorial*** line item will remain at $10,000. ***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 2022-23 FY to build the fund back up after our flooring remodel and to take care of some projects such as new window screens, possible interior painting, as well as some painting and wall repairs in the Clover Building. We don’t anticipate any vehicle purchases this next year, but I have budgeted $10,000 to be transferred to this fund just in case.

Chairman Flegel opened the budget discussion.

* Susan Hermrick asked about the decrease in health insurance. Kim explained that the reason for the decrease is due to removing one employee and their family then adding an employee and children, which is less premium. Clarification on the question was if the decrease is sufficient for a possible premium increase at the end of the calendar year. Explained that the insurance is renewed in the fiscal year which is July to June. Also, Kim explained that the insurance policy is part of the county policy. The county insurance agent provides very good information for the county and presents it to the county insurance committee well in advance of the renewal date. Kim states that she is very confident in the budgeted amount for the health insurance and feels that the insurance reps have a good handle on the premiums.
* Kim explained the increase in the personnel line item that has been updated since she mailed out the packet to the committee. The payroll report was different this year and a few corrections had to be made.
* John Dehler asked about the increase in the workshops line item from $5,000 last year to $10,000 this year. Kim explained that the increase is, in part, due to the Community Assessment that is in the works, part of the budgeted amount is to cover the postage expense, training, etc for the assessment.
* Janice Flegel asked about the state 4-H fee income and what the 4-H fee is. Kim explained that every youth joining 4-H pays a $35 enrollment fee. $25 of that is the state fee and $10 stays in the county to help cover the expense of resource books and copies of record book pages.
* Janice Flegel also asked about the delinquent taxes still coming in for resources and the budgeted amount for those. Kim explained that it is hard to predict that amount and we have left the budgeted amount the same as years in the past. We could get more than the budgeted amount or less depending on the year.

Chairman Flegel asked if there were any more questions or discussions. Asked for a motion to accept the budget as presented. John Dehler moved to accept the budget as presented and Lynne Breese seconded the motion. Motion passed. John Dehler made motion to accept the $0.1207/$1,000. Lynne Breese seconded, motion passed.

Janice Flegel asked for any additional comments. There was none.

Lynne Breese moved to close the budget committee meeting. John Dehler seconded. Motion passed.

Meeting adjourned at 6:30 pm.

Respectfully submitted,

Kim Herber, Crook County Extension Manager and Budget Officer

Crook County Agriculture Extension Service District

OSU Crook County Extension Service