May 22, 2024

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: Janice Flegel, John Dehler, Jerry Brummer, Susan Hermrick Crook County Commissioner. Janice Flegel agreed to be the Chair of the Committee. Unanimous decision that Rebecca Keegan secretary.

Other Crook County Extension Service District Board members present: Hunter NeuharthuHuH, Ryan Kingsbury, Brett Dunn, and Lynne Breese.

OSU Extension Representatives present: Nicole Strong, Regional Director; Rebecca Keegan, Crook County Extension Interim Office Manager, Tim Deboodt Crook County Extension Budget Officer, Lisa Cowan, Scott Duggan, Amy Jo Detweiler, Shawna Holland, Samara Worlein, Gordon Jones, Jenna Deibel, David Gutierrez, Jeff Sherman-Duncan.

There was no public representation.

The meeting was called to order by Budget Committee Chair, Janice Flegel at 5:40 pm. The budget message was read by Tim Deboodt, Budget Officer. Tim provided a review of the general fund and discussed the other funds that will be incorporated into the general fund.

**Budget Message for 2024-2025**:

Continued growth in the County’s property tax valuation for 2024-25 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.

**Personnel** costs are budgeted for the FY 2025 year that reflect the continued position of a permanent 1.0 FTE Extension Program Assistant, as well as 1.0 FTE Extension Manager. Budgeted salaries are up when compared to 2023-24 FY due to the new compensation study results that will be in effect before FY 2025. Our health insurance costs are up as well with the possibility of a family being added to the coverage of the new Extension Manager. Additional cost items in this budget category are in the contribution to full-time employee retirement accounts (401K), and FICA.

The Service District will continue ownership of both the Extension office building and the Clover Building that took effect July 1, 2023, and leasing the land from the county for $1.00 per year. **Materials and Services** will look slightly different again this upcoming fiscal year with the categories of Capital Outlay for the building and vehicles. Materials and Services is a large category that includes everything from office supplies to travel expenses, as well as transfers to OSU for a portion of operational costs. This budget includes the ***Intergovernmental Services*** of $100,000 which is a slight increase from the FY 2024 budget. This increase is due to the potential hire of a summer interns, the increase in the 4-H enrollment, and the slight increase in the salaries for SNAP-Ed and Master Gardener Coordinator. The other big component of this line item is IT support and fiber connection. The transfer breakdown is: $25,000 contribution for Open Campus; $18,500 for the SNAP-Ed EPA position; $19,500 for the Master Gardener position; $12,000 for IT support; $15,000 for 4-H youth enrollment membership fees. The ***Contracted Service*** line item of $30,000 is an increase due to budgeting for small building repairs/maintenance, parking lot repair that will happen in the late summer, and a few small remodels in the office and Clover Building; as well as the regular landscaping and heat pump maintenance. The ***Janitorial*** line item will increase to $15,000, to allow for the potential rate increase and supply cost increase. ***Workshops*** line item is joined with Field Trials for this coming FY. This line item will have funds for a project that Gordon Jones will be taking on with the Central Oregon Hay Growers; this line item has increased to $11,000.

**Capital Outlay** has been put back into the budget for the Service District to gear up for purchasing a new vehicle and some in for building upgrades if needed of $80,000 for the Vehicle and $20,000 for the building. We do anticipate a vehicle purchase this next year but do not anticipate any large building repairs or upgrades.

**County Administration Internal Service Fee** will continue and has increased for FY 2025. This fee covers the administrative services that the county provides for the Ag Extension Service District. It is calculated by multiplying the total Operating Budget numbers for the Personnel category and the Materials & Services category by the following: County Admin 2.35%, Legal 1.25%, Finance 3.42%, and for Human Resources at $2,420.00 per FTE. For the FY2025 the total is $38,000. Every year this amount will change as the Operating Budget numbers change.

Chairman Flegel opened the budget discussion.

* John Dehler questioned contracted services and why did they increase from $14,000-$30,000? Tim explained the increases. Brett asked Tim to explain about contingencies. Tim explained the supplemental budget process, and the publication schedule to all members and commissioners.

Chairman Flegel asked if there were any more questions or discussions. Asked for a motion to accept the budget as presented. Jerry Brummer moved to accept the budget as presented and Brian Barney seconded the motion. Motion passed. Janice made motion to accept the tax rate of $0.1207/$1,000. Jerry moved, John seconded, motion passed.

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

Commissioner Susan Hermreck moved to close the budget committee meeting. John Dehler seconded. Motion passed.

Meeting adjourned at 6:33 pm.

Respectfully submitted,

Rebecca Keegan, Crook County Extension Interim Manager

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OSU Crook County Extension Service