



Marion County Extension and 4-H Service District (MCE4H) Meeting Minutes – May 30, 2017

BUDGET COMMITTEE MEETING

The meeting of the Marion County Extension and 4-H Service District (MCE4H) Budget Committee was called to order by Director Brentano at 9:00 am. Introductions were made.

Attending: Commissioner Kevin Cameron, MCE4H Director; Commissioner Sam Brentano, MCE4H Director; Commissioner Janet Carlson, MCE4H Director; Scott Norris, MC Legal Counsel; Tamra Goettsch, MC Community Services Director and MCE4H Budget Officer; Cynthia Granatir, MC Finance; Derek Godwin, OSU Extension Service; Daniel Adatto, MC Community Services; Ian Dixon-McDonald, MCE4H Budget Committee; Bob Zielinski, MCE4H Budget Committee; Bill Sutkus, MCE4H Budget Committee; Marcia Dickson, OSU Extension Service; Alisha Atha, OSU Extension Service; Mike Bondi, North Willamette Research and Extension Center; Mary Stewart, OSU Extension Service; Lindsey Shirley, OSU Extension Service; Krista Ulm, MC Community Services - recorder

Review Budget Committee Meeting Procedures

The Budget Committee Meeting Procedures, which were adopted July 30, 2015, were reviewed prior to budget deliberations; no changes were noted.

MOTION: Director Carlson moved to ratify the Budget Committee Meeting Procedures. Director Cameron seconded the motion, motion carried. A voice vote was unanimous.

Appoint Budget Committee Chair & Vice Chair

Director Cameron nominated Bob Zielinski to serve as Budget Committee Chair.

MOTION: Director Carlson moved to accept the nomination of Bob Zielinski to serve as the Marion County Extension and 4-H Service District Budget Committee Chair. Director Cameron seconded the motion, motion carried. A voice vote was unanimous.

Director Cameron nominated Director Brentano to service as Vice-Chair.

MOTION: Director Cameron moved to accept the nomination to appoint Director Sam Brentano to serve as the Marion County Extension and 4-H Service District Budget Committee Vice-Chair. Bob seconded the motion, motion carried. A voice vote was unanimous.

FY 2017-2018 Budget Message & Proposed Budget

Tamra presented the FY 2017-18 budget message and proposed budget (see handout.) The budget was developed using the priorities established by the MCE4H Governing Body.

Public Comment

The public comment period was opened at 9:36 am; no one signed up to speak.



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FY2017-18 Budget Deliberations

Derek shared information about changes in OSU's administration. He is vacating the Regional Administrator position, but will continue working with the program in his new watershed position. Lindsey Shirley said there will be a nationwide recruitment for a new Regional Administrator and she will put together a search committee that includes staff and others from represented counties. In the meantime, Lindsey will now be the Regional Administrator point of contact. Alisha Atha is the County Leader for Polk County and will be Marion County's Leader, too. The County Leader role includes outreach, marketing, and maintaining relationships. She will work with Tamra and the MCE4H board when forming the advisory committee. The Regional Administrator position serves Linn, Benton, Marion, Polk, and Yamhill counties. The selected Regional Administrator will be housed in a location that works best; Derek was housed in Polk County. Lindsey stated that it has always been, and will continue to be a priority for the Regional Administrator to be accessible to the community.

Other OSU Contracted Services budget items to note:

- The North Willamette Research and Extension Center (NWREC) line item is incorporated in OSU's contract for services and includes a one-time additional \$10,000 for FY17-18.
- Other Professional Services increased by 517%, due to some sub-contracted positions being reported as Personnel Services expenses in the prior year's budget.
- Utilities increased as expected.
- Travel and Professional Development has increased due to positions being filled. Moving expenses are captured in this line item.

Some proposed increases are based on assumptions. All unexpended funds will remain with the Service District.

Bob asked why NWREC was receiving additional funding. Director Cameron stated that they have a list of new projects that includes a new well, parking lot, gravel, refrigeration, farmhouse electricity upgrade, etc.

- The Sustainable Communities position is no longer being funded by the District and will now be OSU funded. Instead, the District is funding the 4-H Program Coordinator. Dan Hoynacki announced his retirement effective June 30, 2017.
- The recruitment for the 0.25 Field Crop position has been unsuccessful. Derek said this was going to be transitioned back to a fixed-term position 80/20%. It is now in the budget at 0.20 FTE.



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Daniel noted a correction on page 9; footnote #1, the 2nd sentence had missing language. The sentence was adjusted to read: "...the budget for the Agriculture Open Campus is \$10,000."

Director Carlson asked that in the future, the Organizational Chart FTE titles match the titles in the District Budget Document.

Bob asked what would happen if state dollars were cut from state funded positions. Derek assured him that all positions are committed by the university. Director Cameron clarified the amount of money committed by the Legislature is enough to fund these positions (Senate Bill 805.) Bob also noted that the Field Crops position is still vacant and hopes that the standards for this position will not change as recruitment continues.

Derek introduced Mike Bondi, director of the North Willamette Research and Extension Center (NWREC.) Mike shared handouts and explained that the NWREC is one of 12 similar facilities in the state and is the only facility of its kind in the Willamette Valley. NWREC is a world class research center serving a seven county area, including Marion. Director Cameron participates on its advisory council. OSU provides funding for the faculty, while support staff are grant funded and/or contracted. The investments made by Marion and other counties also help the NWREC.

The mission of the NWREC is to increase productivity of the land; increase profitability; and protect and improve the environment. The newsletter, brochure and the Marion County 2016 Report of Accomplishments were distributed.

Consider Approval of Levy Rate

MOTION: Director Cameron moved that the Marion County Extension and 4-H Service District approve an ad valorem property tax rate at \$0.05 per \$1,000 assessed value for FY 2017-2018. Ian seconded the motion, motion carried. A voice vote was unanimous.

FY 2017-2018 Budget Recommendation

MOTION: Bill moved to approve the FY 2017-18 Marion County Extension and 4-H Service District budget for the amount of \$1,832,140 by category and fund, as presented by the Budget Officer; and forward the fiscal year 2017-18 Approved Budget to the Marion County Extension and 4-H Service District Governing Body for final adoption. Director Brentano seconded the motion, motion carried. A voice vote was unanimous.

MOTION: Director Cameron moved to adjourn the Marion County Extension and 4-H Service District Budget Committee Meeting for FY 2017-18. Bill seconded the motion, motion carried. A voice vote was unanimous.



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District Budget Committee Meeting was adjourned by Chair Bob Zielinski at 10:15 am.

Minutes respectfully submitted by: Tamra Goettsch, District Secretary

MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT

Chair, Sam Brentano	Date
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Director, Janet Carlson	Date
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Director, Kevin Cameron	Date
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Orig: Clerk

Cc: Board of Commissioners – MCE4HSD
Community Services