



Marion County Extension and 4-H Service District (MCE4H)

Meeting Notes – May 10, 2018

BUDGET COMMITTEE MEETING

Meeting Notes

1. Convene FY 2018-19 Budget Committee

The meeting of the Marion County Extension and 4-H Service District (MCE4H) Budget Committee was called to order by Chair Janet Carlson at 10:00 am. Introductions were made.

2. Note Attendance:

Commissioner Kevin Cameron, MCE4H Budget Committee Member; Commissioner Sam Brentano, MCE4H Budget Committee Member; Commissioner Janet Carlson, MCE4H Budget Committee Member; Scott Norris, MC Legal Counsel; Tamra Goettsch, MC Community Services Director and MCE4H Budget Officer; Cynthia Granatir, MC Finance; Daniel Adatto, MC Finance; Ian Dixon-McDonald, MCE4H Budget Committee Member; Bill Sutkus, MCE4H Budget Committee Member; Alisha Atha, OSU Extension Service; Wiley Thompson, OSU Extension Service; Jane Vetto, MC Legal Counsel; Donita Godwin, OSU Extension Service; Denise Clark, MC Community Services – recorder

3. Review/Ratify Budget Committee Meeting Procedures:

Commissioner Cameron made a motion to ratify the Budget Committee Meeting Procedures that were originally adopted on July 30, 2015 as presented for FY 18-19 Marion County Extension and 4-H Service District Budget Committee meeting. Commissioner Brentano seconded the motion. Motion passed.

4. Appoint Budget Committee Chair/Vice Chair:

Commissioner Brentano made a motion to nominate Ian Dixon as chair and Commissioner Carlson as vice chair. Commissioner Cameron seconded the motion. Motion passed.

5. Approve May 30, 2017 Budget Committee Minutes:

Chair Dixon-McDonald made a motion to approve the May 30, 2017 meeting minutes; Bill seconded. Motion passed.

6. Proposed FY 2018-19 Budget:

Public Comment: Public Comment was opened at 10:26; no comments. Public Comment closed at 10:26.



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Budget Message & Proposed Budget:

Tamra presented the budget message and the supporting documents prepared. The following are areas mentioned during the budget messages and in the presentation of the FY18-19 budget:

- a. The proposed budget of \$1,933,063 is based on the district's values, input from the board, and future considerations.
- b. Tamra pointed out a correction in the materials originally submitted: Page 5, under Budget Development and then expenditures. It should read: "↑ Total Material and Services are estimated to increase by more than \$71,590 or a 6.1%."
- c. Under the board's direction, Tamra has been working with Chemeketa Community College (CCC) regarding the future development of its new agri-business department. Chemeketa and OSU Extension have been discussing how to develop and grow the program, including the possibility of moving OSU Extension staff member to a new facility of CCC's campus; both organizations are interested in growing the program. Due to the timing of CCC project maturing, costs associated with moving OSU Extension staff to CCC is not included in the proposed budget.
- d. The goal of the presented budget is to address the different needs of the community related to agriculture.
- e. Consistent to FY17-18 FTE (full time equivalent) staff support, Tamra recommended using temporary staff to provide the additional support needed.
- f. Contingency is presented to allow for flexibility throughout the coming year. If supplemental support is needed, that will be sought on an as needed basis.

7. FY 2018-19 Budget Deliberation

Budget Detail Clarification

Commissioner Cameron sought clarification on monies budgeted for the North Willamette Research Extension (NWRE); infrastructure issues still exist. Tamra explained that the previous year an additional \$10,000 was budgeted, for a total of \$60,000, for the development of a parking lot. NWRE did not request additional money for FY18-19; therefore, the proposed budget has \$50,000 set aside for NWRE.

Commissioner Brentano sought clarification regarding NWRE offices moving to the Portland area. Tamra clarified that the proposed budget does not include expenses for this nor was there a request for financial support.

Commissioner Brentano commented on the district's increasing ending fund balance and if that should be a concern. Tamra commented that she didn't believe so, due to future development of CCC's agri-business campus and the discussions to move OSU Extension staff from its current location and into the new facility when it is completed. The Contingency gives the district flexibility to address emerging needs, as appropriate. It is anticipated that future financial investment will impact the FY19-20. The current rental lease charges for OSU Extension's office space needs are



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included in the proposed budget. The Contingency money could also be used to purchase/build a district facility of its own.

Bill Sutkus noted that OSU Master Gardeners are considering relocating to CCC, too. Currently they have a two-year lease with the county on 1.5 acres behind the Marion County Health Department. This location hides from the public. The proposed CCC site is more visible and aligns with their goal to serve more of the community and would also have a demonstration garden. The master gardeners are converting its garden to be more of a resource program.

OSU Extension Program Detail

Alisha Atha presented information regarding OSU Extension's use of the proposed budget. Though the Field Crops position was not reflected on the organizational staffing chart in the packet, the budget does have funds set aside for the position. The position will be shared with Polk and Clackamas counties. An employment offer has been made, but nothing confirmed yet.

Other areas of OSU Extension's detailed budget included:

- a. The "Small Farms" faculty position started working with berries. The position is funded for two years through NWEAC. There is also a contracted position (shared with CCC) to work on this area.
- b. A change is the Ag Outreach Program Coordinator. This position was originally hired at a .80 FTE. It was moved to full time FTE.
- c. There is a proposal for of a new Agri-Tourism support position; 0.4 FTE.
Mary Stuart requested a RARE (Resource Assistance for Rural Environments) student. The proposed budget includes the required match, which is reflected within the OSU contracts line item. The request to submit an application was submitted prior to the MEC4H Board authorizing its submission and will be brought to the next district meeting for the board to discuss.
- d. An employment offer has been made to fill the Regional Administrator position and the board will be notified as soon as that is confirmed.

8. Consider Approval of Levy Rate:

Commissioner Sam Brentano motioned for 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 FY2018-19. Commissioner Carlson seconded the motion; motion passed.

9. FY 2018-19 Budget Recommendation:

Bill Sutkus motioned to approve the FY 2018-19 Marion County Extension and 4-H Service District budget for The amount of \$1,933,063 by category and fund, as presented by the Budget Officer, and



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to forward the FY 2018-19 Approved Budget to the Marion County Extension and 4-H Service District Governing Body for final adoption. Commissioner Cameron seconded the motion; motion passed.

10. Other:

Commissioner Brentano noticed that one of the charts addressed the loss of farm acreage over the year. He requested the board be apprised of this especially with a reported loss of 10% of farm land in Marion County. Wiley noted that the 2017 Ag Census is complete, but has not been published yet. It should be available by mid-year. Commissioner Cameron wondered if Exclusive Farm Use (EFU) land that is used for solar will it be taken out of farm acreage. The solar placement does not changing the zoning, just the use of the land. This needs to be defined; more conversation can be had around this.

11. Adjourn: District Budget Committee Meeting adjourned at 10:40 AM.

Minutes respectfully submitted by: Tamra Goettsch, District Secretary

MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT

Chair, Janet Carlson

Date

Director, Kevin Cameron

Date

Chair, Sam Brentano

Date