MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT

GOVERNING BODY
Janet Carlson
Kevin Cameron
Sam Brentano

BUDGET OFFICER
Tamra Goettsch

Courthouse Square
555 Court St. NE, 3rd Fl
P.O. Box 14500
Salem, OR 97309-5036
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www.co.marion.or.us

PUBLIC HEARING & DISTRICT BOARD MEETING

June 14, 2018 at 9:30-11:00 AM
Silverton Conference Room, 5th Floor Board of Commissioners office
Courthouse Square, 555 Court St. NE, Salem, Oregon

1.	**OPEN DISTRICT BOARD MEETING**		Director Carlson
	a. Welcome and Introductions		District Governing Body
	b. Approve District Mtg. Minutes- Jan. 23, 2018	Action	
	c. Recess District Board Meeting	Action	
2.	**OPEN PUBLIC HEARING to adopt MCE4H fiscal year 2018-19 budget**	PUBLIC HEARING	Members of the Public
	Close public hearing		
3.	**RE-OPEN DISTRICT MEETING:**		Director Carlson
	a. **MCE4H FY 2017-18 Budget Recap**	Information	Tamra Goettsch
	b. **Consider Approval of a Resolution to Adopt the FY 2018-19 District Budget, Make Related Appropriations and Impose and Categorize Property Taxes**	Action	District Governing Body
	c. **District Business**	Action	District Governing Body
	i. Authorize District Secretary to Issue Letter of Approval to OSU Allowing Contract with Chemeketa Community College		Tamra Goettsch
	ii. Notice of District Secretary's Approval of RARE Application Submission	Information	Tamra Goettsch
	iii. Video- OSU's Marion Community Horticulture	Information	Alisha Atha
4.	**ADJOURN DISTRICT MEETING**		Director Carlson

Marion County Extension and 4-H Service District (MCE4H)
Meeting Minutes – January 23, 2018

DISTRICT MEETING

The meeting of the Marion County Extension and 4-H Service District (MCE4H) was called to order by Director Cameron at 3:05 pm. Introductions were made.

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

DISTRICT MINUTES

The minutes of October 2, 2017 were presented for approval and signature.

MOTION: Director Brentano moved to approve the October 2, 2017 meeting minutes. Director Cameron seconded the motion. A voice vote was unanimous.

FISCAL UPDATES

Financial statements from FY 2016-17 were presented for approval. There were no findings from auditors; however, it was noted that under Contract Services a sentence was added regarding compensated liabilities. This means the District holds funds as part of accrued leave for Oregon State employees who are District funded. The amount paid to OSU for the accumulated leave fund is approximately $38,000.

MOTION: Director Brentano moved to approve the FY 2016-17 Financial Statements. Director Cameron seconded the motion. A voice vote was unanimous.

Daniel provided FY 2017-18 year-to-date budget and expenses. The District is on track to be within budget. No supplemental budget will be needed this year.

PROGRAM UPDATES

Mike Bondi with North Willamette Research and Extension Center (NWREC) shared updates and gave a presentation on NWREC programs. MCE4H contributes financially to the NWREC annually and gave additional funding this fiscal year. The funds helped with costs associated with the new student parking area.

DISTRICT MEETING

Two new faculty research assistants were hired for the Hazelnut Program, one new staff person was hired for each of the Pesticide Registration Research, as well as the Vegetable and Specialty Seed Crop programs.

Last year, the Oregon Strawberry Commission challenged the NWREC to help fill a position for the Berry Extension program for berry growers. Oregon Representative Rick Lewis secured a $120,000 earmark for the berry initiative. Although the position is not permanent (2-years), Javier Fernandez Salvador – who is District funded doing small farms work - will dedicate 30% of his FTE to the berry program. A graduate student, along with another staff person with berry experience, will also dedicate 0.3 FTE. There will be a total of 1.25 FTE dedicated to this program.

Javier will also be involved in other projects, including experimental olive planting – which will be the first in the state.

Mike mentioned the tractor training opportunity on March 28-30, 2018. A handout with more details about staffing and program updates was distributed.

Director Cameron asked about the NWREC administrative reorganization. Mike said there used to be 12 OSU Extension regions; now reorganized into six regions. Washington, Multnomah, and Clackamas counties and NWREC are now merged into one region that is now called the Metro Region. OSU will be recruiting for a Metro Region Administrator, which will be located in downtown Portland effective July 1, 2018.

Director's Cameron and Brentano expressed concern about Clackamas being part of the new structure because they do not contribute to Extension Services. Director Brentano was scheduled to attend the first joint meeting of the Multnomah and NWREC Advisory Council to learn more about the realignment and would be an appropriate place to express Marion County concerns. Linsey Shirley and Joyce Loper will be at that meeting.

Mike shared a detailed handout explaining NWREC's work in Marion County. The changes discussed were outlined in the meeting packet on pages 23-31. Additional clarification regarding the Chemeketa Community College/OSU Open Campus position, funded in part by the district, was provided. The Open Campus position was eliminated and the FTE has shifted to Small Farms, specifically the berry program. No additional funds are being used or requested. Only the scope of work has changed.

DISTRICT MEETING

OSU EXTENSION UPDATE

Alisha clarified that the Small Farms position held by Javier will decrease the District budget by 0.1 FTE.

Advisory Committee

In 2015, the Board expressed interest in creating a citizen advisory committee for Marion County OSU Extension Services. Tamra emailed a list of potential committee members to the Board to review prior to this meeting. No one from the list has been contacted yet.

Alisha reiterated the importance of having broad representation of the county and its programs. The district's budget committee members will be invited to participate. Director Brentano recommended recruiting farmers – including dairy and horse. Director Cameron recommended recruiting members from the county's Economic Development Advisory Board and the Marion County Farm Bureau.

Alisha shared that similar committees in other counties are expected to advocate for OSU Extension programs in their own community and in the legislature. The committee will be tasked with helping to develop future OSU programs, draft budgets, and more.

Alisha will use the existing list of names and expand it to include the district's suggestions and begin recruiting members. Once the committee has been selected, Alisha will notify the District Board of the meetings dates. Tamra will attend meetings.

Marketing Video - Out There: OSU Working In Marion County

Mary shared the marketing video produced and explained that more 90 second vignettes about each program will be developed in 2018. The first one will be about forestry.

BUDGET COMMITTEE

Tamra recommended reappointment of Bob Zielinski to the Budget Committee for an additional 3-year term. An order was prepared for the appointment.

MOTION: Director Brentano moved to accept the reappointment of Bob Zielinski to serve on the Marion County Extension and 4-H Service District Budget Committee. Director Cameron seconded the motion. A voice vote was unanimous.

CITY OF SILVERTON

A letter was received from the City of Silverton expressing the desire to expand its Urban

DISTRICT MEETING

Renewal District. This would reduce District funding by $153.00 per year until 2024. No resolution is needed since this is only a notice and not a request. No concerns noted by the Board.

OTHER

Bill asked for an update of Chemeketa Ag Center: Chemeketa is organizing a leadership planning team, which will include one of the Board of Commissioners or their designee.

Director Cameron wanted to make note that Corban University is starting an agriculture program, too.

The District Board Meeting was adjourned by Director Cameron at 4:00 pm.

Minutes respectfully submitted by: Tamra Goettsch, District Secretary

MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT

Not Present at Meeting

Chair, Janet Carlson Date

Director, Kevin Cameron Date

Chair, Sam Brentano Date

Orig: Clerk

Cc: Board of Commissioners – MCE4HSD
Community Services

Marion County Extension and 4-H Service
District ***FY 18-19 Approved Budget***

	FY 15-16 ACTUAL	FY 16-17 ACTUAL	FY 17-18 BUDGET	FY 18-19 PROPOSED	FY 18-19 APPROVED	FY 18-19 % +/-
RESOURCES						
Current Year Taxes	1,043,398.15	1,087,714	1,130,373	1,165,406	1,165,406	3.1%
Previous Year Taxes	0.00	6,839	10,000	10,000	10,000	0.0%
Property Tax Interest and Penalties	625.59	1,985	1,000	2,000	2,000	100.0%
Chapter 530 Forest Rehab	2,310.00	9,978	3,000	3,000	3,000	0.0%
Interest	3,193.22	7,841	6,000	9,000	9,000	50.0%
County General Fund Support	348,828.00	0	0	0	0	n/a
Net Working Capital	0.00	575,155	681,767	743,657	743,657	9.1%
TOTAL RESOURCES	**1,398,354.96**	**1,689,513**	**1,832,140**	**1,933,063**	**1,933,063**	**5.5%**
REQUIREMENTS						
Materials and Services						
Publications	1,590.91	1,964	3,000	3,200	3,200	6.7%
Audit	0.00	2,910	2,950	2,950	2,950	0.0%
OSU Extension Contracted Services	650,339.75	850,459	992,178	1,050,848	1,050,848	5.9%
Legal Services	7,909.00	6,974	0	0	0	n/a
Fair Events and Activities (4-H)	11,000.00	16,000	17,000	25,000	25,000	47.1%
Contracted Services Provided by Marion County	44,565.65	49,947	59,493	61,337	61,337	3.1%
Other Contracted Services	0.00	0	10,000	10,000	10,000	0.0%
Building Rental Private	71,737.00	77,699	83,322	86,198	86,198	3.5%
Insurance, SDAO	2,538.00	2,161	2,500	2,500	2,500	0.0%
Election Costs	33,394.61	0	0	0	0	n/a
Dues and Memberships	125.00	125	1,000	1,000	1,000	0.0%
Total Materials and Services	**823,199.92**	**1,008,239**	**1,171,443**	**1,243,033**	**1,243,033**	6.1%
Contingency	0.00	0	269,697	193,306	193,306	-28.3%
Unappropriated Ending Fund Balance	0.00	0	391,000	496,724	496,724	27.0%
TOTAL REQUIREMENTS	**823,199.92**	**1,008,239**	**1,832,140**	**1,933,063**	**1,933,063**	**5.5%**

RESOLUTION No._____

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Marion County Extension and 4H Service District hereby adopts the budget for fiscal year 2018-2019 in the total amount of $1,933,063.
This budget is now on file at **Marion County Community Services** in Salem, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2018, for the following purposes:

General Fund	
Organizational Unit or Program:	
Marion County Extension and 4H Service District	0
Materials & Services	1,243,033
	0
	0
Not Allocated to Organizational Unit or Program:	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	0
Debt Service	0
Special Payments.....	0
Transfers Out.....	0
Contingency.....	193,306
TOTAL APPROPRIATIONS, All Funds	**1,436,339**
Unappropriated Ending Fund Balance.....	496,724
Total.....	**$1,933,063**

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2018- 2019:
(1) In the amount of $ _____ **OR** at the rate of $ 0.05 per $1000 of assessed value for permanent rate tax;
(2) In the amount of $ 0.00 **OR** at the rate of $ 0.00 per $1000 of assessed value for local option tax; and
(3) In the amount of $ **0.00** for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....$ 0.00 **OR** $ 0.05 /$1,000
Local Option Tax.....$ **0.00** **OR** $ 0.00 /$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....$ 0.00

The above resolution statements were approved and declared adopted on June 14, 2018.

MARION COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY FOR MARION COUNTY EXTENSION AND 4H SERVICE DISTRICT

Chair Janet Carlson

Commissioner Kevin Cameron

Commissioner Sam Brentano

FORM LB-1 **NOTICE OF BUDGET HEARING**

A public meeting of the Marion County Extension and 4H Service District will be held on June 14th, 2018 at 9:30 pm in the Board of Commissioners office, Silverton Conference Room at 555 Court Street, Salem , OR, 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Marion County Extension & 4H Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Marion County Community Services Department, between the hours of 8 a.m. and 5:00 p.m. or online at http://www.co.marion.or.us/CS/ServiceDistrict/. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Tamra Goettsch Telephone:(503)588-7975 Email: tgoettsch@co.marion.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2016-17	Adopted Budget This Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	575,155	681,767	743,657
Federal, State and all Other Grants, Gifts, Allocations and Donations	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Current Year Property Taxes	26,643	20,000	24,000
Current Year Property Taxes Estimated to be Received	1,087,714	1,130,373	1,165,406
Total Resources	**1,689,512**	**1,832,140**	**1,933,063**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	1,008,239	1,171,443	1,243,033
Contingencies	0	239,697	193,306
Unappropriated Ending Balance and Reserved for Future Expenditure	0	391,000	496,724
Total Requirements	**1,008,239**	**1,802,140**	**1,933,063**

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Total Requirements	**0**	**0**	**0**
Total FTE	**0**	**0**	**0**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
The Marion County Extension and 4H Service District has no changes in activities or financing to report.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2016-17	Rate or Amount Imposed This Year 2017-18	Rate or Amount Approved Next Year 2018-19
Permanent Rate Levy	0.05/1,000	0.05/1,000	0.05/1,000
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$0	$0
Other Bonds	$0	$0
Other Borrowings	$0	$0
Total	**$0**	**$0**

150-504-073-2 (Rev. 02-14)

MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT

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BUDGET OFFICER
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June 14, 2018

To: Alisha Atha, County Leader
OSU Extension Services

From: Tamra Goettsch, District Secretary
Marion County Extension and 4-H Service District

On June 14, 2018, pursuant to section 1.7 of the Intergovernmental Agreement between Oregon State University and Marion County Extension and 4-H Service District, the governing body authorized OSU to subcontract with Chemeketa Community College for the Small Farms/Strawberries Faculty position.

Additionally, pursuant the districts protocol for Submission of Grant Applications by District-Funded Position procedure, the 2018 grant submission to the Resource Assistance for Rural Environments (RARE) program for the purpose of enhancing OSU Extension's agriculture business and marketing development staff capacity has been reviewed and strongly supported.

Best wishes on the grant submission and please keep me apprised of your RARE grant submissions progress.

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FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS

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FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Total Requirements	0	0	0
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The Marion County Extension and 4H Service District has no changes in activities or financing to report.

PROPERTY TAX LEVIES

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Permanent Rate Levy	0.05/1,000	0.05/1,000	0.05/1,000
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT

	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$0	$0
Other Bonds	$0	$0
Other Borrowings	$0	$0
Total	**$0**	**$0**

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Statesman Journal
May 31, 2018