Marion County Extension and 4-H Service District (MCE4H)
Meeting Minutes – May 1, 2025

DISTRICT BUDGET COMMITTEE MEETING

1. 7zConvene Joint Service District Board Meeting and Fiscal Year 2025-26 Budget Committee Meeting

The meeting of the Marion County Extension and 4-H Service District (MCE4H) was called to order by Director Colm Willis at 3:00 p.m. Introductions were made.

1.1. Note Attendance:

Budget Committee Members: Commissioner Colm Willis, MCE4H Director; Commissioner Kevin Cameron, MCE4H Director; Dana Castano, Community Member (*attended virtually*); Amy Goulter-Allen, Community Member; Destinee Schuster, Community Member

Attending: Stephen Elzinga, MC Legal Counsel; Scott Norris, MC Legal Counsel; Trevor Lane, MC Board's Office; Kelli Weese, MC Community Services Director and MCE4H Budget Officer; Laura McClellan, MC Community Services; Elvira Alvarez, OSU Extension Office Manager; Richard Riggs, OSU Extension Regional Director; Shawn Donkin, North Willamette Research and Extension Center (NWREC)

There were technical difficulties with audio and Member Castano who was attending virtually was unable to participate in the district board meeting but was able to take part in the budget committee meeting.

1.2. Recess MCE4H District Budget Committee

The District Budget Committee Meeting was recessed by Director Willis at 3:02 PM.

Items 2-3 from the agenda: District Board Meeting.

Minutes for the District Board Meeting were presented for approval at the District Board Meeting on June 5, 2025

4. Adjourn District Meeting and Reconvene District Budget Committee Meeting

Director Cameron adjourned the District Board meeting at 3:13 PM and re-convened the District Budget Committee meeting at 3:13 PM.

5. Budget Committee Business

5.1 Appoint Budget Committee Chair and Vice Chair

MOTION: Director Cameron made a motion to nominate Director Willis as Budget Committee chair. Member Castano seconded the motion. A voice vote was unanimous. **MOTION PASSED.**

MOTION: Director Cameron made a motion to nominate Dana as Budget Committee vice chair. Member Schuster seconded the motion. A voice vote was unanimous. **MOTION PASSED**.

5.2 Ratify Budget Committee Meeting Procedures - *Presented by Kelli Weese*

Budget Committee Meeting Procedures, adopted in 2015 by the District Board, were presented to the budget committee for approval.

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MOTION: Member Castano made a motion to ratify the Budget Committee Meeting Procedures that were originally adopted on July 30, 2015, as presented for FY 2024-25 Marion County Extension and 4-H Service District Budget Committee meeting. Member Goulter-Allen seconded the motion. A voice vote was unanimous. **MOTION PASSED.**

5.3 Approve Budget Committee Meeting Minutes of May 21, 2024 - *Presented by Kelli Weese*

MOTION: Member Castano made a motion to approve the May 21, 2024, Budget Committee Meeting minutes as presented. Director Cameron seconded the motion. Member Schuster abstained from the vote as she was not present at this meeting. A voice vote was unanimous. **MOTION PASSED.**

6. Consider proposed FY 2025-26 Recommended Budget

6.1 Adopt Budget Calendar for FY 2025-2026 - *Presented by Kelli Weese*

MOTION: Member Schuster made a motion that the Marion County Extension and 4-H Service District approve the Budget Calendar as presented for Fiscal Year 2025-2026. Member Goulter-Allen seconded the motion. A voice vote was unanimous. **MOTION PASSED.**

6.2 Budget Message and Present Recommended Budget – *Presented by Kelli Weese*

The budget message and supporting documents were presented to the budget committee.

Summary of Presentation:

- Budget is in accordance with Oregon Revised Statutes.
- Funding for the MCE4H was approved by voters on May 19, 2015.
- MCE4H has a permanent tax rate limit of $0.05 per $1,000 of assessed valuation.
- For tax year 2024-2025, the Tax Assessor imposed taxes of $1,604,237.
- FY 25-26: Marion County Tax Assessor's Office projects a 4-5% increase in revenues from the current year's tax assessment.
- The tax assessor's office anticipates a total collection rate of $1,615,224 or about 97% approximate tax collection rate.
- Decrease from FY 24-25 budget of approximately $101,786.
- The district works with OSU Extension Service and serves all 20-incorporated cities, as well as the 37-unincorporated areas of Marion County.

Significant Highlights

- Operations Ending Fund Balance is expected to decrease by 25%.
- Capital Reserve Ending Fund Balance is expected to increase by 12%
- FY 24-25: $113,799 discrepancy between Service District Budget and OSU Extension Proposed Budget, expected to be offset by lower-than-anticipated expenditures.
- FY 25-26: Refilling the Small Farms Outreach Program Coordinator position, increasing district costs from 0.66 FTE to 1 FTE (~$36,000 increase).
- Proposed new line item 525951 - Community Based Distribution.

6.3 Public Comment

Public Comment was opened at 3:26 pm; No comments. Public Comment was closed at 3:27 pm.

Agenda Adjustment:

- Due to Director Cameron needing to leave the meeting early, Director Willis requested that items **8** and **9** on the agenda be moved up for discussion prior to proceeding with the remainder of the regular meeting.
- Director Willis noted that during the upcoming Budget Hearing, Board Directors will still have the opportunity to make any necessary changes.

8. Consider Approval of Levy Rate:

MOTION: Budget Committee Member Castano made a motion 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 2024-25. Budget Committee member Destinee seconded the motion. A voice vote was unanimous. **MOTION PASSED.**

9. FY 2025-2026 Budget Recommendation

MOTION: Budget Committee member Schuster made a motion to approve the FY 2025-26 Marion County Extension and 4-H Service District budget for the amount of $3,792,231. by category and fund, as presented by the Budget Officer; and forward the fiscal year 2025-26 Approved Budget to the Marion County Extension and 4-H Service District Governing Body for final adoption. Director Cameron seconded the motion. A voice vote was unanimous. **MOTION PASSED.**

7. FY 25-26 Budget Comments and Deliberations

- Director Cameron noted the need for increased recycling efforts and suggested a potential dedicated initiative trough OSU Extension. He requested that this be taken into consideration as planning continues for the upcoming year.
- Member Destinee Schuster noted the need for a Beekeeper program and requested this also be taken into future consideration.
- The Committee requested Destinee coordinate having FFA students present at a future meeting.

Budget Committee Member Departure

Director Cameron departed the meeting however, a quorum was still maintained.

7.1 Budget Detail Discussion

Summary of Discussion

- The Committee requested that OSU Extension's budget be adjusted in the future to align with the adopted budget, even if the full amount will not be expended. Kelli Weese agreed to ensure this alignment moving forward to prevent future discrepancies between OSU Extension's budget and the MCE4H's adopted budget.

7.2 OSU Extension Program Detail

Summary of Discussion:

- Director Willis shared concerns about the impact of OSU Extension positions in supporting the local community. He specifically requested additional information on what the positions do to support the local community.
    - Richard agreed to provide future updates from OSU Extension staff highlighting thei services and contribution to the community, with the goal of continuing to improve their program.
- Richard clarified that all the funds in OSU Extension are not being used due to 3 recent vacancies and that 2 of this positions are being actively recruited for.
- Richard stated that the Small Farms Coordinator position is not being recruited due to OSU Extension Service proposing an increased cost to the district from 0.66 FTE to 1 FTE.
- Richard Riggs expressed that OSU extension and their faculty offers important services to the community and he stated he will take comments back to keep improving their program.

7.3 North Willamette Research and Extension Center (NWREC) Presentation – *Introduction by Richard Riggs*

- Richard Riggs noted that the MCE4H Board approved a 3% increase to NWREC for Fiscal Year 2025-2026.
- Faculty from Marion County and surrounding counties collaborate with NWREC, particularly in work related to olives.
- Mr. Riggs invited Mr. Shawn Donkin to give a presentation of NWREC.

Summary of Presentation – Shawn Donkin Co-Interim Director for NWREC

- NWREC serves a seven-county region, with Marion County representing approximately 40% of the region's agricultural farm gate receipts.
- Center operates with a $1.2 million budget, supplemented by external funding generated by faculty to support their programs.
- NWREC has multiple programs including work in fruit trees, nursery production, farm management, integrated pest management, agrivoltaics, berry crops, IR-4 pesticide research, small farms, plant pathology, Christmas trees, and vegetable crops.
- Mr. Donkin thanked the MCE4H Board for increasing funding from $50,000 to $56,000 for FY 25-26.

Summary of Discussion

- Committee expressed concern that although NWREC provides services to multiple counties, not all counties contribute financially. The committee felt that Marion County is being asked to compensate for this imbalance. While the committee is open to continued support, they emphasized the importance of equitable funding participation across all counties.
    - Shawn Donkin acknowledged the concern and noted that ongoing discussions are taking place to address the issue, with efforts underway to increase county contributions.

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- Committee requested that the new NWREC Director attend a future MCE4H Board meeting
- Director Willis expressed a desire to strengthen the relationship between NWREC and Marion County.

Adjourn

The District Budget Committee Meeting was adjourned at 4:57 pm.

Minutes respectfully submitted by Kelli Weese, District Secretary.

MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT

Chair, Colm Willis — Date 4/1/2026

Director, Kevin Cameron — Date 4.1.2026

Director, Danielle Bethell — Date 4-1-2026

Orig: Clerk

Cc: Board of Commissioners – MCE4HSD
Community Services