



**Marion County Extension and 4-H Service District (MCE4H)
Meeting Minutes – May 18, 2021**

BUDGET COMMITTEE MEETING

Meeting Notes

1. Convene FY 2021-22 Budget Committee meeting

The meeting of the Marion County Extension and 4-H Service District (MCE4H) Budget Committee was called or order Chair Kevin Cameron at 2:02 pm. Introductions were made.

2. Note Attendance:

Budget Committee Members: Commissioner Kevin Cameron, Commissioner Danielle Bethell, Commissioner Colm Willis, Dana Castano, Gordon Lintner, and Dylan Wells

Others: Scott Norris, MC Legal Counsel; Richard Riggs, OSU Extension; Mark Chien, OSU Extension; Tamra Goettsch, MC Community Services and MCE4H Budget Officer; Lorrie Biggs, MC Community Services; Heather Johnson, MC Community Services

Virtual Attendee: Teresa Joslin, Community Member

3. Review/Ratify Budget Committee Meeting Procedures:

Tamra presented the Budget Committee Meeting Procedures that were adopted in 2015 by the District Board and proposed that these procedures be used for the FY 2021-22 budget discussion.

MOTION: Dylan Wells made a motion to ratify the Budget Committee Meeting Procedures that were originally adopted on July 30, 2015, as presented for the FY 2021-22 Marion County Extension and 4-H Service District Budget Committee Meeting. Director Willis Seconded the motion. A voice vote was unanimous. MOTION PASSED.

4. Appoint Budget Committee Chair and Vice Chair:

Tamra explained that the chair of the Marion County Board of Commissioners also serves as the chair of the Service District and typically serves as the vice chair of the Budget Committee. A community member on the Budget Committee typically serves as the chair.

MOTION: Director Willis made a motion to nominate Dylan Wells as Budget Committee chair. Director Bethell seconded the motion. A voice vote was unanimous. MOTION PASSED.

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



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5. Approve Budget Committee Meeting Minutes of May 27, 2020

MOTION: Director Willis made a motion to approve the May 27, 2020, Budget Committee meeting minutes as presented. Director Bethell seconded the motion. A voice vote was unanimous. MOTION PASSED.

6. Proposed FY 2021-22 Budget:

Budget Message and Proposed Budget:

Tamra presented the budget message and supporting documents prepared. The following areas of discussion were presented to the budget committee:

- a. It was noted that a last-minute adjustment to the proposed budget was received the morning of this meeting. However, the adjustment did not change the bottom line. An updated budget document was presented showing a reduction under the Community Education and Services line item in the amount of \$13,280 and an increase of that same amount under Other Contracted Services.
- b. The proposed budget of \$2,464,766 was prepared based on the goals of the district previously identified by the district body:
 - Stabilizing funding for OSU Extension positions
 - Establish a reserve fund for capital expenditures and operational priorities
 - Provide the public with services and supports from OSU Extension and other contracted services
- c. The District Expenditures that support operations is proposed at \$1,339,974.00. This does not include Contingency or Unappropriated Ending Fund Balance.
- d. The FY 2021-22 budget includes \$71,477.00 of available funds in Contingency. Through the supplemental budget process these funds can be allocated to another line item in the budget to expand services.
- e. The FY 2021-22 budget includes \$1,053,000 in Unappropriated Ending Fund Balances that supports the first five months of operations without seeking additional supports.
- f. Much of the revenue comes from property tax collection. The district has a permanent tax rate in the amount of \$0.05 per \$1,000 of assessed value for 2021-2022.
- g. Based on information from the Marion County's Finance Department, an anticipated interest rate of 0.725% earned over the coming year was considered when preparing the budget for FY 2021-22.
- h. Due to the impacts from the COVID-19 pandemic, cost savings of approximately \$100,000 from the contract with OSU from previous fiscal year is anticipated.



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- i. A continued long-term interest of the district is to secure its own facility for staffing. The proposed budget includes \$518,315.00 in Unappropriated Ending Fund Balance-Capital Reserves to use for that goal.

Public Comment: Public Comment was opened at 2:36 pm; no comments. Public Comment was closed at 2:36 pm.

7. FY 2021-2022 Budget Deliberations:

Budget Detail Clarification

Year-to-Date Actuals

Clarification was sought regarding year-to-date actuals and how that aligned with the FY 2020-21 budget. Tamra shared that she did not have year-to-date actuals report present at this meeting, but would note to bring that report to future meetings.

Cost savings

Tamra shared that Covid impacts, such as decreased travel, professional development, reduced in-person events, lower materials and supplies needed due to virtual working, along with a grant received by OSU Extension. All of this has resulted in an anticipated cost savings of \$100,000 by year-end; therefore, these funds will carryover as Networking Capital for FY 2021-22.

Lorrie also shared that the Service District typically contributes \$17,000 to the Marion County Fair. However, the 2020 Marion County Fair was held virtually and therefore a transfer of funds was not made. In addition, the Service District received approximately \$40,000 in additional tax revenue that were not anticipated. Lastly, the soccer contract was reduced due to Covid restrictions.

Advertising

Clarification was sought regarding advertising for the Service District. It was previously mentioned that Marion County Community Services, on behalf of the Service District, now advertise through the Woodburn Independent which results in a large cost savings. There was a concern that advertising may not be as robust with local newspapers and therefore services offered may not be reaching enough of the community. Tamra clarified that the advertising costs written into the budget pertains specifically to noticing meetings per local budget law requirements and not for any of the OSU Extension programs or services offered.

Marion County Fair

The 2021 Marion County Fair is scheduled to be held in person. Dylan inquired about any additional costs for the 4-H programs that may come with hosting an in-person fair this year with the additional precautions surrounding the Covid pandemic. Tamra shared that Marion County received CARES Act



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funding that needed to be invested by the end of the 2020 calendar year. Hosting the Marion County Fair in-person under Covid restrictions was taken into consideration when determining how to best invest the CARES Act dollars.

OSU Extension Program Detail

Budget

The 4-H and the Supplemental Nutrition and Assistance Program (S.N.A.P.) programs received a grant from Oregon Department of Education to provide Farm-to-School nutrition education programs. Some of those programs were provided in the Santiam Canyon. A part-time staff member was hired to lead these programs. Due to Covid restrictions, some programs were offered in-person, but most were held virtually.

Personnel

Page 23 of the meeting packet showcases the OSU Extension Organization Chart. Neil Bell will retire July 1, 2021 but will continue his research at NREC at a 0.20 FTE position. The Community Horticulturist currently serving in Linn and Benton counties will serve as the Community Horticulturist for the Marion and Polk Counties as of July.

Javier Fernandez Salvador, who has been conducting research around berries and olives at NREC, has resigned to take a position with UC Davis to lead the olive research efforts for the State of California. OSU Extension will apply for a Beginning Farmer-Rancher grant and will partner with Chemeketa Community College to hire another Professor in Practice position at 1.0 FTE.

Open Campus Outreach Programs has received a gift from the Ford Foundation for one year of services within Marion County. The Open Campus Outreach Program provides services around high school completion and has a 100% success rate. If the budget is approved as written, it will allow for an additional year of services within Marion County for the Open Campus Outreach Program Coordinator at 0.25 FTE.

The 4-H Education Program Assistant has accepted a new 4-H faculty position in Linn County which may result in 1-2 months of salary savings depending on how long it takes to fill the position.

8. Consider Approval of Levy Rate:

MOTION: Director Cameron made a motion that the Marion County Extension and 4-H Service District approve an ad valorem property tax at \$0.05 per \$1,000 assessed value for FY 2021-22. Director Willis seconded the motion. A voice vote was unanimous. MOTION PASSED.

9. FY 2021-2022 Budget Recommendation



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MOTION: Director Cameron made a motion to approve the FY 2021-22 Marion County Extension and 4-H Service District budget in the amount of \$2,464,766 by category and fund, as presented by the Budget Officer, and to forward the FY 2021-22 Approved Budget to the Marion County Extension and 4-H Service District Governing Body for final adoption. Director Bethell seconded the motion. A voice vote was unanimous. MOTION PASSED.

10. Other

Small Farms Loop

In the prior year, OSU Extension and Marion County IT worked together to develop an interactive map of the Marion County Small Farms Loop. A printed map was also created and has now been updated. The updated map would be distributed throughout the community in the coming months.

11. Adjourn:

District Budget Committee Meeting was adjourned at 3:26 PM.

Minutes respectfully submitted by: Tamra Goettsch, District Secretary

MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT

District Chair, Kevin Cameron

Date

Director, Danielle Bethell

6/8/2022

Date

Not Present at Meeting

Director, Colm Willis

Date

Orig: Clerk

Cc: Board of Commissioners – MCE4HSD
Community Services