

FY 2019-2020

Adopted Budget



Budget Committee Members

Board of Commissioners: Kevin Cameron
Sam Brentano
Colm Willis

Citizen Committee Members: Ian Dixon-McDonald
William A. Sutkus
Dylan Wells

Budget Officer: Tamra Goettsch

[MARION COUNTY EXTENSION & 4-H SERVICE DISTRICT]

THIS PAGE INTENTIONALLY LEFT BLANK

**Marion County Extension and 4-H Service District
2019-2020 Budget Presentation
Board of Directors & Appointed Officials**

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Commissioner	Kevin Cameron Sam Brentano Colm Willis	December 2022 December 2020 December 2022

<u>Position</u>	<u>Name</u>
Budget Officer	Tamra Goettsch

**Marion County Extension and 4-H Service District
2019-2020 Budget Presentation
Budget Calendar**

Prepare Budget Documents	January through May 2019
Publish First Notice of Budget Committee Meeting	May 16, 2019
Post Notice of Budget Committee Meeting on website	May 13, 2019
Budget Committee Meeting	May 29, 2019
Prepare Budget Summary	June 3, 2019 through June 7, 2019
Publish Budget Summary and Notice of Budget Hearing (5 to 30 days before hearing)	June 10, 2019
Public Hearing by Board of Directors	June 17, 2019
Board of Directors Adopts Budget, Makes Appropriations, Imposes Fees	June 17, 2019
Certify Fees to County Assessor	July 15, 2019

BUDGET MESSAGE



MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT

May 10, 2019

GOVERNING BODY

Kevin Cameron
Sam Brentano
Colm Willis

Members of the Budget Committee, Board of Directors, and Citizens of Marion County:

BUDGET OFFICER

Tamra Goettsch

The total proposed Marion County Extension and 4-H Service District budget for fiscal year 2019-2020 is \$2,071,458 compared to the adopted budget for fiscal year 2018-19 of \$1,933,063.00. The proposed budget for the fiscal year 2019-20 continues the principles previously adopted:

- a. Stabilizing funding for OSU Extension positions
- b. Establishing reserve funding for future capital and operational priorities
- c. Providing education and services to the public

Courthouse Square
555 Court St. NE, 3rd Flr.
P.O. Box 14500
Salem, OR 97309-5036
(503) 588-7975
(503) 373-4460 – FAX

The Budget Committee has the opportunity to make revisions on how the District will utilize resources to provide programs to the residents of Marion County. All funds are required to be balanced per ORS 294.331. A balanced budget means that the revenues and expenditures match, not that current operating revenues equal current operating expenditures. All funds are balanced in accordance with Oregon budget law.

www.co.marion.or.us

This budget message is organized into six major categories designed to give the reader an overview of District issues, priorities, and finances. They are:

- a. Revenue and Expense Overview
- b. Short Term Financial and Other Initiatives that Impact the Proposed Budget
- c. Long Term Financial and Other Matters that Impact the Proposed Budget
- d. Economic Indicators
- e. Significant Highlights and Issues
- f. Processes Used to Develop the Budget and Organization

Revenue and Expense Overview

The District General Fund revenues and expenditures that support operations are proposed at \$1,241,755 – this does not include the proposed amount in Unappropriated Ending Fund Balance, Unappropriated Ending Fund Balance for Capital, or Contingency. The majority of the revenue is current year property tax collections.

The District's permanent tax rate is \$0.05 per \$1,000 of assessed value. Measure 50 allows a three percent increase in assessed value on existing property, plus an increase for new improvements each year.

Short-Term Financial and Other Initiatives that Impact the Recommended Budget

The 2019-20 fiscal year will be the fourth full year of operations for the District. The District will contract for services from Marion County for management and legal services, Oregon State University to provide Extension services to the residents of Marion County, Chemeketa Community College to work with ag-stakeholders for the purpose of enhancing county agriculture resources and innovation, and maintain its office lease agreement with the Oregon Farm Bureau for OSU Extension staff member office space.

While interest rates are still fairly low, they are rising. This translates into a rising growth rate on our reserve funds. Investment earnings look to be increasing in the short term.

The fiscal year 2019-20 General Fund proposed budget includes \$50 thousand in operating contingency and nearly \$780 thousand in unappropriated fund balances. The purpose of an unappropriated fund balance is to provide the District with a cash or working capital balance with which to begin the fiscal year following the one for which this budget is being prepared (ORS 294.371 and OAR 150-294.371). The amount of an unappropriated fund balance should be based on our cash requirements between July 1 of the fiscal year following the one for which we are budgeting, and the time sufficient revenues will become available from other sources to meet cash flow needs (generally November). This would mean a reserve of five months of operating revenues or approximately \$449 thousand should be available to begin the following year. The amount proposed in unappropriated and contingency combined is approximately \$19 thousand under this targeted five-month reserve amount; however, it is anticipated to satisfy the first quarter payment for OSU Extension Services and five months of lease payments. The contingency also allows for increased lease costs, which will be negotiated in 2019. This planning prepares the District to operate without needing to borrow from an external source to provide operating services and other commitments within the fund until such time as property taxes are received. As usual, the District's General Fund will be monitored for cash flow in the first few months of this fiscal year to maintain positive working capital balances. Resources are expected to be sufficient at the end of this fiscal year to have an appropriate balance in the working capital.

Long-Term Financial and Other Matters that Impact the Recommended Budget

The District continues to have a long-term interest in securing a facility of its own to provide office space for OSU Extension personnel. The fiscal year 2019-20 Capital Reserves proposed budget is \$400,000.00 – this is one portion of the District's total unappropriated fund balance. In the coming year, the District will continue to work with Marion County Business Services to identify future facility needs and to identify viable options and opportunities.

Property Taxes and Debt Limitations

The District is subject to a number of property tax and debt limitations imposed by Oregon Law. A schedule of these limitations is found in Appendix A.

Fiscal Policies, Definitions & Budget Format

A list of fiscal policies that have been applied to this budget are found in Appendix B. Every effort is being made to find less expensive ways to provide quality services. The budget format is discussed in Appendix B.

Economic Indicators

Though Oregon's many economic indicators (employment, housing, discretionary spending, etc.) continue to be strong, recent months are showing some softening. The Oregon Office of Economic Analysis reports that job growth has tapered more than expected over the past year, but still remains strong enough to hold the unemployment rate near historic lows. Marion County's population has steadily grown and the Marion County Assessor's Office projects property's assessed value to increase by 4.40 percent in the coming year.

Appendix C includes a list of economic indicators that have been considered in the proposed budget.

Significant Highlights and Issues for 2020

This will be the fourth full year of operations.

The budget includes \$65,000 to partner with Chemeketa to support another year of services from the Ag Innovation consultant, Griff Lindell. The District's financial support toward the Ag Innovation consultant in fiscal years 2018-2020 is a 50 percent cost-share partnership with Chemeketa. The intergovernmental agreement ends in January 2021, if not sooner.

Processes Used to Develop the Budget and Organization

The Budget Committee hearing on the proposed budget will be held May 29, 2019. During the presentation and review, there will be scheduled opportunities for public input. Budget deliberations are scheduled for this day. All Budget Committee meetings are open to the public and public testimony is always welcome.

Included with this material is an overview of the District, as well as information on programs. For each position funded by the District through its agreement with Oregon State University, the budget addresses in demand services and significant issues facing the District's agricultural community and positive youth development. Additionally, detailed financial information is included for each position funded by the District.

Conclusion

As the Budget Committee reviews the budget, OSU Extension County Leader and West Central Regional Director can elaborate on services that will be provided to the community with the funds budgeted, understanding there are limited resources (funds) available. The budget is appropriated by expense category, not individual line items. After the Budget Committee reviews and make the desired changes to the budget, it will approve the budget. The approved budget will be published for final public hearings on Monday, June 10, 2019, where the Board of Directors will meet in a public session to adopt the budget on June 17, 2018. The Board of Directors are authorized to amend expenditures in the Budget Committee's approved budget, up to 10 percent of any fund, without reconvening the Budget Committee. The Board of Directors always encourages public input.

The preparation of a budget would not be possible without the hard work and contributions of many. I would like to acknowledge the efforts of the OSU Extension County Leader, Alisha Atha, and Regional Director, Richard Riggs, as well as Community Services staff members Lorrie Biggs and Heather Johnson, who participated to complete this proposed budget and comply with budget and public meeting law requirements. I would like to extend my personal thanks to the citizen members of the Budget Committee for their time, concern, and constructive insights. I also wish to acknowledge the Board of Directors' support and leadership.

Respectfully submitted,



Tamra Goettsch, Budget Officer
Marion County Extension and 4-H Service District

**Marion County Extension and 4-H Service District
2019-2020 Budget Presentation
Appendix A – Property Taxes and Debt Limitations**

Property Taxes

The District will certify its permanent tax rate in the amount of \$0.05 per thousand dollars of assessed valuation for 2019-20. The total amount of property tax the District expects to levy on behalf of the General Fund is \$1,283,028.07. Of this amount, the District expects to collect 94 percent for a net of \$1,206,046.

Property Tax Limitations

In 1997, voters approved a constitutional amendment known as Ballot Measure 50. Ballot Measure 50 established a permanent tax rate limit for all local governments. The District's rate is \$0.05 per thousand of calculated assessed value.

Other limits were imposed by Ballot Measure 5, another constitutional amendment approved by Oregon voters. This measure limits all local governments to a combined total of \$10 per thousand of real market value.

Debt Limitations

The District has a general obligation bonded debt limit set by Oregon Revised Statute (ORS) 451.545, which is 13 percent of the real market value of all taxable property in the county. The District has no bonded debt outstanding at July 1, 2018.

Marion County Extension and 4-H Service District 2019-2020 Budget Presentation Appendix B – Fiscal Policies, Definitions and Budget Format

Fund Accounting

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Marion County Extension and 4-H Service District has the following types of funds:

Governmental Funds – The District accounts for its operations in a single governmental type fund. The fund has a single operating program for the purpose of budget allocations and appropriations. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources and the balance of spendable resources available at the end of the fiscal year.

General Fund (605) - This is the general operating fund of the District. Its purpose is to carry out the legislative and executive functions of the District. All funds of the District are managed within this fund.

MCE4H Capital Reserve Service (605-85-856-8562) – All monies set aside for capital projects, replacing equipment, future construction and maintenance of buildings, and interests earned on those monies are managed through a General Ledger accounting string; similar to a bank account number.

The District budgets all funds using a modified accrual basis of accounting as required by ORS 294.305 to 294.565; the same method used by Marion County. This method recognizes revenues when they become available and measurable and, within a few exceptions, records expenditures when liabilities are incurred. Additionally, this method allows the District to focus on current-year obligations and short-term financial assets and liabilities.

OSU Ending Fund Balance

After conducting fiscal year end closing procedures, OSU may have a fiscal year fund balance that is comprised of appropriated District dollars from the closing year. The fund balance belongs to the District. Therefore, prior to issuing the first quarter invoice of the next fiscal year, OSU shall notify the District, in writing, which states the amount of District dollars remaining at OSU as of June 30th of the preceding year. On the first quarter invoice, following the year end close, OSU shall credit the District for the entire amount stated in the previous year's fiscal year end letter.

Definitions

Net Working Capital – This is revenue that were not expended in one fiscal year and are available in the following year. Included in this would be costs associated with projects that carry forward from one year to the next. Also included are the unappropriated ending fund balances, contingencies, reserves, and any excess revenue or under expenditure from the previous year.

Ending Fund Balance – This amount represents the fund's total unappropriated ending fund balance, including capital reserves.

Expenditures – A fund liability incurred for operation during a budgetary period.

Materials and Services – This includes operating expenses, management fees, contracted services (including contractual OSU Extension personnel costs), supports for agriculture education, and direct funding to non-County agencies.

Revenues – This is income for the fiscal year, which is primarily derived through an ad valorem property tax rate of \$0.05 per \$1,000 assessed value and interest earnings.

Contingency – This is the amount set aside in the current fiscal year budget for unforeseen expense and future events, including carryover cash for the next fiscal year until tax money is received from the County Treasurer in November.

MCE4H Capital Reserves – This includes the amount set aside for future capital expenditures.

Marion County Extension and 4-H Service District 2019-2020 Budget Presentation Appendix C – Economic Indicators Data

Marion County Property Tax Growth (Source: Marion County Assessor’s Office)

Tax year	Assessed Value	% of Change
2016-17	\$22,490,480,722	3.47
2017-18	\$23,371,520,094	4.03
2018-19	\$25,260,900,000	3.59
2019-20	\$26,459,170,000	4.40

Median Home Sale Price in Marion County (Source: <https://www.zillow.com/marion-county-or/home-values/>)

Marion County’s median home value in Marion County is \$276,400. Marion County home values have gone up 10.9% over the past year and Zillow predicts they will rise 6.2% within the next year.

Year/Month	Median Home Sale Price
December 2016	\$227,000
December 2017	\$246,000
December 2018	\$271,000
April 2019	\$278,000

Unemployment Rate U.S., State of Oregon, and Marion County (Source: Bureau of Labor Statistics, annual rate)

Year	U.S.	Oregon	Marion County
2016	5.3	5.6	6.0
2017	4.9	4.8	5.0
2018	3.9	3.9	4.4
April 2019	3.6	4.4	4.8

Marion County’s Agriculture Profile

Farm Information	2007	2012	2017
Number of Farms	2,670	2,567	2,761
Farm Acreage	307,647	286,194	288,671
Average Size of Farm	115 acres	111 acres	105 acres

Farms by Size	Acres
1 to 9 acres	1,148
10 to 49 acres	945
50 to 179 acres	353
180 to 499 acres	169
500 to 999 acres	84
1,000 acres or more	62

Farms by Value of Sales	Sales
Less than \$2,500	1,273
\$2,500 to \$4,999	251
\$5,000 to \$9,999	283
\$10,000 to \$24,999	207
\$25,000 to \$49,999	168
\$50,000 to \$99,999	124
\$100,000 or more	455

BUDGET PRESENTATION

Marion County Extension and 4-H Service District 2019-2020 Budget Presentation

District Core Services

The District's purpose is to build a stronger economy by fostering successful agriculture and forestry businesses; healthy youth and families; sustainable communities; and natural resources with education services including: applied research for farmers, family forest owners, and nursery growers to solve disease, insect, production, agri-tourism, and conservation challenge.

The District contracts with OSU Extension staff and faculty to support volunteer-lead programs, such as 4-H, Master Gardener, Master Food Preserver, food safety, nutrition, Master Woodland Manager, Master Naturalist, and small farm development that are enjoyed by and available to Marion County residents.

Mandated Services

On May 19, 2015, Marion County voters approved the formation of the Marion County Extension and 4-H Service District, which established a property tax rate to fund Extension programs.

The District services all 20 incorporated cities, as well as the unincorporated areas of Marion County and works in cooperation with Oregon State University Extension Service to bring important services and supports to local residents.

May 19, 2015 – Measure No. 24-380 was referred to the people by the Marion County Board of Commissioners

Caption: Establish Marion County Extension and 4-H Service District

Question: Shall District be formed for county Extension programs with maximum rate of \$0.05 per \$1,000 assessed value beginning July 2015?

Summary: If approved, District will serve Marion County in cooperation with Oregon State University Extension Service. The District's purpose is to build a stronger economy by fostering successful agriculture and forestry businesses, healthy youth and families and sustainable communities and natural resources with education services including:

- Applied research for farmers, family forest owners, nursery growers to solve disease, insect, production and conservation challenges.
- Volunteer programs: 4-H, after-school, camps, Master Gardener, Master Food Preserver, food safety, nutrition, Master Woodland Manager, Master Naturalist.
- Small farm development for food supply, community and school gardens, farmers markets, agritourism.
- Noxious weed management to protect city and rural watershed health.

Declining federal and state funding has reduced services throughout Marion County. The District would implement a maximum rate of \$0.05 per \$1,000 assessed value to fund Extension programs. A home assessed at \$160,000 would pay approximately \$8 per year.

The Marion County Board of Commissioners would govern the District with input from citizen advisory committees and Extension. The annual budget and audit will be available to the public. (Exact text from Notice of Ballot Title Received – Notice of Election)

District Governance and Overview

The Marion County Board of Commissioners serves as the governing board for the District as directed by state statute (ORS 451.485). Community Service Department Director, Tamra Goettsch, serves as the District Administrative and Budget Officer. In addition, financial, legal, clerical, treasurer, and procurement services are provided by county positions.

Material and Services are to provide for contracted services with OSU for local educational resources, applied research and support for sustainable agriculture to citizens, agriculture enterprises and businesses of Marion County, support for agriculture education and innovation, and operational costs of the OSU Extension staff and faculty.

Staffing and Service Delivery

The District has no staff and no functional operating departments. Service delivery is provided primarily by Intergovernmental Agreements, including its agreement with Marion County for legal, financial, and administrative support services.

Budget Overview

The District contracts with OSU to deliver local programs for county residents, Chemeketa Community College to assist the District and key stakeholders in agriculture innovation by addressing key issues identified by agriculture industry clusters in Marion County. The Budget Officer is also the director of the Marion County Community Services Department (CSD), who works closely with OSU Extension in the preparation of a balanced budget.

Major Revenue

Each year the District's revenue is determined by an estimated percentage of current and prior property tax revenue. This projection is provided by the Assessor's Office and adjusted accordingly by the District's Budget Officer. Other sources of revenue include funds from the State Board of Forestry and Interest.

Major Expenditure

The District has one fund with two different accounting categories from which to expend: General Operations and Capital Reserves. District expenditures are based on the charges from the county; Contracted Services, including Personnel costs associated with OSU Extension staff and faculty members; and other operational costs associated with District operations.

Significant Changes

The significant changes in the fiscal year 2019-2020 are primarily related to rising OSU Extension contracted personnel and operations costs. In FY 2018-19, Full Time Equivalent (FTE) staffing was 8.69; the proposed budget includes 8.88 FTE. The proposed personnel cost is reduced due to a new hire in the Office Manager position and a reduction in FTE and new hire in the Agritourism and Marketing position. This cost savings allows the District to be more financially prepared for FY 2020-21.

The budget also anticipates a Building Rental cost increase and an increased cost for Audit Services resulting from Marion County's new audit services contract.

Key Issues

The District will contract for services with OSU, Chemeketa Community College, and Marion County. The District needs to maintain sufficient working capital within its General Fund to operate independently.

Long Range Planning

The District will work with key stakeholders to develop a long-term sustainable plan that may allow for land and building purchases. When, and if, the District purchases its own facility, it would be responsible for maintenance and operation of the facility.

Fund 605 MC Extension 4-H Service District						
Department 85						
	2016-17 Actual	2017-18 Actual	2018-19 Budget	Proposed FY 19/20	Approved by the Budget Committee	Adopted FY 19/20 Budget
RESOURCES						
Taxes						
Property Taxes Current Year	1,087,714	1,129,469	1,165,406	1,206,046	1,206,046	1,206,046
Property Taxes Prior Years	6,839	10,131	10,000	11,000	11,000	11,000
Prop Tax Interest Penalties	1,985	1,978	2,000	2,000	2,000	2,000
Intergovernmental State						
Chapter 530 Forest Rehab	9,978	4,288	3,000	5,000	5,000	5,000
Interest						
Investment Earnings - Operations	5,095	8,325	4,500	9,000	9,000	9,000
Investment Earnings - Capital	2,746	3,796	4,500	5,350	5,350	5,350
Net Working Capital						
Net Working Capital Unrestricted	226,327	329,700	388,657	472,341	472,341	472,341
Net Working Capital - Capital Reserve	348,828	351,574	355,000	360,721	360,721	360,721
TOTAL RESOURCES	1,689,513	1,839,261	1,933,063	2,071,458	2,071,458	2,071,458
REQUIREMENTS						
Material and Services						
Publications	1,964	1,277	3,200	3,200	3,200	3,200
Audit Services	2,910	2,990	2,950	4,100	4,100	4,100
Community Education Services	850,459	946,743	1,050,848	981,262	981,262	981,262
Legal Services	6,974	1,507	0	2,000	2,000	2,000
Advertising	0	278	0	300	300	300
Fair Events and Activities	16,000	17,000	25,000	17,000	17,000	17,000
Other Contracted Services			74,779	70,000	140,000	140,000
Contracted Svc Provided by MC	49,947	58,274	61,558	64,152	64,152	64,152
Building Rental Private	77,699	83,801	86,198	96,241	96,241	96,241
Liability Insurance Premiums	2,161	2,452	2,500	2,500	2,500	2,500
Dues and Memberships	125	515	1,000	1,000	1,000	1,000
Total Material and Services	1,008,239	1,114,838	1,308,033	1,241,755	1,311,755	1,311,755
Contingency						
Contingency - Operations	0	0	128,306	50,000	50,000	50,000
Ending Fund Balance						
Unappropriated Ending Fund Balance	329,700	369,053	137,224	379,703	349,703	349,703
Unappropriated Ending Fund Bal. - Capital Reserve	351,574	355,370	359,500	400,000	360,000	360,000
TOTAL REQUIREMENTS	1,689,513	1,839,261	1,933,063	2,071,458	2,071,458	2,071,458

OSU EXTENSION SERVICES BUDGET AND PROGRAM DETAIL

Marion County Extension & 4-H Service District
 FY 19-20 Proposed Budget
 OSU Extension Contracted Services

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	
CONTRACTED SERVICES	ADOPTED	ADOPTED	ADOPTED		+/-%
Personnel (Wages & Benefits)	795,483	785,678	824,073	765,562	-7%
Various Income	(1,100)	(1,100)	(1,100)	(1,100)	0%
Service Credits	(3,000)	(3,300)	(3,300)	(3,300)	0%
Office, Operating, Instructional Supplies	11,000	11,500	12,500	10,500	-16%
Minor Equipment (under \$5,000)	15,000	15,000	15,000	15,000	0%
Telecommunications	14,400	5,000	5,000	10,000	100%
Line & Network Access Charges	16,620	15,000	15,000	14,600	-3%
Postage/Freight	2,000	2,000	2,000	2,000	0%
Utilities	120	1,200	1,200	1,500	25%
Building Equipment and Repairs	500	1,400	2,000	2,000	0%
Equipment Rental	300	400	400	500	25%
Other Professional Services	3,000	18,500	37,075	25,000	-33%
Insurance, Licenses, Dues, Memberships	1,500	2,400	2,500	3,000	20%
Duplicating, Printing, Publishing	10,000	13,000	13,000	13,500	4%
Public Education Materials	15,000	5,000	5,000	5,000	0%
Advertising, public relations, hosting	5,000	5,500	5,500	7,500	36%
Travel and Professional Development	30,000	55,000	65,000	60,000	-8%
North Willamette Research & Extension Center	50,000	60,000	50,000	50,000	0%
Total Costs	965,823	992,178	1,050,848	981,262	-7%

Marion County Extension & 4-H Service District
 FY 19-20 Budget
 OSU Extension Contracted Services - Personnel Budget Detail
 Updated 04/30/19

POSITION	NAME	FTE	FY 19-20		DISTRICT BUDGET
			PROJECTED FTE	COST	
4-H Club and Camp Coordinator, Professional Faculty	McCabe, Melanie	1.00		94,798	94,798
4-H School Enrichment Coordinator, Professional Faculty	Noack, Kelly	1.00		82,215	82,215
4-H Education Program Assistant	Lewis, Abigail	0.49		20,495	20,495
Agriculture Outreach Coordinator, Professional Faculty	Binning, Victoria	1.00		88,246	88,246
Agriculture, Biotech/Faculty Research Assistants ¹	Various	n/a			25,000
Agritourism and Marketing, Professional Faculty	Vacant	1.00		101,867	40,747
Field Crops, Professor of Practice, Marion/Clackamas	Verhoeven, Betsy	1.00		102,204	20,441
Groundwater Education Program Assistant	Lucas, Christina	1.00		88,181	8,818
Office Manager and Program Support, Professional faculty	Mark Chien	1.00		86,132	86,132
Office Specialist 1	Carrillo Jiminez, Abner	0.49		18,849	18,849
Front Office, Administrative Program Assistant	Alvarez, Elvira	1.00		83,123	83,123
4-H Administrative Program Assistant	Tipton, Margi	1.00		80,276	80,276
Small Farms & Community Food Systems (SF), Prof of Practice Faculty	Fernandez-Salvador, Javier	1.00		108,169	97,352
Small Farms & Strawberries, Professional Faculty ²	Chernoh, Erica	0.50		54,754	n/a
Student, Intern, Temp Services ³	Various	n/a			19,070
TOTALS		12.97		1,113,060	765,562

¹ Agriculture Faculty Research Assistants are often temporary/revolving positions and therefore not reflected in the total FTE count.

² OSU subcontracts with Chemeketa Community College for the Agriculture Small Farms & Strawberry position. Since the position is subcontracted, position expenses are budgeted in Other Professional Services. In FY19-20, the budget for the Small Farms & Strawberries faculty is \$16,426.

³ Student, Intern, and Temp Services are not reflected in the total FTE count.



Oregon State University
Extension Service

Marion County, Proposed
Fiscal Year 2019 - 2020

Boxes are funded by Service District

Lindsey Shirley
 Assoc. Vice Provost &
 Assoc. Director

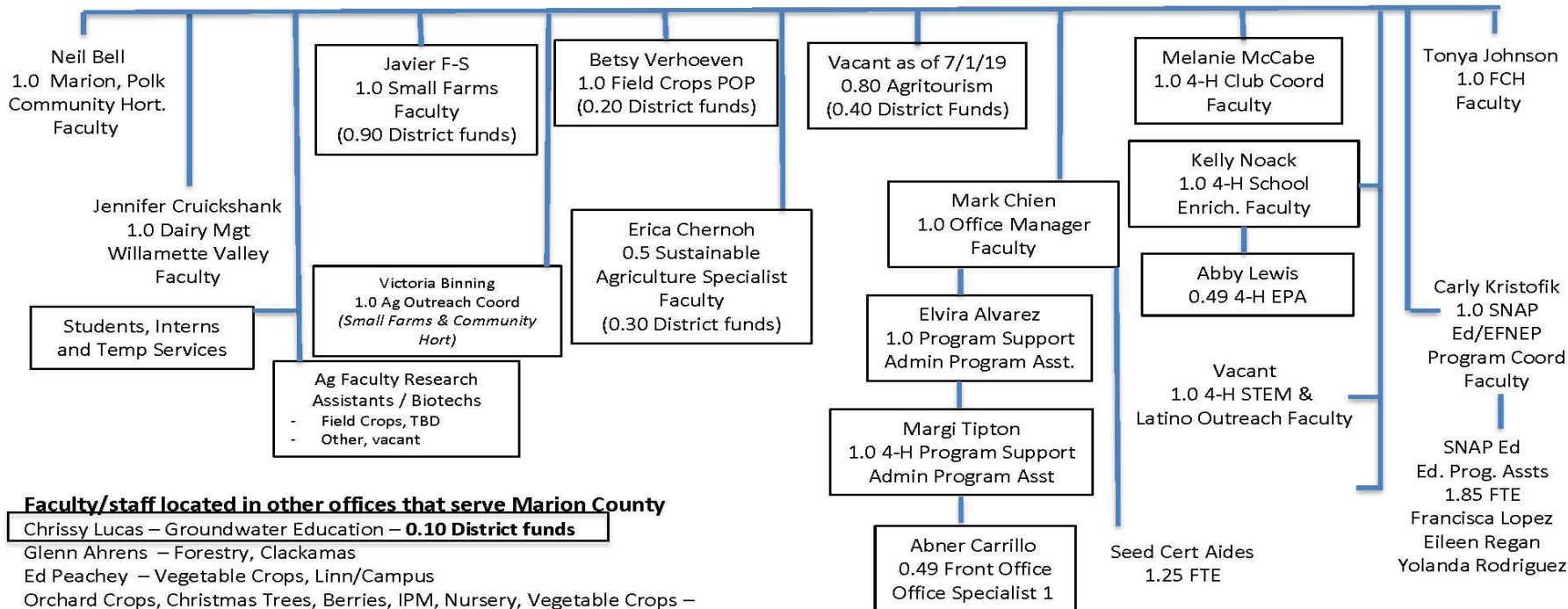
Richard Riggs
 1.0 West Central
 Regional Director

Agriculture, Forestry & Natural Resources

Office Admin & Program Support

4-H Youth Development

Family & Community Health



Updated 5/22/2019

THIS PAGE INTENTIONALLY LEFT BLANK

Marion County OSU Extension Position Update

Presented by: Richard Riggs, Regional Director

The following is an update on OSU Extension positions, related programs and projects since the previous update in October 2019. The positions listed below are funded in part or in full with district resources in the FY 2019-2020 Proposed Budget.

1. Field Crops – The North Valley Field Crops position has been filled. Elizabeth “Betsy” Verhoeven started in June 2018. The position is a fixed-term Professor of Practice position (not tenure-track). The position is partially funded by Marion and Clackamas counties (0.20 Marion, 0.05 Clackamas), with the remainder of funding provided by OSU Crop and Soil Science Department.
2. 4-H Professional Faculty Traditional Programs – Melanie Mintken has been serving in this position for several years. She manages and provides education to youth and adults in the traditional club program, camps and the statewide ambassador program. Since this program is a high priority for the district, the budget uses district funds for this 1.0 FTE position.
3. Small Farms and Community Food Systems – Javier Fernandez-Salvador started May 2016. Javier is currently conducting research on Strawberry production to extend Oregon’s strawberry growing season, and developing guidelines for growing Olives for olive oil in Oregon. He also works as part of the Small Farms program. Javier is currently at 1.0 FTE (District 0.90, Polk 0.10)
4. Agritourism –There are currently more than 100 operations in Marion County conducting some type of agritourism effort. The person in this position will be retiring from OSU Extension as of June 30, 2019. This position will be redeveloped into a 0.80 FTE three-county (Marion, Polk, Yamhill) position to take advantage of natural working relationships and develop agritourism opportunities in these three connected and interdependent counties. (0.40 FTE in Marion, 0.20 FTE in Polk, 0.20 FTE in Yamhill).
5. Agritourism Educational Program Assistant – Due to the restructuring of the Agritourism position shared across the three counties, this position has been eliminated in FY 19-20.
6. Agriculture Education Program Coordinator – Victoria Binning provides coordination, outreach and education for the Master Gardener and Small Farms programs (60/40 Small Farms/Community Horticulture). Victoria, along with a regional small farms team, has planned and facilitated a number of workshops and workshop series’ throughout the year including Living on the Land, Rural Living Basics, and a number of one-time workshops.
7. Groundwater Education Program Assistant 2 - Chrissy Lucas delivers education programs on well water and septic system maintenance, testing and protection. Her workshops are well attended. She partners with the Marion Public Health and the SWCD on events, and has also served as a non-regulatory support person for people trying to meet DEQ standards. (0.10 FTE.)
8. 4-H Professional Faculty Non-Traditional Programs – Kelly Noack serves as the 4-H Afterschool and Day Camps Outreach Coordinator. The purpose of this position is to reach underserved areas of the county and address priority needs pertaining to youth in these communities. She has developed several Junior Master Gardener programs that incorporate culinary and nutrition education in Mill City, Woodburn and Salem. She also serves as the Lead Coordinator for the Regional Farm to School Education Hub in Marion and Polk Counties. (1.0 FTE District)

9. 4-H Educational Program Assistant – Abbey Lewis was hired in October 2018 and serves as an Educational Program Assistant (EPA) to support the 4-H program. This position primarily works with the 4-H Outreach and Afterschool program to expand capacity for programming and to reach more youth. This position remains at a 0.49 FTE.
10. Small Farms and Strawberry Outreach and Education – Erica Chernoh started on November 1, 2016. This is a joint position between the District and Chemeketa, serving 0.50 FTE at Chemeketa, 0.10 FTE supporting strawberry research, 0.10 teaching horticultural classes on-line and 0.30 providing educational programming as a member of the Small Farms and horticulture teams. (0.30 FTE District)
11. Dairy Management – Jennifer Cruickshank started work June 2016. She serves about 94 dairies in the Willamette Valley. She has conducted a needs assessment and received several grants to purchase a life-size cow model that may be used for educational program delivery related to artificial insemination and calving. (OSU funded)
12. Faculty Assistants/Students – Faculty assistants, students and/or interns will be funded to work on high priority projects for the year. First priority will be commercial agriculture and 4-H faculty. Projects must support Marion County and fill a niche that is not being funded by other organizations and grants.

2018 OSU Extension Services Volunteer and Impact Report

Program Impacts

OSU Extension Service Master Gardeners: The OSU Extension Service Master Gardener program in Marion County trained and graduated 30 class members in 2018. These class members and an additional 116 veteran Master Gardeners (MG's) volunteered a total of 19,825 hours of community service in the county in 2018. MG volunteers staff the Plant Clinic in the Extension office throughout the year and in 2018 served 1,543 clients. They also staff clinics at various County venues throughout the year, organized over 50 clinics that reached 2,715 community members. The MG Speaker's Bureau was very active this year, providing horticultural education to 589 attendees. The volunteers also contribute a weekly radio program throughout the year on Thursday morning on KBZY 1490 radio in Salem and monthly Association meetings at the Salem Library.

As in the past, MG's partnered with the Marion-Polk Food Share to provide the Seed-to-Supper educational series to 119 participants, 91 of whom graduated. Youth education continues to be a priority. The Bug Group had displays and interactive activities at AgFest, Home School Day at the Oregon Garden, Mari-Linn Elementary school and the Englewood Festival, among other venues, providing an opportunity for kids and parents to learn about insects in the garden. The Junior MG program represents collaboration between the MG's and the Marion County 4-H program and worked with youth in Woodburn, Hammond Elementary preschool and at the Oregon garden.

In addition to this, MG's facilitated the Sustainable Gardening program at Correctional Institutions in the Salem area and also at MacLaren Youth Correctional facility throughout the spring and summer. Participants follow the same course of instruction as online students in the OSU program, but without the luxury of supplemental online resources. There were 12 participants at OSCI and 18 at MacLaren.

The Master Gardeners continue to develop the Marion Garden, their 1.75 acre demonstration garden behind the Extension office. The development and management of the Garden is entirely supported by MG-generated funds. The Garden was utilized for public workshops on 17 occasions, including topics like tree fruit pruning, drip irrigation and beneficial insects. In addition to this, workshops were held at a variety of venues around the County, reaching 612 community members.

OSU Extension Service Master Food Preservers: The Master Food Preserver program is a volunteer training/certification program sponsored by OSU Extension Service. Participants complete 48-hours of training and then give back at least 40 hours volunteering in the community. Master Food Preservers help home food preservers avoid serious illness and avert food waste.

Volunteer activities include but are not limited to preparing for and/or conducting demonstrations and workshops, testing pressure canner gauges, staffing exhibits at county fairs or Farmer's Markets, and providing nutrition information.

OSU Extension Public Health Interns: Student interns increase OSU Extension Service capacity to support healthy eating and physical activity projects in the community. Some interns have a specific project, while others work on a variety of programs. Some specific projects this year have included:

- Planning and implementing healthy cooking classes
- Supporting Just Walk Salem Keizer special event walks
- Assisting with the planning, promotion, and implementation of the newly established West Salem Farmers Market
- Assisting with newly established Mid-Willamette Valley Health Equity coalition
- Mapping of Points of Health assets in two neighborhoods

- Development of safe walking routes – double-checked with Walkability Audit – to be included in WanderWalks Points of Health maps
- Conducting literature reviews
- Conducting assessment of non-profit work in public health
- Supporting SNAP-Ed SPAN-ET Assessments
- Researching best-practice parent and teacher engagement strategies at elementary schools
- Updating volunteer training materials and forms

OSU Extension 4-H Youth Development: Traditional Programs: 4-H Volunteer Club Leaders work directly with youth engaging them in out-of-school time activities that promote positive youth development and learning. Each 4-H Volunteer Leader receives an introductory training into 4-H, Positive Youth Development and the Youth Thriving Model. All volunteers receive training throughout the year and a bi-annual criminal history check. At minimum 4-H volunteers, donate 40 hours a year working directly with youth in Marion County. The work of the volunteer 4-H Volunteer Leaders can be seen yearly during the Marion County Fair and during other outreach events throughout the year. Within the 4-H Club program, we have 180 volunteers and more than 600 youth that participate yearly. We rely on the volunteers to help our 1.5 FTE (full time equivalent) 4-H Club program staff members to reach youth in Marion County using researched-based information and positive youth development practices. To be an officially chartered a Marion County 4-H Club must meet at least 6 times annually, have at least five youth from three different families and a volunteer club leader.

OSU Extension 4-H Youth Development: School Enrichment Programs, Day Camps, After School Programs and Soccer Programs: The Marion County Junior Master Gardener program is supported by a variety of volunteers who assist by leading activities at 4-H day camps, school enrichment programs, and with after school clubs. These volunteers work with their group for two hours, from 8-10 weeks, and then continue with another group as they are available.

Many of our volunteers are Marion County Master Gardeners, but some volunteers are community members and parents who are knowledgeable and experience within their own gardens and passionate about serving our county's youth and learning more about horticulture, culinary arts, STEAM, nutrition and physical activity.

Some specific activities that these volunteers have helped with are our “physical breaks” where we have students go outside and teach a short lesson on stretching, balancing, and playing garden-themed games in-between hands-on, research based lessons. We have asked volunteers to assist in reading short stories, teaching a lesson on their area of expertise such as herbs, soils, vegetable gardening or leading something as simple as washing their hands or produce in the kitchen! Our volunteers are appreciated and valuable to this growing program.

The 4-H soccer program has a large team of volunteers -- some who work with youth year round and some who work with high school soccer players in the summer. In addition to teaching soccer skills on the field, volunteers also encourage the development of life skills including responsibility, teamwork and public speaking.

OSU Extension Forestry: Family forest owners and Christmas tree growers are primary clients for the OSU Extension Forestry and Natural Resources program in Marion County. In 2018, Extension expanded outreach using a new inventory of non-industrial forest landowners based on presence of woodlands, regardless of land use classification, revealing about 3,500 woodland owners with 83,000 acres in Marion Co. OSU Extension Forestry education in 2018 included a variety of classes, workshops, publications, and individual consultation in-person and online. The goal is to help landowners succeed in their efforts to manage trees and forests across the full range of needs, from planting seedlings to managing mature forests. Highlights of local programs in 2018 include *Basic Woodland Management*, *Thinning Young Stands*, *Living on the Land: Woodlands and Riparian Areas*, and *Protecting your Home and Property from Wildfire*, *Mass Plywood Mill Tour*, and *a Forestry Tour at Mt. Angel Abbey*,

Marion County woodland owners and forest sector practitioners also attended major regional programs organized by Extension, bringing multiple experts from the Statewide Extension Forestry team to deliver education in our area. In 2018 these included *Tree School* and a 2-day *Selling Logs Symposium*.

Extension Forester Glenn Ahrens was appointed to the Committee for Family Forestlands in 2018 with the Oregon Department of Forestry in Salem, advising the Oregon Board of Forestry on needs and issues for woodland owners.

OSU Extension Small Farms: The OSU Extension Small Farms program held 10 workshops in 2018 including Blueberry Pruning, Tree Fruit Nutrient Management, Strawberry Transplant Production, Nutrient Management, Grazing Animal Management, Strawberry Season Extension and Record Keeping for Small Farms, a collaboration with Chemeketa Agribusiness Management. In addition they held 2 sessions of Living on the Land, which is a 5-week intensive course on rural living. They hosted two different tracks at the annual Small Farms School – Spanish and Biodynamics. They had more than 480 direct education contacts!

The Small Farms program has been expanding their outreach, including a segment on a local radio show called the Broadfork, hosted by Victoria Binning, and aimed at connecting local farmers to one another and to available resources. The Broadfork is on KМУZ (88.5 & 100.7 FM) at 8am on the 3rd Thursdays every month. They also produce a monthly Small Farms newsletter with 373 subscribers and host a very active Instagram page (First and ONLY Small Farms program with Instagram!) with 355 followers!

OSU Extension Agritourism Development: Agritourism is a blend of the agriculture and tourism industries, and a business practice that connects consumers with farmers, farmland and farm products--usually on farms.

Agritourism benefits farmers, value-added producers, consumers and communities by:

- Increasing resources for farms, value-added operations and their communities.
- Providing a larger draw for long distance visitor travel. Guiding visitors off the beaten track.
- Providing more to do in one place. Causing visitors to linger longer.
- Educating consumers about local farm products, and the positive social, economic and environmental impact of farming.

On the other hand, the industry presents challenges:

- Competition for limited resources.
- Collaboration and management inefficiencies.
- Long-term sustainability.
- Impacts need measurement to assess return on investment.

Nationally and here at home, the agritourism industry is growing quickly. OSU Extension's Agritourism Program in Marion County is working to help the industry grow here in a thoughtful and strategic manner. Our plan includes three thrusts: 1. Research to understand the scope of the industry, and to identify best practices for success. 2. Industry engagement efforts to help farmers connect and build relationships with each other, and collaborate on common problems and opportunities, and 3. Education programs that build skills for success.

1. Several research efforts are providing new and meaningful information on the scope and best practices of the industry.
2. The [Marion Farm Loop](#) started by OSU Extension, Marion in 2017 - continues into its third year with new farm stop members and high-tech mapping provided by Marion County GIS. A monthly [Visit Local Farms News](#) and other communications vehicles are maintained by Extension Agritourism on behalf of the farmer group.
3. Educational training programs, including *Farm Image and Public Relations Workshop*, *Agritourism 101* and the *2019 Agri-Eco tourism Conference* attracted agritourism operators from around the area who then showed an impressive increase in knowledge on evaluations. New publications were written and published,

including [Questions Planners may anticipate regarding the Agritourism Industry's Farm Direct Sales and Other Farm-Based Activities](#)

Dairy Management: Jenifer Cruickshank is our Dairy Management specialist serving the Willamette Valley. She works with local dairies and other industry stakeholders to increase the sustainability of dairy enterprises on the environmental, economic, and social fronts.

Accompanied food-focused tours organized by the Oregon Dairy and Nutrition Council, serving as dairy expert, introducing tour attendees with an overview of the dairy industry and answering questions about milk production practices. Presented on pasture and manure management to small farms groups. The program developed standard operating procedures (SOPs) for animal care and related operations at the OSU Dairy.

In addition to this, MG's facilitated the Sustainable Gardening program at Correctional Institutions in the Salem area and also at MacLaren Youth Correctional facility throughout the spring and summer. Participants follow the same course of instruction as online students in the OSU program, but without the luxury of supplemental online resources. There were 12 participants at OSCI and 18 at MacLaren.

The Master Gardeners continue to develop the Marion Garden, their 1.75 acre demonstration garden behind the Extension office. The development and management of the Garden is entirely supported by MG-generated funds. The Garden was utilized for public workshops on 17 occasions, including topics like tree fruit pruning, drip irrigation and beneficial insects. In addition to this, workshops were held at a variety of venues around the County, reaching 612 community members.

OSU Extension Service Master Food Preservers: The Master Food Preserver program is a volunteer training/certification program sponsored by OSU Extension Service. Participants complete 48-hours of training and then give back at least 40 hours volunteering in the community. Master Food Preservers help home food preservers avoid serious illness and avert food waste.

Volunteer activities include but are not limited to preparing for and/or conducting demonstrations and workshops, testing pressure canner gauges, staffing exhibits at county fairs or Farmer's Markets, and providing nutrition information.

OSU Extension Public Health Interns: Student interns increase OSU Extension Service capacity to support healthy eating and physical activity projects in the community. Some interns have a specific project, while others work on a variety of programs. Some specific projects this year have included:

- Planning and implementing healthy cooking classes
- Supporting Just Walk Salem Keizer special event walks
- Assisting with the planning, promotion, and implementation of the newly established West Salem Farmers Market
- Assisting with newly established Mid-Willamette Valley Health Equity coalition
- Mapping of Points of Health assets in two neighborhoods
- Development of safe walking routes – double-checked with Walkability Audit – to be included in WanderWalks Points of Health maps
- Conducting literature reviews
- Conducting assessment of non-profit work in public health
- Supporting SNAP-Ed SPAN-ET Assessments
- Researching best-practice parent and teacher engagement strategies at elementary schools
- Updating volunteer training materials and forms

OSU Extension 4-H Youth Development: Traditional Programs: 4-H Volunteer Club Leaders work directly with youth engaging them in out-of-school time activities that promote positive youth development and learning. Each 4-H Volunteer Leader receives an introductory training into 4-H, Positive Youth Development and the Youth Thriving Model. All volunteers receive training throughout the year and a bi-annual criminal history check. At minimum 4-H volunteers, donate 40 hours a year working directly with youth in Marion County. The work of the volunteer 4-H Volunteer Leaders can be seen yearly during the Marion County Fair and during other outreach events throughout the year. Within the 4-H Club program, we have 180 volunteers and more than 600 youth that participate yearly. We rely on the volunteers to help our 1.5 FTE (full time equivalent) 4-H Club program staff members to reach youth in Marion County using researched-based information and positive youth development practices. To be an officially chartered a Marion County 4-H Club must meet at least 6 times annually, have at least five youth from three different families and a volunteer club leader.

OSU Extension 4-H Youth Development: School Enrichment Programs, Day Camps, After School Programs and Soccer Programs: The Marion County Junior Master Gardener program is supported by a variety of volunteers who assist by leading activities at 4-H day camps, school enrichment programs, and with after school clubs. These volunteers work with their group for two hours, from 8-10 weeks, and then continue with another group as they are available.

Many of our volunteers are Marion County Master Gardeners, but some volunteers are community members and parents who are knowledgeable and experience within their own gardens and passionate about serving our county's youth and learning more about horticulture, culinary arts, STEAM, nutrition and physical activity. Some specific activities that these volunteers have helped with are our "physical breaks" where we have students go outside and teach a short lesson on stretching, balancing, and playing garden-themed games in-between hands-on, research based lessons. We have asked volunteers to assist in reading short stories, teaching a lesson on their area of expertise such as herbs, soils, vegetable gardening or leading something as simple as washing their hands or produce in the kitchen! Our volunteers are appreciated and valuable to this growing program.

The 4-H soccer program has a large team of volunteers - some who work with youth year round and some who work with high school soccer players in the summer. In addition to teaching soccer skills on the field, volunteers also encourage the development of life skills including responsibility, teamwork and public speaking.

OSU Extension Forestry: Family forest owners and Christmas tree growers are primary clients for the OSU Extension Forestry and Natural Resources program in Marion County. In 2018, Extension expanded outreach using a new inventory of non-industrial forest landowners based on presence of woodlands, regardless of land use classification, revealing about 3,500 woodland owners with 83,000 acres in Marion Co. OSU Extension Forestry education in 2018 included a variety of classes, workshops, publications, and individual consultation in-person and online. The goal is to help landowners succeed in their efforts to manage trees and forests across the full range of needs, from planting seedlings to managing mature forests. Highlights of local programs in 2018 include *Basic Woodland Management*, *Thinning Young Stands*, *Living on the Land: Woodlands and Riparian Areas*, and *Protecting your Home and Property from Wildfire*, *Mass Plywood Mill Tour*, and a *Forestry Tour at Mt. Angel Abbey*.

Marion County woodland owners and forest sector practitioners also attended major regional programs organized by Extension, bringing multiple experts from the Statewide Extension Forestry team to deliver education in our area. In 2018 these included *Tree School* and a 2-day *Selling Logs Symposium*. Extension Forester Glenn Ahrens was appointed to the Committee for Family Forestlands in 2018 with the Oregon Department of Forestry in Salem, advising the Oregon Board of Forestry on needs and issues for woodland owners.

OSU Extension Small Farms: The OSU Extension Small Farms program held 10 workshops in 2018 including Blueberry Pruning, Tree Fruit Nutrient Management, Strawberry Transplant Production, Nutrient Management, *2019-2020 - MC Extension and 4-H Service District Adopted Budget*

Grazing Animal Management, Strawberry Season Extension and Record Keeping for Small Farms, a collaboration with Chemeketa Agribusiness Management. In addition they held 2 sessions of Living on the Land, which is a 5-week intensive course on rural living. They hosted two different tracks at the annual Small Farms School – Spanish and Biodynamics. They had more than 480 direct education contacts!

The Small Farms program has been expanding their outreach, including a segment on a local radio show called the Broadfork, hosted by Victoria Binning, and aimed at connecting local farmers to one another and to available resources. The Broadfork is on KMUZ (88.5 & 100.7 FM) at 8am on the 3rd Thursdays every month. They also produce a monthly Small Farms newsletter with 373 subscribers and host a very active Instagram page (First and ONLY Small Farms program with Instagram!) with 355 followers!

OSU Extension Agritourism Development: Agritourism is a blend of the agriculture and tourism industries, and a business practice that connects consumers with farmers, farmland and farm products--usually on farms.

Agritourism benefits farmers, value-added producers, consumers and communities by:

- Increasing resources for farms, value-added operations and their communities.
- Providing a larger draw for long distance visitor travel. Guiding visitors off the beaten track.
- Providing more to do in one place. Causing visitors to linger longer.
- Educating consumers about local farm products, and the positive social, economic and environmental impact of farming.

On the other hand, the industry presents challenges:

- Competition for limited resources.
- Collaboration and management inefficiencies.
- Long-term sustainability.
- Impacts need measurement to assess return on investment.

Nationally and here at home, the agritourism industry is growing quickly. OSU Extension's Agritourism Program in Marion County is working to help the industry grow here in a thoughtful and strategic manner. Our plan includes three thrusts:

1. Research to understand the scope of the industry, and to identify best practices for success.
2. Industry engagement efforts to help farmers connect and build relationships with each other, and collaborate on common problems and opportunities, and
3. Education programs that build skills for success.

Several research efforts are providing new and meaningful information on the scope and best practices of the industry.

1. The [Marion Farm Loop](#) started by OSU Extension, Marion in 2017 - continues into its third year with new farm stop members and high-tech mapping provided by Marion County GIS. A monthly [Visit Local Farms News](#) and other communications vehicles are maintained by Extension Agritourism on behalf of the farmer group.
2. Educational training programs, including *Farm Image and Public Relations Workshop*, *Agritourism 101* and the *2019 Agri-Eco tourism Conference* attracted agritourism operators from around the area who then showed an impressive increase in knowledge on evaluations. New publications were written and published, including [Questions Planners may anticipate regarding the Agritourism Industry's Farm Direct Sales and Other Farm-Based Activities](#)

Dairy Management: Jenifer Cruickshank is our Dairy Management specialist serving the Willamette Valley. She works with local dairies and other industry stakeholders to increase the sustainability of dairy enterprises on the environmental, economic, and social fronts.

2019-2020 - MC Extension and 4-H Service District Adopted Budget

Accompanied food-focused tours organized by the Oregon Dairy and Nutrition Council, serving as dairy expert, introducing tour attendees with an overview of the dairy industry and answering questions about milk production practices.

Presented on pasture and manure management to small farms groups.

Developed standard operating procedures (SOPs) for animal care and related operations at the OSU Dairy.

Volunteer Hours Contributed

Name of Volunteer Program or Advisory Board	Type of Volunteers (Volunteer, Intern, Board Member, VISTA, etc.)	Number of Volunteers	Number of Hours Served
Master Gardener Program	Volunteer	146	19,825
Master Food Preserver Program	Certified volunteer	24	787
Family Community Health	Interns and Students	6	1,360
SNAP-Ed	Volunteers and Interns	8	80
Master Woodland Managers	Volunteer	20	115
4-H Youth Development	Volunteer Leader	353	10,300
Total OSU Extension Volunteers		557	32,467