

**WASCO COUNTY 4H & EXTENSION SERVICE DISTRICT
AGENDA**

WEDNESDAY, May 20, 2020

LOCATION: In light of the current COVID-19 crisis, the Board will be meeting electronically.

You can join the meeting at: <https://meet.google.com/joo-mudn-vpm?hs=122>

or [1-502-382-4610](tel:1-502-382-4610) PIN: 321 403 268#

NOTE: This Agenda is subject to last minute changes. Meetings are ADA accessible. For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900. Wasco County does not discriminate against individuals with disabilities.

9:50 a.m.

CALL TO ORDER

9:50 a.m.

[Funding Agreement](#)

[2.5.2020 Minutes Approval](#)

[Motion Language](#)

NEW / OLD BUSINESS

ADJOURN



WASCO COUNTY 4H AND EXTENSION SERVICE DISTRICT MEETING
MAY 20, 2020

PRESENT: Scott C. Hege, Commission Chair
Kathleen B. Schwartz, Vice-Chair
Steven D. Kramer, County Commissioner

STAFF: Kathy Clark, Executive Assistant
Tyler Stone, Wasco County Administrative Officer
Lynette Black, District Budget Officer

Chair Hege opened the meeting at 10:10 a.m.

Funding Agreement

4H & Extension Service District Budget Officer Lynette Black explained that this is an agreement that is processed every five years. It outlines Oregon State University's obligations as well as the District's obligations regarding work done in Wasco County. She briefly reviewed the agreement saying that there have been no substantive changes from the last agreement.

{{{Commissioner Kramer moved to approve the 2020-2025 Intergovernmental Agreement between Oregon State University and the Wasco County 4-H and Extension Service District. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}

Minutes

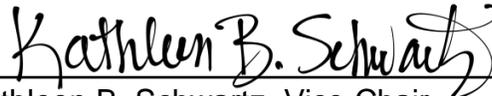
{{{Commissioner Kramer moved to approve the February 2, 2020 minutes. Vice Chair Schwartz seconded the motion which passed unanimously.}}}

Chair Hege adjourned the meeting at 10:14 a.m.

WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the Wasco County
4H and Extension Service District*



Scott C. Hege, Commission Chair



Kathleen B. Schwartz, Vice-Chair



Steven D. Kramer, County Commissioner



AGENDA ITEM

OSU/4H & Extension Service District Funding Agreement

[2015 FUNDING AGREEMENT](#)

[2020 FUNDING AGREEMENT](#)

[MOTION LANGUAGE](#)

FILED
WASCO COUNTY

2015 JUL 20 PM 12 33

INTERGOVERNMENTAL AGREEMENT ~~LINDA BROWN~~ LISA GAMBEE
COUNTY CLERK

THIS AGREEMENT is entered into by Oregon State University and its Extension Service, hereinafter referred to as "OSU", and Wasco County 4-H & Extension Service District, hereinafter referred to as "District."

WHEREAS, ORS 451 grants Oregon counties the ability to establish service districts to provide services within a county or counties, including Agricultural educational extension services, and designates the county court, which includes the board of county commissioners, as the governing body of the service district. ORS 451 further states that the governing body shall carry out the powers and duties of the service district under the name of the district;

WHEREAS, the citizens of Wasco County have expressed their need, desire, and support for OSU educational programs and OSU, through its Extension Service;

WHEREAS, OSU has the capability and resources to provide the desired educational programs;

WHEREAS, District was established by an Order of County Court for the County of Wasco, Oregon on November 30, 2006, for the purpose of providing support and funding for OSU educational programs in County.

IT IS HEREBY AGREED, OSU and the District hereby enter this Agreement for the provision of the delivery of OSU educational programs to citizens of Wasco County in consideration of the mutual promises stated herein.

1. OSU AGREES TO:

- 1.1. Deliver OSU educational programs and information to residents of Wasco County.
- 1.2. Employ faculty and staff as designated by OSU who will deliver OSU educational programs. The number of faculty and staff employed by OSU will vary based on need and available funding.
- 1.3. Designate one OSU representative to lead the effort to deliver OSU educational programs under this Agreement. This OSU representative may assign tasks to OSU program and office staff as deemed appropriate. This OSU faculty member
 - 1.3.1. Serve as OSU's primary contact for any budget and financial administration inquiries. Liaise with District regarding District budget and financial administration.
- 1.4. Recruit and train volunteer citizens to assist in the delivery of OSU educational programs.

OSU# 176516

WASCO COUNTY, OREGON
COMMISSIONER'S JOURNAL

Page 1 of 5

CJ2015-000132

- 1.5. Provide leadership and training on OSU's educational programs for OSU faculty, assigned staff, and volunteer citizens.
- 1.6. Maintain a resource base of specialized personnel and research information for use by OSU faculty and volunteer citizens in the delivery of OSU educational programs.
- 1.7. OSU shall not subcontract, assign or transfer any of its interest in this Agreement, without the prior written consent of District. In the event that District chooses to delegate any or all District obligations under this Agreement to Wasco County, OSU hereby accepts and approves District's delegation of obligations to Wasco County. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors, delegees, and assigns, if any.
- 1.8. OSU agrees that the funds remitted to OSU shall be used for payment of expenses related to the operations of the Extension Service described in this Agreement.

2. DISTRICT AGREES TO:

- 2.1. Authorize and provide support and funding as indicated in Attachment A and the approved District budget to carry out OSU educational programs for the duration of this Agreement.
- 2.2. Retain any approved funds not remitted to OSU. Funds retained in District for OSU educational programs will be used for payment of District's Extension Service related expenses.
- 2.3. Designate a Budget Officer for District operations. The Budget Officer is responsible for the oversight of the budget and financial administration in accordance with the District's budget policies and any applicable budget laws; and serves as the primary contact for budget and financial administration inquiries for District operations. The Budget Officer will serve with the approval of the District's Board of Directors
 - 2.3.1. OSU hereby agrees that the Budget Officer maybe an OSU Employee, as long as the Budget Officers duties are limited to liaising with District regarding budget and financial administration. Such Budget Officer may be responsible for recommendations, not authorization, of budget and financial transactions; but cannot have signature authorization nor serve as the Agent of Records.
- 2.4. Promptly process payment of reimbursement requests by OSU in accordance with the budget adopted by the District. Reimbursement will be based on invoices provided by OSU. Reimbursement to OSU shall be made in four equal payments during the year (November 30th, December 31st, February 28th and May 31st). The final payment may be reduced if not all expenses are need or all funds used. The total of the reimbursement payments shall not exceed the amounts shown on the invoices or the amounts appropriated for the purpose.

3. LEASE AGREEMENT: The parties shall enter into a separate written lease agreement for office and storage space required by OSU. District may fund the costs associated with the lease of space as provided in Attachment A.

4. MUTUAL RESPONSIBILITIES AND UNDERSTANDINGS:

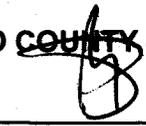
- 4.1. This Agreement is effective on the date it has been signed by all parties and all required approvals have been obtained. This Agreement expires on June 30, 2020.
- 4.2. District and OSU understand and agree that each party's respective financial responsibilities under this Agreement are contingent on receiving funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow that party, in the exercise of its reasonable administrative discretion, to fund this Agreement.
- 4.3. This Agreement may be terminated at any time pursuant to the mutual agreement of the parties.
- 4.4. District will have the right to audit funding provided to OSU under this Agreement. OSU agrees that its records pertaining to this Agreement shall be available for audit upon request and with reasonable advance notice. The costs of such audit, if requested, shall be borne by District.
- 4.5. The parties each shall be responsible, to the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents.
- 4.6. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense, and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which the parties are jointly liable, each party shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the party in such proportion as is appropriate to reflect the parties' relative fault. The parties' relative fault shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Each party's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if that party had sole liability in the proceeding.

4.7. The parties agree that discrimination on the bases of race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, national origin, age, marital status, disability, or veteran's status shall not exist in any activity, employment relationship or operation carried out in the performance of this Agreement.

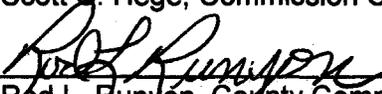
4.8. **MERGER:** THIS AGREEMENT, INCLUDING ATTACHMENTS, WHICH ARE FULLY INCORPORATED BY THIS REFERENCE, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREING REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE SIGNED BY ALL PARTIES AND SHALL BE EFFECITVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THE PARTIES, BY THE SIGNATURE BELOW OF THEIR AUTHORIZED REPRESENTATIVES, ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE AGREEMENT AND THE PARTIES AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS AND NEITHER PARTY SHALL BE ACCORDED ANY ADVANTAGE OVER THE OTHER BY REASON OF BEING THE DRAFTER OF ANY OF THE LANGUAGE OF THIS AGREEMENT.

WASCO COUNTY 4-H & EXTENSION SERVICE DISTRICT



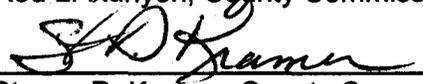
Scott C. Hege, Commission Chair

July 1, 2015
Date



Red L. Runyon, County Commissioner

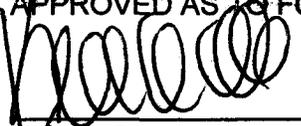
July 1, 2015
Date



Steven D. Kramer, County Commissioner

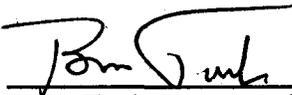
July 1, 2015
Date

APPROVED AS TO FORM:



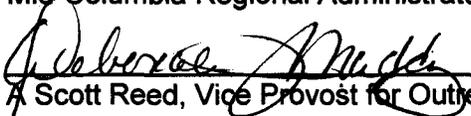
Kristen Campbell
Wasco County Counsel

OREGON STATE UNIVERSITY



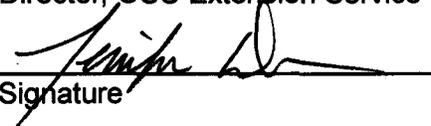
Brian Tuck Outreach & Engagement
Mid-Columbia Regional Administrator

7/3/15
Date



Scott Reed, Vice Provost for Outreach
& Engagement
Director, OSU Extension Service

7/9/15
Date



Signature

07/14/2015
Date

Jennifer Doreen
Contract Officer

Printed Name
Contracts Officer
Business Affairs | PCMM
OSU# 176516

ATTACHMENT A

District Support and Funding

Subject to the funding limitations specified in Section 2.1, District funds may be used for the following activities:

1. Office and educational support staff as needed, including all payroll and other compensation costs. OSU employees will be supervised and managed according to OSU policies and procedures.
2. Funding for space adequately to fully house OSU educational programs, including but not limited to, office space in a District-owned or leased facility. Such space may including utilities, internet, telephone, and any maintenance and repair. Office occupancy agreements shall be determined and obtained by the District.
3. Funding to support travel and per diem expenses for OSU faculty, office staff, and educational support staff. All travel reimbursement rates and allowances are to conform to the OSU travel reimbursement rates.
4. Funding for other services, supplies, materials, publications, and operation costs as required in support of OSU education programs.
5. Funding for equipment and other capital outlay items which have been approved by the District's governing body.
6. Funding for other contingency expenditures, as approved by the District's governing body.
7. OSU representative, as specified in 1.3, will complete an annual OSU Extension Budget Sheet that will indicate funding allocated per this Agreement.



Oregon State
University

Procurement and Contracts Approval Summary Form

Submitted By: Katie Lanker

Date: 5/4/2020

Project Name: Wasco County 4-H & Extension Service District **Project Number:** 2020-003374

Total Contract/Amendment Value: \$7.5 Million (est.)

Expenditure –or– Revenue

AUTHORITY	ADDITIONAL CERTIFICATIONS	PRINTED NAME & SIGNATURE	COMMENTS:
Vice President for Finance and Administration (Contracts > \$500,000)		Michael J. Green No Signature required	
Chief Procurement Officer or Assistant Procurement Director	I have reviewed the attached contract document, and have determined that it contains adequate terms and conditions, is in adherence with OSU Procurement Standards pertaining to Procurement and Contracting Code and legal counsel has been provided if needed.	Kelly Kozisek, CPPO, CPPB <i>Director & Chief Procurement Officer PCMM</i>	
General Counsel	<input checked="" type="checkbox"/> Legal review has been completed. <input type="checkbox"/> Legal review is not required.	Terry Meehan <i>Senior Associate General Counsel</i> DocuSigned by: <i>Terry Meehan</i> D10AA3268004E7	
Enterprise Risk Management	<input type="checkbox"/> Enterprise Risk Management review has been completed. <input checked="" type="checkbox"/> Enterprise Risk Management review determined unnecessary after PCMM internal assessment.	ADD NAME HERE	
Budget/Resource Verification	I have reviewed the identified funding source for the attached contract document (and/or amendment) and have verified that sufficient funds are available for this work.	Nicole Strong <i>Regional Director Central Region Extension Service</i>	
Principal Investigator or Responsible Employee	I have read the attached contract document and have determined that the specifications and scope of work are correct and sufficient resources are available.	DocuSigned by: <i>Nicole Strong</i> 68D5E9B324D8425	

SUMMARY:

Requesting approval of the annual funding agreement for Wasco County Extension Programs. FY21 budget is **\$1.5 Million**. Agreement is being entered for a **five-year period**. **\$7.5 Million Contract Value** is an estimate based on FY21 budget and is subject to change. FY21 Budget Sheet included with this transmittal. Budget is reviewed/approved annually.

Respectfully,

Katie Lanker, CPPB
Contract Services Manager
Procurement & Contract Services | PCMM

DS
Kal

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is entered into by Oregon State University on behalf of its Extension Service, hereinafter referred to as "OSU", and Wasco County 4-H & Extension Service District, hereinafter referred to as "District." OSU and District may individually be referred to as a "Party" and collectively as "the Parties."

WHEREAS, ORS 451 grants Oregon counties the ability to establish service districts to provide services within a county or counties, including Agricultural educational extension services, and designates the county court, which includes the board of county commissioners, as the governing body of the service district. ORS 451 further states that the governing body shall carry out the powers and duties of the service district under the name of the district;

WHEREAS, the citizens of Wasco County have expressed their need, desire, and support for OSU educational programs and OSU, through its Extension Service;

WHEREAS, OSU has the capability and resources to provide the desired educational programs;

WHEREAS, District was established by an Order of County Court of Wasco, Oregon for the County of Wasco, Oregon on November 30, 2006, for the purpose of providing support and funding for OSU educational programs in County.

IT IS HEREBY AGREED, OSU and the District enter this Agreement for the provision of the delivery of OSU educational programs to residents of Wasco County in consideration of the mutual promises stated herein.

1. OSU AGREES TO:

- 1.1. Deliver OSU educational programs and information to residents of Wasco County as can reasonably be accomplished within the approved District budget the approved District budget.
- 1.2. Employ faculty and staff to deliver OSU educational programs that are the subject of this Agreement. The number of such employees will vary based on need and subject to available funding.
- 1.3. Designate one OSU representative to lead the effort to deliver OSU educational programs under this Agreement. This OSU representative is responsible for assigning tasks to OSU program and office staff and volunteers as deemed appropriate, serving as OSU's primary contact for any budget and financial administration inquiries, and liaise with individual identified under 2.3 regarding budget and financial administration.
- 1.4. Recruit and train volunteer citizens to assist in the delivery of OSU educational programs.
- 1.5. Provide leadership and training on OSU's educational programs for OSU faculty, staff, and volunteer residents.
- 1.6. Maintain a resource base of specialized personnel and research information for use by OSU faculty and volunteer citizens in the delivery of OSU educational programs.

- 1.7. OSU shall not subcontract, assign or transfer any of its interest in this Agreement, without the prior written consent of District. In the event that District chooses to delegate any or all District obligations under this Agreement to Wasco County, OSU hereby accepts and approves District's delegation of obligations to Wasco County. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, and their respective successors, delegates, and assigns, if any.
- 1.8. OSU agrees that the funds remitted to OSU shall be used for payment of expenses related to the operations of the Extension Service described in this Agreement.

2. DISTRICT AGREES TO:

- 2.1. Authorize and provide support and funding as indicated in the approved District budget to carry out OSU educational programs for the duration of this Agreement.
- 2.2. Retain any approved funds not remitted to OSU. Funds retained in District for OSU educational programs will be used for payment of District's Extension Service-related expenses.
- 2.3. Designate a Budget Officer for District operations. The Budget Officer is responsible for the oversight of the budget and financial administration in accordance with the District's budget policies and any applicable budget laws; and serves as the primary contact for budget and financial administration inquiries for District operations. The Budget Officer must be a District or County employee.
- 2.4. Promptly process payment of reimbursement requests by OSU in accordance with the budget adopted by the District. Reimbursement will be based on invoices provided by OSU. Reimbursement to OSU shall be made in four payments during the year. The total of the reimbursement payments shall not exceed the amounts shown on the invoices or the amounts appropriated for the purpose.

3. SITE AGREEMENT: OSU's use of office and storage space under control of the District shall be detailed and recorded in a separate written agreement (i.e. lease, space use agreement, site rental, etc.) as mutually agreed upon by the Parties. District may fund the costs associated with the lease of the space as provided in Attachment A.

4. MUTUAL RESPONSIBILITIES AND UNDERSTANDINGS:

- 4.1. This Agreement is effective on the date it has been signed by all Parties and all required approvals have been obtained. This Agreement expires on June 30, 2025.
- 4.2. District and OSU understand and agree that each Party's respective financial responsibilities under this Agreement are contingent on receiving funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow that Party, in the exercise of its reasonable administrative discretion, to fund this Agreement.
- 4.3. This Agreement may be terminated at any time pursuant to the mutual agreement of the Parties.

- 4.4. Subject to the limitations and conditions of the Oregon Public Records Law and the Family Educational Rights and Privacy Act, District will have the right to audit funding provided to OSU under this Agreement. OSU agrees that its records pertaining to this Agreement shall be available for audit upon request and with reasonable advance notice. The costs of such audit, if requested, shall be borne by District.
- 4.5. The Parties each shall be responsible, to the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), only for the acts, omissions or negligence of its own officers, employees or agents.
- 4.6. Contribution.
- 4.6.1. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a Party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense, and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
- 4.6.2. For a Third Party Claim for which the Parties are jointly liable, each party shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Party in such proportion as is appropriate to reflect the Parties' relative fault. The Parties' relative fault shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. Each party's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if that party had sole liability in the proceeding.
- 4.7. Each Party, through self-insurance or a commercial policy, shall be insured with adequate levels of excess general liability and commercial auto liability insurance and maintain workers' compensation insurance for its respective employees in conformance with ORS Chapter 656.017, subject to the Oregon Tort Claims Act (ORS 30.260 – 30.300). A certificate of insurance will be provided upon request. OSU does not waive the right to subrogation.
- 4.8. The Parties agree they shall not discriminate based on age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law.
- 4.9. **MERGER:** THIS AGREEMENT, INCLUDING ATTACHMENTS, WHICH ARE FULLY INCORPORATED BY THIS REFERENCE, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. NO AMENDMENT, CONSENT, OR WAIVER OF

TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE SIGNED BY ALL PARTIES AND SHALL BE EFFECITVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THE PARTIES, BY THE SIGNATURE BELOW OF THEIR AUTHORIZED REPRESENTATIVES, ACKNOWLEDGE HAVING READ AND UNDERSTOOD THE AGREEMENT AND THE PARTIES AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS AND NEITHER PARTY SHALL BE ACCORDED ANY ADVANTAGE OVER THE OTHER BY REASON OF BEING THE DRAFTER OF ANY OF THE LANGUAGE OF THIS AGREEMENT.

GOVERNING BODY OF THE WASCO COUNTY 4-H & EXTENSION SERVICE DISTRICT

Scott C. Hege, Commission Chair

Date

Steven D. Kramer, County Commissioner

Date

Kathleen B. Schwartz, County Commissioner

Date

OREGON STATE UNIVERSITY

DocuSigned by:

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5/5/2020 | 14:01:26 PDT

Michael J. Green
Vice President for Finance & Administration

Date

DocuSigned by:

0A0EC426E90B426

5/4/2020 | 17:55:02 PDT

Anita Azarenko
Interim Vice Provost of Extension & Engagement
Interim Director, OSU Extension Service

Date

DocuSigned by:

68D5F0B324D8425

5/4/2020 | 17:17:07 PDT

Nicole A. Strong
Central Regional Director
OSU Extension Service

Date

Reviewed as to Form:

19366AD2DD3D4A0

5/4/2020 | 17:08:20 PDT

Katie Lanker, CPPB

Date

Contract Services Manager
Procurement & Contract Services | PCMM

ATTACHMENT A

District Support and Funding

Subject to the funding limitations specified in Section 2.1, District funds may be used for the following activities:

1. Office and educational support staff and professional faculty as needed, including all payroll and other compensation costs. OSU employees will be supervised and managed according to OSU policies and procedures.
2. Funding for space adequate to fully house staffing for OSU activities that are the subject of this Agreement, including but not limited to, office space in a District-owned or leased facility. Such space may include utilities, internet, telephone, kitchen facilities, and any maintenance and repair. Office occupancy agreements shall be made by separate written agreement between OSU and the District.
3. Funding to support travel and per diem expenses for OSU faculty, office staff, and educational support staff. All travel reimbursement rates and allowances are to conform to the OSU travel reimbursement rates.
4. Funding for other services, supplies, materials, publications, and operation costs as required in support of OSU education programs.
5. Funding for equipment and other capital outlay items, which have been approved by the District's governing body.
6. Funding for other contingency expenditures, as approved by the District's governing body.



WASCO COUNTY 4H AND EXTENSION SERVICE DISTRICT MEETING

FEBRUARY 5, 2020

PRESENT: Steve Kramer, Commission Chair
Scott Hege, Vice-Chair
Kathy Schwartz, County Commissioner

STAFF: Kathy White, Executive Assistant
Tyler Stone, Wasco County Administrative Officer
Lynette Black, District Budget Officer

At 9:36 a.m. Chair Hege opened the meeting.

Audit Report

Finance Director Mike Middleton introduced Kenny Allen with Pauly Rogers CPA Company who performed the audit for the 4H and Extension Service District. Mr. Allen reported that the audit resulted in an unmodified opinion with no reservations or qualifications. There were no exceptions or difficulties/disagreements with staff. He noted that the financial statements indicated that they are not audited according to government standards – that is because they do not directly receive any federal funding.

Budget Officer Lynette Black stated that she has nothing to add.

The Board thanked Mr. Allen for his work and commended the 4H and Extension Service District for a clean audit.

{{{Commissioner Kramer moved to approve the December 18, 2019 minutes. Vice Chair Schwartz seconded the motion which passed unanimously.}}}

Ms. Black stated that they that they have a new Agriculture Agent, Jacob Howell, shared with Sherman County. They are in the process of hiring a replacement for the Master Gardener Program along with the Home and Community Programs. 4H has one team going to State in the robotics program and hope to make the nationals. The Wasco County Fair has moved back to the historical date due to vendor issues and therefore, it will not overlap with the State Fair. At this point, that is just for this year but the team is exploring other avenues for a permanent date. The

current issue is securing a carnival. The Extension District is also doing work towards reducing childhood obesity; they are working through the schools. There is a RARE volunteer helping with those efforts.

Chair Hege adjourned the meeting at 9:43 a.m.

WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the Wasco County
4H and Extension Service District*

Scott C. Hege, Commission Chair

Kathleen B. Schwartz, Vice-Chair

Steven D. Kramer, County Commissioner



MOTION

SUBJECT: Extension District Funding/Minutes

Funding Agreement: I move to approve the 2020-2025 Intergovernmental Agreement between Oregon State University and the Wasco County 4-H and Extension Service District.

Minutes: I move to approve the February 2, 2020 4H & Extension Service District Minutes.