

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

**WEDNESDAY, JUNE 20, 2018**

**LOCATION: Wasco County Courthouse, Room #302  
511 Washington Street, The Dalles, Oregon**

**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.

9:35 a.m.

**CALL TO ORDER**

9:35 a.m.

**[Budget Adoption Hearing – 2018/2019 Fiscal Year Budget](#)**

**[6.7.2017 Minutes Approval](#)**

**NEW / OLD BUSINESS  
ADJOURN**



WASCO COUNTY 4H & EXTENSION SERVICE DISTRICT MEETING  
JUNE 20, 2018

PRESENT: Steve Kramer, Commission Chair  
Scott Hege, Vice-Chair  
STAFF: Kathy White, Executive Assistant  
Tyler Stone, Wasco County Administrative Officer  
ABSENT: Rod Runyon, County Commissioner

At 9:30 a.m. Chair Kramer opened the meeting and public hearing for the adoption of the 2018/2019 Library Service District Budget

### **Budget Hearing**

4H & Extension Service District Budget Officer Brian Tuck reported on current activities in the District including 4H, STEM, Community Health, Blue Zones, Strong Women, Food Preservation, Horticulture, Master Gardeners, Master Naturals, Open Campus, Videography and the Juntas Program. He announced his retirement later this year and stated that Lynette Black will be the new Budget Officer.

Mr. Tuck stated that the budget has remained unchanged since the Budget Committee reviewed it in May.

Chair Kramer closed the hearing at 9:39 a.m.

**{{{Commissioner Runyon moved to approve Resolution 18-010 adopting the Fiscal Year 2018-2019 Budget, Tax Levy and Appropriations for the Wasco County 4H & Extension Service District. Vice-Chair Hege seconded the motion which passed unanimously.}}}**

### **Minutes**

**{{{Vice-Chair Hege moved to approve the 6.7.2017 minutes. Commissioner Kramer**

**seconded the motion which passed unanimously.}}**

Chair Kramer adjourned the meeting at 9:40 a.m.

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

  
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Steven D. Kramer, Commission Chair

  
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Scott C. Hege, Vice-Chair

  
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Kathleen B. Schwartz, County Commissioner

2018-2019 4-H & Extension Service District Budget Worksheet

Actual 2015-16	Actual 2016-17	Adopted 2017-18	Revenue	Proposed 2018-19
\$721,235	\$747,340	\$900,000	Beginning Cash Balance	\$822,000
\$458,231	\$482,493	\$502,116	Taxes	\$527,738
\$27,080	\$23,774	\$20,000	Estimated Uncollected Taxes from Previous Years	\$22,000
\$4,634	\$9,301	\$3,600	Estimated Interest	\$10,000
\$1,359	\$1,759	\$500	Misc. Receipts	\$1,000
\$1,212,539	\$1,264,667	\$1,426,216	Revenue Sub Totals	\$1,382,738
			Personnel Services	
\$81,802	\$85,175	\$86,856	Professional Faculty-Office Coordinator-1.0 FTE, Salary & Benefits	\$91,447
\$70,191	\$73,013	\$74,974	Classified Employee: Admin Program Asst.-1.0 FTE, Salary & Benfits	\$78,359
\$33,195	\$34,381	\$35,817	Classified Employee: Office Asst.-.6 FTE, Salary & Benefits	\$37,068
\$63,965	\$70,211	\$72,944	Prof. Faculty: 4-H STEM Coordinator-1.0 FTE, Salary & Benefits	\$79,997
\$24,791	\$47,922	\$55,700	Prof. Faculty:MG/MN Program Coordinator-.8 FTE, Salary & Benefits	\$65,066
\$694	\$6,553	\$7,585	Prof. Faculty: Small Farms Program Coord.-.4 FTE, Salary & Benefits	\$17,000
\$0	\$0	\$5,000	Allowance for vacation leave payouts	\$5,000
			Program Personnel Support	
\$3,133	\$1,145	\$3,000	4-H Program Personnel Support (summer temp help)	\$1,500
			4-H STEM Program Support (summer day camps)	\$1,500
\$0	\$0	\$23,500	FCH Program Personnel Support (AmeriCorps 1.0 FTE)	\$23,500
\$0	\$783	\$8,000	Crops Program Personnel Support	\$0
\$20,868	\$11,335	\$10,000	Horticulture Program Personnel Support	\$10,000
\$0	\$1,299	\$5,140	Open Campus/JUNTOS	\$5,000
\$298,639	\$331,817	\$388,516	Personnel Services Sub Totals	\$415,437
			Materials & Services	
\$28,517.75	\$34,383.00	\$34,000.00	Travel	\$36,000.00
\$389.81	\$0.00	\$700.00	Miscellaneous Fees and Services	\$300.00
\$1,246.00	\$726.00	\$1,000.00	Memberships/Licenses	\$1,000.00
			Office & Administrative Supplies	
\$11,890.73	\$7,643.00	\$8,500.00	General Supplies	\$8,500.00
\$934.34	\$488.00	\$500.00	Books, Pubs, Subs, Ref. Mat	\$500.00
			Minor Equipment	
\$1,862.17	\$11,966.00	\$2,500.00	Office Equipment Replacement	\$3,000.00
\$1,897.28	\$160.00	\$500.00	Minor Equipment Repairs and General Maintenance	\$500.00
\$5,737.00	\$254.00	\$1,000.00	Minor Equipment Purchase Including Office Furniture, Bookshelves	\$3,000.00
\$4,346.00	\$2,728.00	\$5,611.00	Copy Machine Maintenance	\$5,611.00
			Communications	
\$18,154.29	\$16,205.00	\$18,000.00	Phone	\$12,000.00
\$4,780.80	\$9,960.00		Fiber 10 mb (Formerly T1 Lines)	
\$2,374.65	\$2,368.00	\$12,560.00	Computer Support/Polycom support	\$14,130.00
\$1,621.52	\$99.00	\$1,000.00	Software Licenses	\$500.00
\$2,500.04	\$1,624.00	\$2,200.00	Mailings (postage)	\$1,500.00
\$5,875.59	\$4,585.00	\$5,000.00	Public Information Support (Marketing)	\$5,000.00
			Program Support	
\$282.11	\$2,383.00	\$1,500.00	FCH Program Support	\$1,500.00
\$13,235.00	\$2,345.00	\$0.00	Alternative Crops Support	\$0.00
\$373.58	\$621.00	\$1,000.00	4-H Program Support (T313)	\$1,500.00
			STEM Program Support (TSBS)	\$1,500.00
\$4,101.24	\$657.00	\$1,000.00	Horticulture Program Support	\$1,000.00
\$0.00	\$0.00		Dryland Crops Program Support	\$250.00
\$488.62	\$458.00	\$500.00	Livestock Support	\$250.00
		\$0.00	MG/Master Naturalist	\$1,500.00
\$1,971.60	\$2,541.00	\$1,500.00	Open Campus	\$1,500.00
\$1,438.91	\$1,594.00	\$1,500.00	Small Farms	\$1,500.00
\$114,019	\$103,788	\$100,071	Materials & Services Sub Totals	\$102,041
		\$488,587	Personnel & Materials & Services Sub Totals (from \$\$ sent to OSU)	\$517,478
\$435,601	\$470,217		Tax Appropriation sent to OSU	
			Retained in County Coffers	
\$25,828	\$28,005	\$28,369	Office Rent (yearly basis) Columbia Gorge Community College	\$30,000
\$3,425	\$3,831	\$3,500	Audit	\$4,500
\$0	\$0	\$200	Legal Fees	\$200
\$106	\$31	\$150	Legal Notice Publication costs	\$150
\$0		\$100	Insurance	\$100
\$238	\$238	\$310	Government Ethics Committee Assessment	\$310
		\$0	RR Lawsuit assessment	
\$29,597	\$32,105	\$32,629	County Retained Funds Sub Total	\$35,260
\$465,198	\$502,322	\$521,216	Personnel & Materials & Services Sub Totals	\$552,738
\$0	\$0	\$20,000	Unforeseen Contingency	\$10,000
\$0	\$0	\$10,000	Current Year Unappropriated Fund Allocation	\$10,000
\$465,198	\$502,322	\$551,216	Total Expenses to be Covered by FY 2018-19 Taxes	\$572,738
\$747,341	\$762,345	\$875,000	Reserved for Future Expenditures (held in County Funds)	\$810,000
\$1,212,539	\$1,264,667	\$1,426,216	Total FY 2018-19 Budget	\$1,382,738

Taxes to Balance: Proposed amount to be levied in 2018-19 tax year by the Wasco County 4-H & Extension Service District at \$0.25 per \$1,000 of valuation would yield approximately \$576,424 with a compression of \$15,000 and a tax collection estimate of 94.0%. The Service District would anticipate receiving approximately \$527,738 in budget revenue. Note: This assumes a 3% increase in total tax value for the county.



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

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IN AND FOR THE COUNTY OF THE WASCO

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IN THE MATTER OF ADOPTING THE FISCAL YEAR 2018-2019 BUDGET, TAX LEVY AND APPROPRIATIONS FOR THE WASCO COUNTY 4H & EXTENSION SERVICE DISTRICT

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**RESOLUTION #18-010**

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NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

BE IT HEREBY RESOLVED that the Wasco County Board of Commissioners, Governing Body of the Wasco County 4-H & Extension Service District, hereby adopts the Budget approved for Fiscal Year 2019 in the total amount of \$1,382,738 now on file in the Office of the Board of Commissioners.

BE IT FURTHER RESOLVED: That the amounts for the Fiscal Year beginning July 1, 2018 and for the purposes shown below are hereby appropriated:

GENERAL FUND:	
Personnel, Materials & Services & Capital	\$ 552,738
Contingency	\$ 10,000
Total Appropriations	<u>\$ 541,216</u>
 Total Unappropriated & Reserve Amounts	 <u>\$ 820,000</u>
TOTAL ADOPTED BUDGET	<u>\$ 1,382,738</u>

BE IT FURTHER RESOLVED: that the Board of Commissioners, Governing Body of the Wasco County Extension and 4-H Service District, imposes the taxes provided for in the adopted budget at the rate of \$0.25 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within the District as follows:

	Subject to the General Government <u>Limitation</u>	Excluded From <u>Limitation</u>
General Fund	\$0.25/\$1,000	

BE IT FURTHER RESOLVED: That the Office of the Board of Commissioners certifies to the Assessor of Wasco County, Oregon, the tax levy made by this Resolution.

ADOPTED by the Wasco County Board of County Commissioners on June 20, 2018.

**APPROVED AS TO FORM:**

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Kristen Campbell, County Counsel

ATTEST

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Kathy White, Executive Assistant

**WASCO COUNTY BOARD OF COMMISSIONERS:**

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Steven D. Kramer, Commission Chair

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Scott C. Hege, Vice Chair

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Rod L. Runyon, County Commissioner



WASCO COUNTY 4H & EXTENSION SERVICE DISTRICT  
BUDGET ADOPTION HEARING  
JUNE 7, 2017

PRESENT: Rod Runyon, Board Chair  
Steve Kramer, Board Vice-Chair  
Scott Hege, County Commissioner  
STAFF: Tyler Stone, Administrative Officer  
Kathy White, Executive Assistant

At 9:30 a.m. Chair Runyon opened the Wasco County Library Service District Budget Hearing. He opened the floor to public comment. Rodger Nichols commented that they do a wonderful job. Chair Runyon asked the 4H & Extension Service District to present.

2017-2018 Fiscal Year Budget

Lynette Black stated that she is here on behalf of Budget Officer Lynn Long for this last step in the budget process. She stated that they got a lot done this year for 4H, the horticulture program is thriving and they have added 17 Master Gardeners to the Master Gardener program.

**{{Chair Runyon moved to approve Resolution 17-005 adopting the 2018 Fiscal Year Budget and setting the tax rate for the Wasco County 4H & Extension Service District at 25¢ per \$1,000 of assessed value. Vice-Chair Kramer seconded the motion which passed unanimously.}}**

Minutes – 3.15.2017

**{{Vice-Chair Kramer moved to the 3.15.2017 Wasco County Library Service District Minutes. Commissioner Hege seconded the motion which passed**

WASCO COUNTY BUDGET COMMITTEE  
ANNUAL MEETING  
JUNE 7, 2018  
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**unanimously.}}}**

Chair Runyon closed the hearing and adjourned the meeting at 9:39 a.m.

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

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Rod L. Runyon, Commission Chair

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Steven D. Kramer, Commission Vice-Chair

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Scott C. Hege, County Commissioner