

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

WEDNESDAY, JUNE 11, 2014

**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.

9:45 a.m. **CALL TO ORDER**

9:45 a.m. [Extension Service District Budget Hearing](#) – Lynn Long

9:55 a.m. [1.15.2014 Minutes Approval](#)

**NEW / OLD BUSINESS
ADJOURN**



WASCO COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY OF THE
WASCO COUNTY 4-H & EXTENSION SERVICE DISTRICT
JUNE 11, 2014

PRESENT: Scott C. Hege, Chair of County Commission
Rod L. Runyon, County Commissioner
Steve D. Kramer, County Commissioner
Lynn Long, District Budget Officer

STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

Chair Hege opened the meeting at 9:53 a.m. and opened a public hearing for the adoption of the budget.

**Agenda Item – Wasco County 4-H & Extension Service District 2014-2015
Fiscal Year Budget Adoption**

Mr. Long reviewed the budget numbers included in the packet and said that the budget is fairly similar to previous years. He explained that the faculty is paid by OSU while staff is supported through grants.

Chair Hege asked if there were any changes from the budget approved by the Budget Committee. Mr. Long replied that there have been no changes.

Chair Hege opened the floor to public comment. There being none, he closed the public hearing at 9:55 a.m.

{{{Commissioner Kramer moved to approve Resolution #14-017 adopting the Fiscal Year 2014-2015 Budget, Tax Levy and Appropriations for the Wasco County 4-H & Extension Service District. Commissioner Runyon seconded the motion which passed unanimously.}}}

Agenda Item – 1.15.2014 Minutes Approval

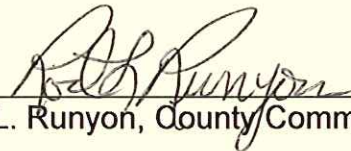
{{{Commissioner Runyon moved to approve the minutes from January 15, 2014. Commissioner Kramer seconded the motion which passed unanimously.}}}

Chair Hege closed the meeting at 9:58 a.m.

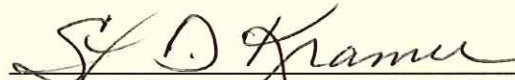
WASCO COUNTY BOARD
OF COMMISSIONERS
*Governing Body of the Wasco County
4-H & Extension Service District*



Scott C. Hege, Chair of Commission



Rod L. Runyon, County Commissioner



Steve D. Kramer, County Commissioner

Agenda Item
2014-2015 Budget Adoption

- [LB 20](#)
- [LB 30](#)
- [4-H & Extension Service District 2014-2015 Budget](#)
- [Resolution #14-017 Adopting 4-H & Extension
Service District 2014-2015 Budget](#)

**FORM
LB-20**

RESOURCES

Wasco County 4-H & Extension Service District

(Fund)

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
1	\$440,399.00	\$502,473.00	\$532,569.00	1. Available cash on hand* (cash basis) or	613,931			1
2				2. Net working capital (accrual basis)				2
3	\$18,847.00	\$19,708.00	\$15,000.00	3. Previously levied taxes estimated to be received	20,000			3
4	\$2,665.00	\$3,431.00	\$3,500.00	4. Interest	3,500			4
5				5. Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	\$400.00	\$3,343.00	\$600.00	7 Misc. Receipts	500			7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	\$462,311.00	\$528,955.00	\$551,669.00	29. Total resources, except taxes to be levied	\$637,931.00			29
30			\$429,406.00	30. Taxes estimated to be received	\$441,360.00			30
31	415,780.00	418,798.00		31. Taxes collected in year levied				31
32	878,091.00	947,753.00	\$981,075.00	32. TOTAL RESOURCES	\$1,079,291.00	\$0.00	\$0.00	32

*Includes ending balance from prior year

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

Wasco County 4-H & Extension Service District
(name of organizational unit - fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2014-2015			
	Actual		Adopted Budget This Year 2013-2014		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2011-2012	First Preceding Year 2012-2013						
				PERSONNEL SERVICES				
1				1				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7	0	0	0	7 TOTAL PERSONNEL SERVICES	0	0	0	7
				MATERIALS AND SERVICES				
8	372,697	356,961	351,226	8 OR State University	365,399			8
9	2,650	2,650	3,000	9 Audit	3,000			9
10		100	1,000	10 Legal Fees	1,000			10
11	75	107	250	11 Legal Notice Publication Costs	250			11
12		0	250	12 Insurance	250			12
13	195	195	300	13 Govt. Ethics Committee Assessment	300			
14		23,808	25,828	14 Rent	26,500			13
12	375,617	383,821	381,854	14 TOTAL MATERIALS AND SERVICES	396,699	0	0	14
				CAPITAL OUTLAY				
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	0	0	0	21
				TRANSFERRED TO OTHER FUNDS				
22				22				22
23				23 TOTAL TRANSFERS				23
24	0	0	40,000	24 Operating Contingency	40,000			25
26			549,221	26 Reserved for Future Expenditures	632,592			26
26	502,473	563,931		26 Ending balance (prior years)				26
27			10,000	27 UNAPPROPRIATED ENDING FUND BALANCE	10,000			27
28	878,090	947,752	981,075	28 TOTAL REQUIREMENTS	1,079,291	0	0	28

2014-2015 4-H & Extension Service District Budget Worksheet

Actual 2012-13	Adopted 2013-14	Revenue	Proposed 2014-15
\$502,473	\$532,569	Beginning Cash Balance	\$613,931
\$418,798	\$429,406	Taxes	\$441,360
\$19,708	\$15,000	Estimated Uncollected Taxes from Previous Years	\$20,000
\$3,431	\$3,500	Estimated Interest	\$3,500
\$3,343	\$600	Misc. Receipts	\$500
\$947,753	\$981,075	Revenue Sub Totals	\$1,079,291
		Personnel Services	
\$61,505	\$75,646	Professional Faculty-Office Coordinator-FTE 1.0 Salary & Benefits	\$78,311
\$49,562	\$49,483	Classified Employee-Office Spec 1- FTE .8 Salary & Benefits	\$51,370
\$17,257	\$17,297	Part-time Clerical-FTE .49 Salary w/o benefits	\$17,768
\$45,733	\$51,210	4-H Program Assistant .8 FTE Salary & Benefits (1.0 FTE)	\$61,853
\$0	\$8,000	Allowance for vacation leave payouts	\$8,000
		Program Assistants/Program Extension	
\$0	\$15,000	4-H Program Personnel Support	\$5,000
\$5,500	\$10,000	FCD Program Personnel Support	\$10,000
\$2,870	\$4,000	Crops Program Personnel Support	\$4,000
\$4,568	\$8,000	Horticulture Program Personnel Support	\$8,000
\$186,995	\$238,636	Personnel Services Sub Totals	\$244,302
		Materials & Services	
		Office Operations	
\$32,531	\$33,000	Travel	\$33,000
\$606	\$500	Miscellaneous Fees and Services	\$500
		Office & Administrative Supplies	
\$8,596	\$12,000	General Supplies	\$12,000
\$1,985	\$1,600	Books, Pubs, Subs, Ref. Mat	\$1,600
		Minor Equipment	
\$2,849	\$3,500	Office Equipment Replacement	\$3,500
\$90	\$1,000	Minor Equipment Repairs and General Maintenance	\$1,000
\$1,857	\$3,000	Minor Equipment Purchase Including Office Furniture, Bookshelves	\$3,000
\$4,409	\$5,000	Copy Machine Maintenance	\$4,500
		Communications	
\$15,214	\$14,000	Phone	\$16,000
\$3,984	\$4,830	Fiber 10 mb (Formerly T1 Lines)	\$4,831
\$2,880	\$3,360	Computer Support/Polycorn support	\$2,116
\$699	\$350	Software Licenses	\$350
\$2,680	\$3,200	Mailings (postage)	\$3,200
\$4,932	\$3,000	Public Information Support	\$5,500
		Program Support	
\$9,130	\$4,000	FCH Program Support	\$4,000
\$11,896	\$10,000	Alternative Crops Support	\$10,000
\$461	\$2,250	4-H Program Support	\$4,000
\$6,487	\$6,000	Horticulture Program Support	\$6,000
\$5,230	\$2,000	Dryland Crops Program Support	\$2,000
\$0	\$0	Regional Livestock Agent Support	\$1,000
\$0	\$0	Agriculture Economics Agent Support	\$0
\$0	\$0	Sweet Cherry Research Support	\$0
\$0	\$0	Open Campus	\$1,500
\$0	\$0	Small Farms	\$1,500
\$116,516	\$112,590	Materials & Services Sub Totals	\$121,097
\$303,511	\$351,226	Personnel & Materials & Services Sub Totals (from \$\$ sent to OSU)	\$365,399
\$356,961		Tax Appropriation sent to OSU	
		Retained in County Coeffers	
\$23,808	\$25,828	Office Rent (yearly basis) Columbia Gorge Community College	\$26,500
\$2,650	\$3,000	Audit	\$3,000
\$100	\$1,000	Legal Fees	\$1,000
\$107	\$250	Legal Notice Publication costs	\$250
\$0	\$250	Insurance	\$250
\$195	\$300	Government Ethics Committee Assessment	\$300
\$26,860	\$30,628	County Retained Funds Sub Total	\$31,300
\$383,821	\$381,854	Personnel & Materials & Services Sub Totals	\$396,699
\$0	\$40,000	Unforeseen Contingency	\$40,000
\$0	\$10,000	Current Year Unappropriated Fund Allocation	\$10,000
\$383,821	\$431,854	Total Expenses to be Covered by FY 2014-15 Taxes	\$446,699
\$563,931	\$549,221	Reserved for Future Expenditures (held in County Funds)	\$632,592
\$53,450		Reserved for Future Expenditures (held with OSU Funds)	
\$947,752	\$981,075	Total FY 2014-15 Budget	\$1,079,291

Taxes to Balance: Proposed amount to be levied in 2014-2015 tax year by the Wasco County 4-H & Extension Service District at \$0.25 per \$1,000 of valuation would yield approximately \$489,120 with a compression rate of 1.918% and a tax collection estimate of 92.0%. The Service District would anticipate receiving approximately \$441,360 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

IN AND FOR THE

WASCO COUNTY 4-H & EXTENSION SERVICE DISTRICT

IN THE MATTER OF THE FISCAL YEAR)
2014-2015 BUDGET, TAX LEVY AND) RESOLUTION
APPROPRIATIONS) #14-017

BE IT RESOLVED that the Wasco County Board of Commissioners,
Governing Body of the Wasco County 4-H and Extension Service District, hereby
adopts the Budget for Fiscal Year 2014-2015 in the total of \$1,079,291 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, 2014 and for the purposes shown below are hereby appropriated:

GENERAL FUND:

Personnel & Materials & Services	\$ 396,699.00
Contingency	\$ <u>40,000.00</u>
Total Appropriations	\$ 436,699.00
Total Unappropriated and Reserve Amounts	\$ <u>642,592.00</u>
TOTAL ADOPTED BUDGET	\$ 1,079,291.00

BE IT FURTHER RESOLVED: That the Board of Commissioners, Governing Body of the Wasco County Extension and 4-H Service District, hereby 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 2014-2015 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 certify 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 11, 2014.

ATTEST:

Kathy White
Executive Assistant

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

Scott C. Hege, Chair

APPROVED AS TO FORM:

Eric J. Nisley
Wasco County District Attorney

Rod L. Runyon, County Commissioner

Steven D. Kramer, County Commissioner



WASCO COUNTY BOARD OF COMMISSIONERS
GOVERNING BODY OF THE
WASCO COUNTY 4-H & EXTENSION SERVICE DISTRICT
JANUARY 15, 2014

PRESENT: Scott C. Hege, Chair of County Commission
Rod L. Runyon, County Commissioner
Steve D. Kramer, County Commissioner
Lynn Long, District Budget Officer
Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

Chair Hege opened the meeting at 10:00 a.m.

**Agenda Item – Wasco County 4-H & Extension Service District Audit Report
for the 2012-2013 Fiscal Year**

Chair Hege called upon Carol Friend of Friend and Reagan PC to present the Wasco County 4-H and Extension Service District Audit Report. Ms. Friend explained that they sample and test to get a picture of the organization and offered an unqualified opinion that everything is in order. She reviewed the report briefly and explained that the District would not be required to have an audit but because they are included in Wasco County's audit, they must also be audited. She concluded that there are no issues with compliance and no comments for this small organization.

Chair Hege asked Mr. Long if he had any questions. Mr. Long said he believed the report to be straightforward and that the District appreciates the review.

Agenda Item – Minutes Approval & Budget Committee Appointments

{{{Commissioner Runyon moved to approve the minutes from June 4, 2013. Commissioner Kramer seconded the motion which passed unanimously.}}}

{{{Commissioner Kramer moved to approve Order #14-002 re-appointing Pat Davis to the Wasco County 4-H and Extension Service District Budget Committee. Commissioner Runyon seconded the motion which passed unanimously.}}}

{{{Commissioner Kramer moved to approve Order #14-005 appointing Lynn Long as Budget Officer for the Wasco County 4-H and Extension Service District. Commissioner Runyon seconded the motion which passed unanimously.}}}

Chair Hege closed the meeting at 10:09 a.m.

WASCO COUNTY BOARD
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Scott C. Hege, Chair of Commission

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