



AGENDA

(Chair May Alter the Agenda)

AGRICULTURAL EXTENSION SERVICES COUNTY SERVICE DISTRICT GOVERNING BOARD

Tuesday, June 18, 2024

Immediately following the Board of Commissioners Meeting

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session; however, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)), and the notice shall state the specific reason for the executive session as required by ORS 192.660.

1. Comments from the Public

2. Public Hearing

- 2.1 Adoption of 2024-25 Budget, Resolution No. R2024-010 – Debbie Sessions, Jenn Ambuehl; Financial Services

3. Other

ORS 192.640(1) "...notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 06/18/24

View [Agenda Tracker](#)

Suggested Placement * County Service District

Department * Finance

Contact Name * Jenn Ambuehl

Phone Extension * 6257

Meeting Attendee Name * Debbie Sessions, Jenn Ambuehl

Agenda Item Details



Item Title * Benton County Agricultural Extension Services County Service District Public Hearing on Adoption of 2024-25 Budget, Resolution No. R2024-010

- Item Involves *** Check all that apply
- Appointments
 - Budget
 - Contract/Agreement
 - Discussion and Action
 - Discussion Only
 - Document Recording
 - Employment
 - Notice of Intent
 - Order/Resolution
 - Ordinance/Public Hearing 1st Reading
 - Ordinance/Public Hearing 2nd Reading
 - Proclamation
 - Project/Committee Update
 - Public Comment
 - Special Report
 - Other

Estimated Time * 10 minutes

Board/Committee Involvement * Yes No

**Name of
Board/Committee**

Benton County Agricultural Extension
Services County Service District Budget
Committee

Advertisement*

- Yes
 No

**Names/Dates of
Publications**

List each publication name and date
Advertised in Gazette Times on June 11,
2024

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

Prior to final adoption of the budget, the district governing body must conduct a public hearing. This time has been advertised as required by law for the public hearing.

After receiving the public comment, the governing body can adopt the budget as approved by the budget committee May 6, 2024 or modify the budget within the limits of Oregon Budget Law.

The public hearing may be continued to another date, but the governing body must adopt a budget by midnight June 30, 2024.

Options *

- 1. Adopt the budget as approved by the budget committee on May 6, 2024
- 2. Modify the budget within the limitations of Oregon Local Budget Law
- 3. Continue public hearing to a later date

Fiscal Impact *

- Yes
- No

Fiscal Impact Description *

The budget must be adopted prior to midnight on June 30,2024. The district cannot legally expend funds unless a budget is adopted.

Total appropriations request: \$979,000

Tax rate: 0.08/1,000 assessed value

2040 Thriving Communities Initiative

Mandated Service?* Yes No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description* If this agenda checklist describes a mandated service or other function, please describe here.
Local Budget Law - ORS 294.305 to 294.565

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values* Select all that apply.
 Vibrant, Livable Communities
 Supportive People Resources
 High Quality Environment and Access
 Diverse Economy that Fits
 Community Resilience
 Equity for Everyone
 Health in All Actions
 N/A

Explain Core Values Selections* NA

Focus Areas and Vision* Select all that apply.
 Community Safety
 Emergency Preparedness
 Outdoor Recreation
 Prosperous Economy
 Environment and Natural Resources
 Mobility and Transportation
 Housing and Growth
 Arts, Entertainment, Culture, and History
 Food and Agriculture
 Lifelong Learning and Education
 N/A

Explain Focus Areas and Vision Selection* NA

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends adoption of the budget as approved by the Budget Committee on May 6, 2024.

Meeting Motions * I move to ...
...approve Resolution No. R2024-010 adopting a budget, making appropriations, and levying taxes at 0.08 per \$1,000 of assessed value for the Benton County Agricultural Extension Services County Service District for Fiscal Year 2024-2025, which begins on July 1, 2024.

Meeting Motion

I move to approve Resolution No. R2024-010 adopting a budget, making appropriations, and levying taxes at 0.08 per \$1,000 of assessed value for the Benton County Agricultural Extension Services County Service District for Fiscal Year 2024-2025, which begins on July 1, 2024.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

2024-25 Extension CSD Budget - Approved.pdf	227.56KB
2024-25 Extension resolution.docx	19.21KB

Comments (optional)

If you have any questions, please call ext.6800

Department Approver

DEBBIE SESSIONS

<p>1.</p> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	<p>5.</p>
<p>2.</p> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance M. Choney</i></p>	
<p>3.</p> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rachel L McEneny</i></p>	
<p>4.</p> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Manna Kwiatkowski</i></p>	

**BEFORE THE GOVERNING BODY OF THE
BENTON COUNTY AGRICULTURAL EXTENSION SERVICES COUNTY SERVICE
DISTRICT OF THE STATE OF OREGON IN THE COUNTY OF BENTON**

In the Matter of Adopting a Budget, and)
Making Appropriations, and Levying)
Taxes for the Fiscal Year Beginning) RESOLUTION No. R2024-010
July 1, 2024 and Ending June 30, 2025.)

BE IT RESOLVED that the Service District for Benton County Agricultural Extension Services Governing Body hereby adopts the biennial budget approved by the district’s Budget Committee on May 6, 2024, and amended by this Board as provided for in ORS 294.456, and

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated with allocations and categorizations subject to the limits of the Oregon Constitution as follows:

General Government Limitation	
DISTRICT TAX RATE	\$0.08/\$1,000
SERVICE DISTRICT OPERATIONS FUND (143)	
Materials & Services	\$900,819
Contingency	<u>78,181</u>
TOTAL APPROPRIATIONS	\$979,000

BE IT RESOLVED that the Chair of the Governing Body for Benton County Agricultural Extension Services County Service District, certify to the Assessor of Benton County, Oregon, the tax levy made by this resolution, and shall file with the County Clerk one copy and the Assessor of Benton County, Oregon two copies of this resolution.

THEREFORE BE IT RESOLVED that the Benton County Agricultural Extension Services County Service District Governing Body hereby levies the taxes provided for in the adopted budget at the rate of \$0.08 per \$1,000 of assessed value, and that these taxes are hereby levied and assessed pro rata upon all taxable property within the Benton County Agricultural Extension Services County Service District.

ADOPTED this 18th day of June 2024.

SIGNED this 18th day of June 2024.

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Patrick Malone, Commissioner

2024-2025 Approved Budget

Extension County Service District

For the Fiscal Period

Beginning July 1, 2024

Ending June 30, 2025



Governing Body

Xanthippe Augerot, 2024 BOC Chair

Nancy Wyse, Commissioner

Patrick Malone, Commissioner

Citizen Budget Committee Members

Michael Ahr

Roberta Lundeberg

Jackie Thorsness

Benton County Agricultural Extension Services County Service District

ADMINISTRATION: Benton County Financial Services

CHIEF FINANCIAL OFFICER: Debbie Sessions, Interim

FINANCIAL SERVICES OFFICE LOCATION: 4500 SW Research Way, Corvallis

TELEPHONE: 541-766-6246

BENTON COUNTY EXTENSION OFFICE: 4077 SW Research Way, Corvallis

TELEPHONE: 541-713-5000

INTERNET ADDRESS: [HTTP://EXTENSION.OREGONSTATE.EDU/GROUP/BENTON](http://extension.oregonstate.edu/group/benton)

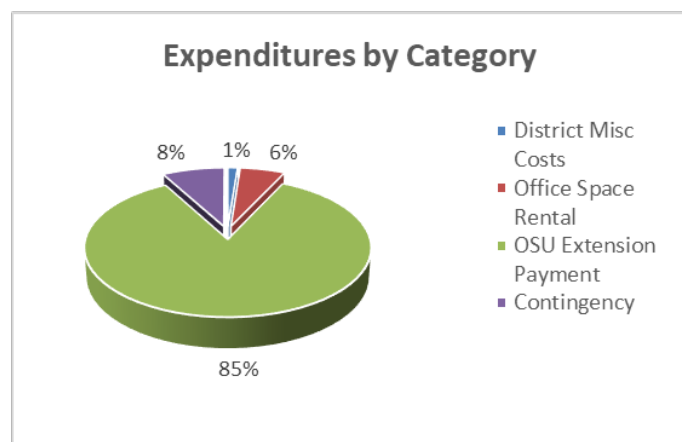
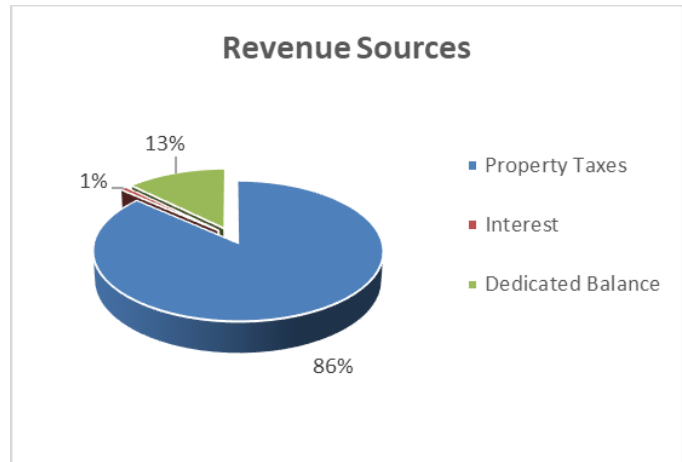
DISTRICT OVERVIEW:

The service district was created by voters on May 16, 2017. Voters also authorized a maximum district tax rate of \$0.08 per \$1000 of assessed value. The rate for FY 2024-25 is based on the levy of the maximum rate of \$0.08 per \$1,000. The district boundary is the same as Benton County.

The service district is an independent municipal corporation. By law, the Benton County Board of Commissioners sits as the Governing Body. Benton County Financial Services provides general administration, financial management and coordinates the annual budget process. The County is reimbursed for these services by district funds.

Benton County prior to district formation, provided funding to the OSU Extension Service from the General Fund budget and other fund sources, such as Title III Forest Payments.

Revenue is all from current and prior year property taxes levied at the maximum rate approved for the district. The contingency budget represents the estimated working capital requirement of the district. District cash is entirely dependent on the tax collection cycle.



**BENTON COUNTY AGRICULTURAL EXTENSION SERVICES COUNTY
SERVICE DISTRICT
Budget Summary**

Category Title	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed Budget	2024-25 Approved Budget	2024-25 Adopted Budget
General Revenues	777,182	809,298	823,100	855,000	855,000	-
Current Program Income	777,182	809,298	823,100	855,000	855,000	-
Dedicated Beginning Balance	76,927	87,666	97,101	124,000	124,000	-
Beginning Balances	76,927	87,666	97,101	124,000	124,000	-
Total Resources	854,109	896,964	920,201	979,000	979,000	-
Materials & Services	766,443	789,312	830,108	900,819	900,819	-
Expenditures	766,443	789,312	830,108	900,819	900,819	-
Other: Contingency	-	-	90,093	78,181	78,181	-
Reserves	-	-	90,093	78,181	78,181	-
Total Budget	766,443	789,312	920,201	979,000	979,000	-
Resources to Expenditures	87,666	107,652	-	-	-	-
Full-Time-Equivalent (FTE)						
Regular	-	-	-	-	-	-
Total	-	-	-	-	-	-

**BENTON COUNTY AGRICULTURAL EXTENSION SERVICES COUNTY
SERVICE DISTRICT
District Statement**

The Oregon State University Extension Service engages the people of Benton County with research-based knowledge and education that strengthen communities and economies, sustain natural resources, and promote healthy families and individuals.

The OSU Extension Service has been in existence since 1911. An outgrowth of federal legislation including the 1862 Morrill Act, the Hatch Act of 1887 and the 1914 Smith-Lever Act, and the partnership with Oregon counties enables Extension to be the “Front door to OSU”. In Benton County, Extension functions as an integral part of the county. Faculty housed in this office, in surrounding counties and on campus deliver educational programs to residents in several key areas: Commercial Agriculture (large and small farms), Community Horticulture (Master Gardeners), 4-H Youth Development (4-H Clubs, Natural Science and Wildlife Stewards school programs, 4-H residential and day camps), Family and Community Health (SNAP-ED, EFNEP, Master Food Preservers), and Forestry and Natural Resources (Master Woodland Managers, Master Naturalists, Oregon Season Tracker Citizen Scientists).

OSU places Extension faculty in counties to deliver education in these key areas where county and other support exists, leveraging additional state, federal and grant funding to pay for these positions and service to residents. In addition, in 2024, faculty trained and supervised 400 volunteers who provided approximately **48,000 hours** of volunteer service annually which is equivalent to **19 full time employees** or more than **\$1,526,400 wages** based on current state rates.

Goals, Actions

1: Provide training, information, and activities to improve key health indicators (nutrition, physical activity, environmental, etc.) for youth and families. This will be done through 4-H Youth Development clubs, camps, after-school, and in-school programs, and by delivering family and community health education programs to high-risk adults and families, training community volunteers that will teach others, and partnering with food resource organizations to provide a secure, healthy, and affordable food supply.

2: Provide training and information to improve productivity, profitability and sustainability of new and existing small and large family farms and

forestry businesses. Train volunteers in forest, fisheries, and wildlife management practices and support their sharing this knowledge with other community members.

3: Provide training and information to address key environmental issues impacting communities and natural resources. Train Master Gardeners, 4-H Wildlife Stewards, Citizen Science volunteers, and other residents to engage in community education and enhancement projects.

4: Improve access of university education and resources to Benton County residents through direct, indirect (volunteer) and media outreach. Continue to produce an array of print and electronic newsletters and utilize social media tools to raise awareness of how to engage in Extension activities and access university information.

5. Preserve and strengthen existing programming within Benton County while continuing to serve all county residents to the best of the Service District Funds ability.

Outcomes are reported by individual faculty using the following metrics:

1. Number of people contacted/served
2. Number of volunteers trained/supported, their donated hours, projects completed and people contacted/served
3. Increased awareness, knowledge, skills, and changes in practices of the participants
4. Adoption of new research-based behaviors proven to lead to positive long term outcomes
5. Increased youth success in a life skill, work skill or community service project
6. Adoption of a practice and the related increased profit or productivity, reduced cost or improved environmental, health or community condition
7. Summary of outcomes and impacts for targeted underserved populations as compared to other populations