

BOARD OF DIRECTORS
POLK COUNTY EXTENSION SERVICE DISTRICT

DATE: June 15, 2016
TIME: 1:30 p.m.
PLACE: Polk County Courthouse Conference Room

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR PARTICIPATE IN THE MEETING.

PAGE: **AGENDA ITEMS**

1. **CALL TO ORDER AND NOTE OF ATTENDANCE**
2. **ANNOUNCEMENTS**
3. **COMMENTS (for items not on this agenda)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES OF January 20, 2016**
6. **RESOLUTION 15-02 - YEAR END MODIFICATIONS TO 2015-2016 BUDGET**
Consider Resolution #16-02 in the matter of transferring appropriations within multiple funds for fiscal year 2015-2016.
7. **GENERAL LIABILITY INSURANCE - FISCAL YEAR 2016-2017**
Consider purchasing liability and property insurance policies for fiscal year 2016-2017.
8. **PUBLIC HEARING - ADOPTION OF THE 2016-2017 BUDGET - RESOLUTION 16-01**
Consider Adoption of Resolution #16-01 in the matter of approving recommended budget and the levying of taxes for fiscal year 2016-2017.
9. **ADJOURNMENT**

Polk County Extension Service District Meeting
January 20th, 2016
OSU Extension Service, Polk County – Conference Room

Commissioner Pope called meeting into session at 1:36pm.

Present: Mary Stewart, Derek Godwin, Jennifer Wheeler, Dolores May, Alisha Atha, Susan Busler, Jim Clawson, Craig Pope

Approval of Agenda

- Jennifer Wheeler moved, Craig Pope Seconded, Motion Passed Unanimously.

Approval of Minutes of October 14th, 2015 Meeting

- Jennifer Wheeler moved, Craig Pope Seconded, Motion Passed Unanimously.

New Business

Extension Regional Administrator Update

- Update on new/vacant Extension positions affecting Polk County. Some of the Ag positions may include AES funding.

Field Crops, Marion/Clackamas – position announced

Dairy Management, Willamette Valley – Marion, starts June 1st, Jennifer Cruickshank

Pest (Slug) specialist, Willamette Valley – campus, interviewing now

Three Nutrient, Water Management, Ag Tech state positions – campus, announced

Small Farms, Marion, 0.75 – reviewing candidates

Faculty Research Assistant, Marion – on-going, Vegnet, Pests

Economic Development – Agritourism, Marion County, 0.50 FTE

Open Campus, Juntos Coordinator, Marion-Polk-Yamhill – Yamhill, started

Vacant – Family and Community Health for Polk/Yamhill

Roger Rennekamp, FCH Program Leader, proposed one position for Polk/Yamhill. Position will be housed in Yamhill. We provided input on the position description and formed a search committee. Position on hold until Dean approves budget and position. College in process of hiring new FCH Program Leader/Associate Dean and Dean.

Concern was expressed from members of the group about the position being on hold during the transition. Craig and Jim stated they would be willing to make calls to urge administrators to move forward.

Open Campus Initiative

- Intergovernmental Agreement with Chemeketa, co-funding a Juntos Coordinator position based on McMinnville campus.
- Building collaboration on agriculture degrees, trying to obtain funding for Open Campus Agriculture coordinator position.
- New Youth Farm location at Chemeketa (MPFS, Chemeketa, 4-H)

Budget

Expenditures going as expected. Faculty receiving 3% increases. Staff increases as part of contract. Faculty may receive increase in 2017.

University Day – Thursday, February 11th – Thank you for supporting statewide.

County Leader Update

Statewide County Leader (CL) Survey conducted by OSU

- Many county leaders indicated needed more FTE than current .2 FTE to complete expectations of position.
- Would like more clarity to expectations, CL role varies throughout region and state.
- In Polk county CL works on marketing and outreach whereas in some counties CL also takes on operational support role
- Recommendations per survey:
 - o Incorporating Office Manager and Staff helping with operational support
 - o .2 FTE is simply not enough to complete the role, including meetings, outreach activities that are expected of the position, for example Suzi has not been able to attend all meetings regularly.
- Suzi and Alisha have been working on possible marketing pieces. Suzi has asked faculty to send her year-end reports to use to create one-page highlight reports. Suzi is working on intern program with older youth for marketing. Will interview and be selected and the program will be a work experience and help build a resume. She is working on grants to help with costs for program. Tasks will include Social media outreach, creating marketing materials, community outreach & networking.
- In December at Extension Annual Conference 2 cooperators from Polk County were recognized. John Jiricek, Master Food Preserver and member of PECAN. John Walton, President of Livestock Association, Auctioneer, member of market auction committee and a number of other committees.
- Neil Bell was recognized through OSUEA with Experienced Faculty Award. He also was recognized for 25 years of service

Polk County Update – Commissioners

- Would anticipate some increased revenue for the Service District due to increase in property values.
- Craig Pope has been working with the fairgrounds regarding operational, staffing, growth issues. Has led to conversation to review who's in charge of what (commissioners, fair board, fair management), who has say on building improvements, demolition, etc. They are working to define roles more clearly. There has been frustration stemming from lack of funding to operate the fairgrounds including staff. They are talking about what role the commissioners and county will take in regards to the running of the fairgrounds. It is not the goal of the commissioners to take over the running of the fairgrounds, but Craig has been leaning on County staff to have a more involved role. Craig states the county will not be asking Extension to contribute more dollars toward the Fairgrounds. Craig does not feel that closing the fairgrounds is an option, it is an issue the commissioners need to fix.

- County has a road bond that will mature next year. Will look at a bond that will go towards Courthouse repairs and Fairgrounds repairs.
- ECAN – had a meeting in December, indicated they wish to have Regional Administrators and program leaders involved in meetings talking about the state. Scott has agreed to this.

PECAN Update – Jim Clawson

PECAN meeting Feb 9th @ 6:30 at Extension Office.

Steering committee met on 1/18/16 and talked about roles of Derek, Alisha, Suzi.

They had priority areas of marketing/outreach. Talking about producing 5 year and/or annual reports for each program area. Extension office is getting started on that.

Need to do members election. Barbara Nichols will be rotating out so will need new Chair. Leaning toward Eric Setniker to be Chair.

Currently have about 10 active PECAN members. Newer members include Jim Jiricek, Samantha Bagby and Diane Ostrom.

Craig posed question about any new ideas and change of direction? Is there anything that the county wants from Extension that we aren't currently doing for them?

Jim Clawson is hoping to get more Agriculture focused members involved.

Guest Speaker: Mary Stewart – Proposed Agritourism Project, Marion and Polk Counties

Mary is the Marion County Leader, and handles marketing communications, as well as has taken on new Agritourism Development position.

Agritourism farm is still a farm, but when dressed up and made more appealing to travelling public, then you have whole new stream of business revenue.

Kinds of Agritourism:

1. Outdoor recreation – ie. horse riding, hunting, etc
2. Educational experiences – visitors learn something new, ie. Wine tasting
3. Agri-tainment – entertainment on the farm, ie. make crafts, pumpkin patches, etc.
4. Hospitality – visitors enjoy food drink and lodging, ie farm to supper, weddings
5. On-Farm Direct Sales - #1, directly purchasing sales from farm, ie Christmas tree farms
6. Off the farm direct sales – farmers markets, festivals, county fairs

Why develop:

- Keep farms viable
- Diversify farms
- Alternative market channel
- Educate residents
- Increase profit margins

Challenges?

- Concerns from some in Ag industry and Government
- Congestion on roadways – not developed for that amount of travel
- Event schedules may conflict w/ farm management
- AgTour farm operators may not follow accepted farm uses in ORS, ex. Doing food service on farm
- Regulations unclear, not well understood, too restrictive

Goals: (a few examples)

- Assist farmers w/ careful, thoughtful agritourism development
- Conduct research to understand current agritourism operations
- Assist with policy development
- Inform operators of educational and economic development opportunities

The OSU Collaborative Project

- Involves students from OSU Ag Research Institute. Will be creating a complete inventory of what's out there. Via internet, personal knowledge, chambers, etc.
- Inventory current agritourism operations in Marion and Polk counties, Jan – March 2016
- Will interview operators and gather info/promotional items from operators.
- Record findings and analyze.

Posed question: Is Polk County interested in being involved? Questions? Concerns?

- Concern was expressed with having planning committee involved because of lack of resources to help.
- Craig stated that Polk County is not behind Extension promoting Agritourism. Mary and Derek indicated they did not believe at this stage that Extension would be promoting Agritourism, but partnering and supporting farmers.
- Craig sees how this could help small farms, but not production agriculture, who do not necessarily lean towards Agritourism. Would be interested in how some of the other Ag organizations feel about the project before they are behind the project.
 - o Mary indicated that Oregon Farm Bureau is very supportive
- How will info be shared? At this point it would be an internal OSU resource. Would it be published? Unknown at this point – is something to talk about.
- Commissioners agreed it's ok for their study to include Polk county information.

Re-Appointment of Barbara Nichols to Polk Extension Service District Budget Committee

- Barbara has agreed to serve another term.
- Jennifer Wheeler moved to re-appoint Barbara Nichols, Craig Pope Seconded, Passed Unanimously

Announcements

- Next Service District Meeting will be Wednesday, April 20th 1:30-3:30 at Polk Extension Office.

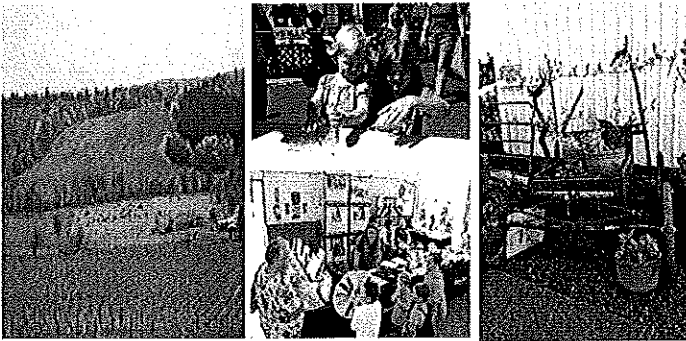
Meeting adjourned at 3:22pm

Minutes recorded by Alisha Atha



2015-2016 Program Year Highlights

OSU Extension Service Polk County



Organizational Core Values and Operating Principles

- Community –Based** – we value community relationships and local connections
- Accountability** – focus on measurable outcomes and document impact
- Credibility** – research-based knowledge
- Diversity** – value diversity
- Partnerships** – collaboration and partnerships build community capacity

May 22, 2016



Extension

Helping Oregonians build their future



Commercial Agriculture

Today's story is all about Clover

- 2007-2013 31% increase in clover acres in western OR
- Research using Pallsade EC® has documented an increase from 5 to 15% seed yield.
- Promotes earlier maturation, allowing the crop to be harvested before fall rains.
- Increase in seed yields (5-15%) will result in profits from \$37 to \$111/acre and increase yield to approx. 1 million/lbs.
- Developed "Crimson Clover as a Cover Crop" educational brochure; >1500 brochures distributed.
- Prices to Oregon growers of Crimson Clover has increased from \$.35 to \$1.25/lb. in 4 years.
- Represents \$4.7 million in increased earnings for Oregon crimson clover seed producers.

May 22, 2016



Commercial Agriculture

- **Farm research and outreach – Lamb 300**
- 3-day hands-on interactive farm to table workshop to improve productivity, quality and marketability of sheep and sheep products.
- Lamb 300 was presented to 30 producers
- Pre/post evaluation showed an average of one full point knowledge change.
- 73% Indicated they plan to make management changes as a result of Lamb 300
- 25% indicated felt the workshop contributed \$1,000-\$5,000 additional income in 2016
- Due to the success of Lamb 300 in Oregon, the program will be replicated in CA and WY with a grant from the ASI



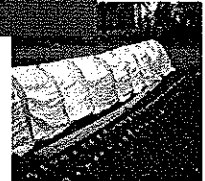
May 22, 2016



Commercial Agriculture

Small Farm Program

- Willamette Women's Farm Network
- Dry Farming Demonstration site and Field Day attended by 100+ farmers/gardeners
- Established dry farming and drought management group. Pilot in 2017 with 10 growers for a participatory dry farming research project
- Received OR SARE Mini-Grant to produce a "Growing Resilience: Water Management Workshop Series" for 2016
- Local Food Connection Conference in Salem reporting on the Marion/Polk Food Security report >200 attendees



May 22, 2016



Natural Resource Stewardship

Using Plant Growth Regulators (PGR's)

- Tall fescue is most widely-grown grass seed crop in OR.
- Use of PGR's has the potential conservative increase seed yield of 10%
- Potential gross economic impact of \$15 million annually.
- Research began spring 2016



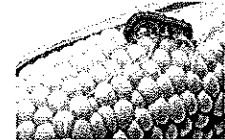
Oregon State University

May 27, 2016

Natural Resource Stewardship

Cutworm pest species

- Fall/Winter 2015 high incidence of reports of a new species of cutworms in Ag fields.
- Need for improve pest management as the new species (Winter Cutworm) is more cold tolerant and active well into winter.
- New Pest Alert Bulletin was developed along with Pest Alert Newsletter to alert growers and identify specific pest management practices.



Oregon State University

May 27, 2016

SNAP Ed

- Kids in the schools were ignoring the salad bar at lunch and not getting enough fruits and vegetables.
- Food Hero promotion was offered throughout the schools in classrooms and school events
- Food Hero tickets were used to promote/reward increased consumption of fruits/vegetables
- Weekly drawing of tickets resulted in prizes and recognition reinforcing healthy food choices



Oregon State University

Community Horticulture

- Revision of the PNW Insect Management Handbook- lead for home garden section
- Extension publication revisions- tomatoes, fall and winter vegetables
- Problem Diagnosis – new online non-credit course for landscape, retail nursery clientele
- Plant Disease Certificate through PACE - result in students from 20 states and 2 international countries



Oregon State University

May 27, 2016

Master Gardener Program

- Fall Fling, Plant Sale, Clinics
- Inspiration Garden
- 46 Certified Master Gardeners
- 22 new MG trainees
- 11,565 volunteer hours
- > 3400 client contacts

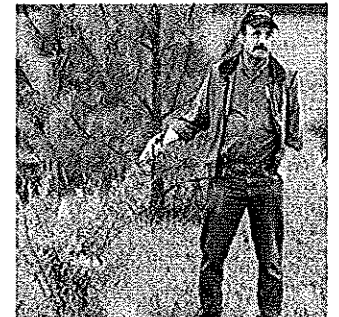


Oregon State University

May 27, 2016

Forestry and Natural Resources

- FNR Extension Faculty Brad Withrow-Robinson, housed in Corvallis.
- Polk is part of an integrated, 3 county program (Benton, Polk & Linn)
- Collaborative approach



Oregon State University

May 27, 2016

Forestry and Natural Resources Educational Programming

Get Outdoors Day

- GO Day is National event encouraging Americans to seek out healthy, active outdoor lives
- In 2015 over 570 mid-Valley residents participated at Get Outdoors Day at Peavy Arboretum



May 21, 2015



Forestry and Natural Resources Educational Programming

Management Planning Workshops

- Critical tool for promoting good management practices of forestlands among small woodland owners.
- Less than 30% of Oregon small woodland owners have a management plan.
- Developed a streamlined planning process to support a greater number of woodland owners to develop and write their own plans.
- Two workshops were offered in the mid-Valley area reaching 28 participant families.
- By the end of the workshop 14 families developed a working management plan.

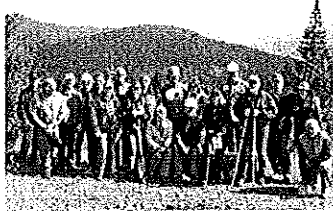


May 21, 2015



Forestry and Natural Resources Educational Programming

- MWM volunteers are a key part of the program.
- Over a dozen Polk Co MWMs over the years
- New MWM class of 2014 includes several from Polk Co.



May 21, 2015



4-H Youth Development

- 1862 youth reached (2014-2015)
 - 562 club, 381 camp, 309 STEP
- K-6th grade 74% of total membership
- 254 4-H Leaders and 54 youth in leadership roles
- >200 youth at Fair, >2,000 exhibits



May 21, 2015



4-H Youth Development

- Lego robotics
- Increased STEP Up to 4-H
- Mini Camp, Wild West Camp and Jr Master Gardener day camp programs and Outdoor schools
- Expanded older youth opportunities
YA4-H – teens as teachers
- Family Fun Night



May 21, 2015



PECAN – Advisory

- Define PECAN advisory role as long term program focus
- Continued efforts with Youth/Family Outreach and Ag First
- Budget recommendations/priorities
- Continued collaboration with Fair and Extension



May 21, 2015



PECAN – Advisory

- Program Priorities
 - Educating the Public about Extension
 - 4-H Promotion
 - Food and Fiber Production
 - Nutrition Education



May 17, 2015



PECAN – Advocacy

- Refine PECAN advisory role with outreach efforts at the county level and the statewide Extension Citizen Advisory Network (E-CAN)
- PECAN members Jim Clawson and Craig Pope serve as members of E-CAN
- OSU Extension Day at the Capital. Jim Clawson and local 4-H Ambassadors Emily Roberts and Mandi Desmarteau participated.



May 17, 2015



PECAN – Outreach

- Extension promotion – Benny the Beaver at the 2015 Polk County Fair with lots of OSU swag
- Using social media - Extension E-news, Facebook pages, seasonal photo contests, Instagrams
- Outreach Events – Hop and Heritage, Summerfest, Holiday Fair, MG Plant Sale and Fall Fling, Family Resource Nights, Healthy Fairs, Farmers Markets and Local Food Connection Conference
- Promotional of local Agriculture – AG First at the fair and Winter Ag Fest.



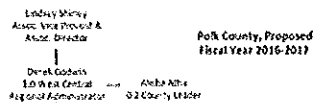
May 17, 2015



Honoring our volunteers ...



May 17, 2015



Agriculture, Forestry & Natural Resources

Gene Pugh
1.0 North W. Harvada State
Livestock, Forage and
Swine Specialist
Faculty

N. Adams
1.0 Marion, Polk
Community Hort.
Faculty

Faculty staff located in other offices
that serve Polk County

Michelle Anderson - Field Coord., Family
Chris Robinson - Field Coord., Livestock
Gordon Cornish - 4-H, Livestock Specialist, Manager
Alicia Gorman - Small Farms, Backhoe
Ed Feacher - Vegetable Crops, Livestock/Small
Livestock Coordinator - County, Marion
David Willoughby - Forestry, Extension
Gordon Cornish, Christy Stevenson, Bonnie, MBE, Healthy -
North Willamette Nat. & Ext. Center
Alice Grimes, Field Coord., Central, Soles - Campus

Boards are fully funded by Polk District unless noted otherwise

OSU Extension Service, Polk County Budget Sheet			
FY 2015-2016 Budget			
Line #	Acct	AVAILABLE RESOURCES Account Title	Spent From OSU
1	01130	County District Appropriations	273,000
2		TOTAL AVAILABLE RESOURCES	273,000
BUDGETED EXPENDITURES			Tota. FTE
3	10102	Unalloc. Fed. Salary (0.8 4-H, 0.1 Ag, 0.1 OSU Agr. Manager)	0.9
4	10103	Classified Salary (2 part time office specialists)	1.18
5	10110	Wages - Seasonal Internship/Work	
6	10112	Subsidiary Expense - Office	124,293
7	12040	Other Payroll Expense (OSU Unallocated)	12,217
8	12070	Other Payroll Expense (OSU Classified, Tenure, Seasonal)	28,580
9		Subtotal Personnel and OPE	265,430
10	22101	Office & Administrative Supplies	5,500
11	22102	General Operating Supplies	1,750
12	22106	Books, Publications & Other Ref. Mat.	1,500
13	22200	Minor Equipment (Under \$5,000 per unit)	5,000
14	22201	Telephone, Telecommunications	3,500
15	22208	Travel & Network Access Charges (Invoiced)	9,500
16	22211	Postage, Freight	200
17	22214	Utilities	
18	22215	Building Equipment Repairs	1,250
19	22216	Contracted Non-Campus	3,750
20	22218	Building Renovation & Repair	2,000
21	22219	Other Professional Services	
22	24512	Printing (In-house and out-of)	
23	24600	Advertising and Promotional Materials	850
24	21001	Travel (In-house & out-of) (plus lodging, meals)	25,000
25	04711	Insurance, taxes and licenses	
26	04712	Other Expenses (Specify below)	
27	28001	Meals	500
28	28002	Membership (Dues, Subscriptions, etc.)	250
29	28101	Continuing Education (In-house)	750
30	28102	Software Licenses	1,500
31	24010	Misc Fees and Services	200
32	24000	Printing and Publishing (excluding materials)	4,250
33		Subtotal Service, Supplies, Travel	17,800
34	40000	Capital Outlay (\$5,000 & over per unit)	
35	82001	Transfer Out to Other Counties (Specify below)	
36		TOTAL BUDGETED EXPENDITURES	273,000

Polk Extension Service District

289 E Ellendale Ave., Suite 301, Dallas, Oregon 503-623-8395
BOARD OF DIRECTORS: Craig Pope * Mike Ainsworth * Jennifer Wheeler

TO: BOARD OF DIRECTORS
FROM: GREG HANSEN, BUDGET OFFICER
DATE: JUNE 10, 2016
SUBJECT: YEAR END MODIFICATIONS - 2015-2016 BUDGET

RECOMMENDATION:

The Board of Directors approve Resolution 16-02 in the matter of increasing appropriations and resources for fiscal year 2015-2016.

ISSUE:

Should the Board approve Resolution 16-02, modifications in resources/appropriations for the Extension budget for fiscal year 2015-2016?

BACKGROUND:

During the course of the 2015-16 fiscal year, the Extension budget is in danger of exceeding appropriation authority (\$382,850). As a result, it is necessary to make an appropriation/resources modification to the current budget by \$5,000. This action will increase the operating budget from \$382,850 to \$387,850 and will allow the District to comply with local budget law.

ALTERNATIVES:

The following are alternatives:

1. Approve the resolution as proposed.
2. Modify the resolution to increase or decrease the modification.
3. Not approve a resolution. This action will cause the County to violate Oregon budget law.

FISCAL IMPACT:

The net impact of this action is an increase of \$5,000 in the total Extension budget.

**BEFORE THE BOARD OF DIRECTORS
FOR POLK EXTENSION SERVICE DISTRICT**

In the matter of Increasing Resources and)
 Appropriations within the Extension)
 Fund, and)
)
 All adjustments relate to the 2015-2016)
 Fiscal Year)

RESOLUTION NO. 16-02

WHEREAS, the above matter came before the Polk Extension Service District Board of Directors in regular session on June 15, 2016; and

WHEREAS, the Extension Fund received additional resources and at the same time incurred unexpected materials & services expenses requiring an increase in both appropriations and revenues; and

WHEREAS, ORS 294.450 (1)(3) provides the authority for transfer of appropriations within a given fund or from the General Fund to any other fund when authorized by official resolution of the governing body; and ORS 294.326 (3) provides authority for the expenditure of grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific purposes after the enactment of a resolution authorizing the expenditure; and ORS 294.470 (4) provides the authority to increase appropriations in an internal service fund; now, therefore,

IT IS HEREBY RESOLVED that the Board of Directors, Polk Extension Service District, adopt this resolution in full in the amounts shown below:

	EXTENSION FUND - 500	
<u>Total Requirements</u>		<u>\$ 382,500</u>
Extension Service District (500)		
Increase from \$382,500 to \$387,500		5,000
<u>Total Adjusted Requirements</u>		<u>\$ 387,500</u>

Dated this 15th day of June, 2016 at Dallas, Oregon.

POLK COUNTY BOARD OF DIRECTORS

Jennifer Wheeler, Chair

Mike Ainsworth, Director

Craig Pope, Director

Approved as to Form:

Morgan Smith, Legal Counsel

Polk Extension Service District

289 E Ellendale Ave., Suite 301, Dallas, Oregon 503-623-8395

BOARD OF DIRECTORS: Craig Pope * Mike Ainsworth * Jennifer Wheeler

TO: BOARD OF DIRECTORS
FROM: GREG HANSEN, ADMIN. OFFICER
DATE: JUNE 15, 2016
SUBJECT: INSURANCE

RECOMMENDED:

The Board of Directors approve the purchase of insurance (liability, car and contents only) from CIS in the amount of \$1,419.92.

ISSUE:

Should the District purchase insurance for fiscal year 2016-17?

BACKGROUND:

During the current fiscal year, the District began purchasing insurance for general liability coverage, auto coverage and contents only coverage on their rental space.

The coverage includes a \$5 million limit on general liability and auto coverage. The contents only coverage includes \$75,000.

FISCAL IMPACT:

The cost associated with the insurance is \$1,419.92. This amount was within the budget that was adopted.

Craven-Woods Insurance

Greg Hansen, Budget Officer
Polk County Extension Service District
850 Main Street
Dallas OR 97338

June 10, 2016

RE: General Liability, Property, & Automobile Insurance
Renewal: 2016-17

Dear Greg,

Enclosed is the renewal quote for fiscal year 2016-17 with CIS. The coverages include:

General Liability	\$5,000,000
Auto Liability	\$5,000,000 (non-owned auto liability)
Property	\$ 90,000

The renewal premium is \$1,419.92 which includes a multi-line credit for insuring both liability and property with CIS. Since the inception of the District in 2013, there have been no reported claims.

Copies of the District's coverage proposals for liability, property, and equipment breakdown are included. Thank you allowing us to assist in your insurance needs. Please don't hesitate to call me if there are any questions.

Sincerely,



Kenneth L. Woods, Jr.
Insurance Agent of Record, Polk Co Extension Service District
KLW:ekb

enclosures

Property and/or Liability Proposal Summary



citycounty insurance services

Member

Polk County Extension District
 850 Main St
 Dallas, OR 97338

Agent

Craven-Woods Insurance
 PO Box 1130
 Dallas, OR 97338

Member Number	Effective Date	Termination Date	Proposal Date
50033	7/1/2016	7/1/2017	5/9/2016

Coverage	Description	Amount	Total Due
General Liability (Standard Plan)	Contribution Limit: \$5,000,000	\$1,000.00	
	Multi-Line Credit	(\$30.00)	
	Bonus Program Credits (0)*	\$0.00	\$970.00
Auto Liability	Contribution	\$213.84	
	Multi-Line Credit	(\$6.42)	\$207.42
Auto Physical Damage	Contribution	Not Purchased	
	Multi-Line Credit	\$0.00	\$0.00
Property	Contribution	\$250.00	
	Multi-Line Credit	(\$7.50)	
	Bonus Program Credits (0)*	\$0.00	\$242.50
Optional Excess Liability	Contribution	Not Purchased	\$0.00
Optional Excess Quake	Contribution	Not Purchased	\$0.00
Optional Excess Flood	Contribution	Not Purchased	\$0.00
Optional Excess Crime	Contribution	Not Purchased	\$0.00
Optional Excess Cyber Liability	Contribution	Not Purchased	\$0.00
Difference In Conditions	Contribution	Not Purchased	\$0.00
Summary	Contribution	\$1,463.84	
	Multi-Line Credit	(\$43.92)	
	Bonus Program Credit	\$0.00	

* Each Bonus Program Credit equals 1% of GL and PR Contribution, up to \$1,000.

This is not an invoice. Information Only

Total:	\$1,419.92
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OSU EXTENTION DISTRICT

Insurance Premium Review

	2016-17	2015-16	2014-15	2013-14	2013*
General Liability	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$99.36
Auto Liability	\$213.54	\$196.21	\$186.86	\$115.00	\$5.98
Property	\$250.00	\$250.00	\$250.00	\$250.00	\$18.36
Multi-Line Credit	-\$43.92	-\$43.39	-\$43.11	-\$40.95	-\$4.33
Bonus Program Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Total	\$1,419.62	\$1,402.82	\$1,393.75	\$1,324.05	\$119.37

General Liability \$5,000,000 occurrence

Auto Liability \$5,000,000 occurrence

Property \$2,500 ded

Multi-Line Credit

Bonus Program Credit

Annual Total

* 2013-was from 03/01/2013 to 6/30/2013

Polk Extension Service District

289 E Ellendale Ave., Suite 301, Dallas, Oregon 503-623-8395
BOARD OF DIRECTORS: Craig Pope * Mike Ainsworth * Jennifer Wheeler

TO: BOARD OF DIRECTORS

FROM: GREG HANSEN, ADMIN. OFFICER

DATE: JUNE 15, 2016

SUBJECT: ADOPTION OF THE 2016-2017 BUDGET

RECOMMENDATION:

The Board adopt Resolution 16-01 in the matter of the Polk Extension Service District Budget, Appropriation of Funds and Imposing of Taxes for fiscal year beginning July 1, 2016.

ISSUE:

Should the Board of Directors adopt the recommended budget and the levying of taxes for fiscal year 2016-2017?

BACKGROUND:

The Budget Committee met May 18, 2016 and approved the 2016-2017 fiscal year budget. During those deliberations the Budget Committee reviewed and discussed the budget for upcoming year and set a property tax rate to levy.

Attachment 1 is the budget recommended for adoption.

Attachment 2 is budget resolution 16-01. The Resolution for your consideration has total appropriations in the amount of \$400,000. The permanent property tax rate being considered in the Resolution is \$0.075/\$1,000 which is the permanent rate established by the Department of Revenue for the District.

DISCUSSIONS:

There were no changes to the approved budget for your consideration. As a result, the total operating budget for the District is \$400,000 for the upcoming fiscal year.

ALTERNATIVES:

The following are alternatives before the Board:

1. Adopt the recommended Budget as presented.
2. Modify the recommended budget with additions/deletions to the Budget.
Your limits on additions to the Budget can not exceed 10% for any given fund.

FISCAL IMPACT:

Total budget for the District is \$400,000.

1
2
3
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5
6 BEFORE THE BOARD OF DIRECTORS
7 FOR THE POLK EXTENSION SERVICE
8 DISTRICT

9
10 In the Matter of the Adoption)
11 of the Polk Extension)
12 Service District Budget,)
13 Appropriation of Funds,)
14 and the Levying of Taxes)
15 for Fiscal Year 2016-2017.)
16
17

18 RESOLUTION NO. 16-01

19
20 SECTION I.

21
22 ADOPTION OF BUDGET

23
24 BE IT RESOLVED that the Board of Directors for the Polk
25 Extension Service District hereby adopts the Budget for 2016-2017
26 in the sum of \$400,000 now on file at the County Courthouse.
27

28 SECTION II.

29
30 ADOPTION OF APPROPRIATIONS

31
32 BE IT FURTHER RESOLVED that the amounts for the fiscal year
33 beginning July 1, 2016, and for the purposes shown below, are
34 hereby appropriated as follows:
35

36 GENERAL FUND (100)

37
38 EXTENSION SERVICES \$ 392,500
39
40 CONTINGENCY
41 Fund Operating Contingency 7,500
42
43 TOTAL GENERAL FUND \$ 400,000
44
45
46 Total of All Fund Appropriations \$ 400,000
47
48
49

**Polk County 4-H, Master Gardener,
Agriculture, Forestry, Extension District**

Fiscal Year 2016-17
Beginning July 1, 2016

Expenditures

100 General Fund	(Fund)
100 Extension Services	(Divn)
100 Extension Services	(Dept)

FY 13-14	FY 14-15	FY 15-16	Acct.		FY 16-17	FY 16-17	Recommended				
Actual	Actual	Adopted	FTE	Num.	Description	Proposed	FTE	Approved	FTE	for Adoption	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/Admin. Specialist	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
0	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	100		8220	Operating Supplies	100		100		100	
384	0	0		8250	Small Tools & Minor Equipment	0		0		0	
0	225	0		8310	Advertising & Printing	0		0		0	
4,324	4,186	4,000		8320	Photocopying	4,500		4,500		4,500	
928	1,328	1,000		8330	Postage	1,400		1,400		1,400	
7,217	6,717	7,000		8340	Telephone	2,500		2,500		2,500	
5,470	4,008	4,200		8350	Utilities	4,500		4,500		4,500	
747	310	300		8410	Dues, Memberships & Publications	300		300		300	
0	0	0		8420	Workshops and Conferences	0		0		0	
12	12	0		8510	Professional Services	0		0		0	
2,775	2,855	3,000		8540	Contract Services-Audit	3,200		3,200		3,200	
237,000	250,000	260,000		8550	Contracts-Other Public Agencies (OSU)	273,000		273,000		273,000	
1,650	4,175	0		8580	Special Projects	3,500		3,500		3,500	
23	0	750		8610	Repairs and Maintenance	1,500		1,500		1,500	
27,300	28,200	30,000		8660	Rentals	30,000		30,000		30,000	
55,000	60,000	60,000		8660	Rentals - Fair/Fairgrounds Facilities	60,000		60,000		60,000	
0	0	0		8790	Misc. Departmental Expenses	0		0		0	
1,324	1,394	1,500		8820	Insurance	2,000		2,000		2,000	
9,000	8,000	6,000		8830	Overhead	6,000		6,000		6,000	
0	0	0		8840	Information Services Interdept.	0		0		0	
353,154	371,410	377,850			Total Materials and Services	392,500		392,500		392,500	
0	0	0		8948	Computers and Attachments	0		0		0	
0	0	0			Total Capital Outlay	0		0		0	
0	0	5,000		9990	Contingency	7,500		7,500		7,500	
0	0	5,000			Total Contingency	7,500		7,500		7,500	
353,154	371,410	382,850	0.00		Total Department Expenses	400,000	0.00	400,000	0.00	400,000	0.00
Revenues											
2,206	5,995	7,000		6000	Beginning Fund Balance	8,000		8,000		8,000	
340,705	357,852	364,000		6010	Property Taxes	375,000		375,000		375,000	
11,318	13,869	11,500		6020	Property Taxes Previous Years	13,000		13,000		13,000	
0	0	0		6300	Charges for Services	0		0		0	
396	347	350		6800	Interest Income	500		500		500	
4,500	0	0		6980	Donations	3,500		3,500		3,500	
24	0	0		6990	Miscellaneous	0		0		0	
359,149	378,063	382,850			Total Revenues	400,000		400,000		400,000	
Net Cost of Program											
(5,995)	(6,653)	0			Expenditures less Revenue	0		0		0	