

FY 2020-2021

Proposed Budget

Budget Committee Members

Board of Commissioners: Sam Brentano
Colm Willis
Kevin Cameron

Citizen Committee Members: Dana Castano
Gordon Lintner
Dylan Wells

Budget Officer: Tamra Goettsch



MARION COUNTY EXTENSION & 4-H SERVICE DISTRICT

Marion County Community Services Department, PO Box 14500, 555 Court Street NE, Salem, OR 97309 PH: 503.588.7975

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**Marion County Extension and 4-H Service District
2019-2020 Budget Presentation
Board of Directors & Appointed Officials**

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Commissioner	Colm Willis Sam Brentano Kevin Cameron	December 2022 December 2020 December 2022

<u>Position</u>	<u>Name</u>
Budget Officer	Tamra Goettsch

**Marion County Extension and 4-H Service District
2020-2021 Budget Presentation
Budget Calendar**

Prepare Budget Documents	March through May 2020
Publish First Notice of Budget Committee Meeting	May 13, 2020
Post Notice of Budget Committee Meeting on website	May 12, 2020
Budget Committee Meeting	May 27, 2020
Prepare Budget Summary	May 28, 2020 through June 12, 2020
Publish Budget Summary and Notice of Budget Hearing (5 to 30 days before hearing)	June 17, 2020
Public Hearing by Board of Directors	June 22, 2020
Board of Directors Adopts Budget, Makes Appropriations, Imposes Fees	June 22, 2020
Certify Fees to County Assessor	July 15, 2020

BUDGET MESSAGE



MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT

May 15, 2020

GOVERNING BODY

Kevin Cameron
Sam Brentano
Colm Willis

Members of the Budget Committee, Board of Directors, and Citizens of Marion County:

BUDGET OFFICER

Tamra Goettsch

The total proposed Marion County Extension and 4-H Service District budget for fiscal year 2020-2021 is \$2,201,354 compared to the adopted budget for fiscal year 2019-20 of \$2,137,832. The proposed budget for the fiscal year 2020-2021 continues the principles previously adopted:

- a. Stabilizing funding for OSU Extension positions
- b. Establishing reserve funding for future capital and operational priorities
- c. Providing education and services to the public

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The Budget Committee has the opportunity to make revisions on how the District will utilize resources to provide programs to the residents of Marion County. All funds are required to be balanced per ORS 294.331. All funds are balanced in accordance with Oregon budget law.

www.co.marion.or.us

This budget message is organized into six major categories designed to give the reader an overview of District issues, priorities, and finances. They are:

- a. Revenue and Expense Overview
- b. Short Term Financial and Other Initiatives that Impact the Proposed Budget
- c. Long Term Financial and Other Matters that Impact the Proposed Budget
- d. Economic Indicators
- e. Significant Highlights and Issues
- f. Processes Used to Develop the Budget and Organization

Revenue and Expense Overview

The District expenditures that support operations are proposed at \$1,165,008 – this does not include the proposed amount in Contingency, Unappropriated Ending Fund Balance, and Unappropriated Ending Fund Balance for Capital Reserves.

The majority of the revenue is current year property tax collections.

The District's permanent tax rate is \$0.05 per \$1,000 of assessed value. State statutes allow a three percent increase in assessed value on existing property, plus an increase for new improvements each year.

Short-Term Financial and Other Initiatives that Impact the Recommended Budget

The District will be operating its fifth full year of operations in fiscal year 2020-21. The District will contract for services from Marion County for management and legal services, Oregon State University to provide Extension services to the residents of Marion County, and will maintain its office lease agreement with the Oregon Farm Bureau for OSU Extension staff member office space.

While interest rates are difficult to track during this unique time, the County Treasurer has made investments for the next 18 months. It's anticipated that the District will receive 1.25% interest over the course of the coming fiscal year.

The fiscal year 2020-21 proposed budget includes a little more than \$109,000 in operating contingency and approximately \$927,000 in unappropriated ending fund balances. The purpose of an unappropriated ending fund balance is to provide the District with a cash or working capital balance with which to begin the 2021-22 fiscal year, per ORS 294.371 and OAR 150-294.371. The amount of unappropriated ending fund balance reserves proposed for five months of operating revenue (July 1, 2021 through November, 2021) is budgeted at approximately \$527,000 and prepares the District to satisfy payment for its OSU Extension Services contract, lease payments, and other contracted expenses.

This planning prepares the District to operate without needing to borrow from an external source to provide operating services and other commitments within the fund until such time as property taxes are received. This is especially important due to the unknown financial impacts that may affect the District due to COVID-19. As usual, the District's cash flow will be monitored in the first few months of this fiscal year to maintain positive working capital balances. Resources are expected to be sufficient at the end of this fiscal year to have an appropriate balance in Net Working Capital.

Long-Term Financial and Other Matters that Impact the Recommended Budget

The District continues to have a long-term interest in securing a facility of its own to provide office space for OSU Extension personnel. The fiscal year 2020-21 Capital Reserves proposed budget is \$400,000 – this is one portion of the District's total unappropriated ending fund balance.

Property Taxes and Debt Limitations

The District is subject to a number of property tax and debt limitations imposed by Oregon Law. A schedule of these limitations is found in Appendix A.

Fiscal Policies, Definitions & Budget Format

A list of fiscal policies that have been applied to this budget are found in Appendix B. Every effort is being made to find less expensive ways to provide quality services. The budget format is discussed in Appendix B.

Economic Indicators

Due to the economic impacts of the Coronavirus, Oregon has experienced unprecedented unemployment claims, reports of struggling families and numerous businesses are struggling due to the economic downturn. At the present time, housing is currently holding steady, yet is anticipated to soften in the coming months. Marion County's population has steadily grown and the Marion County Assessor's Office projects property assessed value to increase by 3.59 percent in the coming year.

Appendix C includes a list of economic indicators that have been considered in the proposed budget.

Significant Highlights and Issues for 2020

This will be the fifth full year of operations.

Revenue projections are based on the current information available; COVID-19 related decline in property values is not anticipated to impact this year's taxation value. However, depending on the duration of the downward trend of the economy due to COVID-19 and imposed social distancing measures, future District budgets could be impacted.

The proposed budget maintains contracted OSU Extension staffing levels at a level that correlates to the anticipated revenue growth of the District's revenues and proposes a 0.28 FTE increase.

Processes Used to Develop the Budget and Organization

The Budget Committee hearing on the proposed budget will be held May 27, 2020. During the presentation and review, there will be scheduled opportunities for public input. Budget deliberations are scheduled for this day. All Budget Committee meetings are open to the public and public testimony is always welcome.

Included with this material is an overview of the District, as well as information on programs. For each position funded by the District through its agreement with Oregon State University, the budget addresses in demand services and significant issues facing the District's agricultural community and positive youth development. Additionally, detailed financial information is included for each position funded by the District.

Conclusion

As the Budget Committee reviews the budget, OSU Extension County Leader and Western Regional Director will be available to elaborate on community-based services that will be provided as a result of the District's support. The budget presented is appropriated by expense category, not individual line items. After the Budget Committee reviews and makes any needed changes to the budget, then the committee will approve the budget. The approved budget will be published on Monday, June 17, 2020, and then the Board of Directors will meet in a public session to adopt the budget on June 22, 2020. The Board of Directors are authorized to amend expenditures in the Budget Committee's approved budget, up to 10 percent of any fund, without reconvening the Budget Committee. The Board of Directors always encourages public input and the process this year has been modified to allow interested parties to participate through video conferencing, phone, or in person.

The preparation of a budget takes many people and thoughtful consideration. I would like to acknowledge the efforts of Community Services staff members Lorrie Biggs and Heather Johnson, as well as OSU Extension County Leader, Mark Chein, and Western Regional Director, Richard Riggs. Additionally, I extend my personal thanks to the citizen members of the Budget Committee for their time, concern, and constructive insights, as well as to the Board of Directors for their support and leadership.

Respectfully submitted,



Tamra Goettsch, Budget Officer
Marion County Extension and 4-H Service District

**Marion County Extension and 4-H Service District
2020-2021 Budget Presentation
Appendix A – Property Taxes and Debt Limitations**

Property Taxes

The District will certify its permanent tax rate in the amount of \$0.05 per thousand dollars of assessed valuation for 2020-21. The total amount of property tax the District expects to levy on behalf of the Fund is \$1,283,527. Of this amount, the District expects to collect nearly 95 percent for a net of \$1,215,533.

Property Tax Limitations

In 1997, voters approved a constitutional amendment known as Ballot Measure 50. Ballot Measure 50 established a permanent tax rate limit for all local governments. The District's rate is \$0.05 per thousand of calculated assessed value.

Other limits were imposed by Ballot Measure 5, another constitutional amendment approved by Oregon voters. This measure limits all local governments to a combined total of \$10 per thousand of real market value.

Debt Limitations

The District has a general obligation bonded debt limit for financing service facilities set by Oregon Revised Statute (ORS) 451.545. The District has no bonded debt outstanding at this time.

Marion County Extension and 4-H Service District 2020-2021 Budget Presentation

Appendix B – Fiscal Policies, Definitions and Budget Format

Fund Accounting

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Marion County Extension and 4-H Service District has the following types of funds:

Governmental Funds – The District accounts for its operations in a single governmental type fund. The fund has a single operating program for the purpose of budget allocations and appropriations. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources and the balance of spendable resources available at the end of the fiscal year.

General Operations (service 8561) - This service accounts for the general operating activities of the District. Its purpose is to carry out the legislative and executive functions of the District.

MCE4H Capital Reserves (service 8562) – Accounts for monies set aside for future capital projects, replacing equipment, construction and maintenance of buildings, and interest earned on those monies.

The District budget uses a modified accrual basis of accounting as required by ORS 294.305 to 294.565; the same method used by Marion County. This method recognizes revenues when they become available and measurable and, within a few exceptions, records expenditures when liabilities are incurred. Additionally, this method allows the District to focus on current-year obligations and short-term financial assets and liabilities.

OSU Ending Fund Balance

After conducting fiscal year end closing procedures, OSU may have a fiscal year fund balance that is comprised of appropriated District dollars from the closing year. The fund balance belongs to the District. Therefore, prior to issuing the first quarter invoice of the next fiscal year, OSU shall notify the District, in writing, which states the amount of District dollars remaining at OSU as of June 30th of the preceding year. On the first quarter invoice, following the year end close, OSU shall credit the District for the entire amount stated in the previous year's fiscal year end letter.

Definitions

Net Working Capital – This is unexpended revenue in one fiscal year and is available in the following year. Included in this would be costs associated with projects that carry forward from one year to the next. Also included are the unappropriated ending fund balances, contingencies, reserves, and any excess revenue or under expenditure from the previous year.

Ending Fund Balance – This represents amounts not appropriated for spending in the current year, including capital reserves.

Expenditures – A fund liability incurred for operation during a budgetary period.

Materials and Services – This includes operating expenses, management fees, contracted services (including contractual OSU Extension personnel costs), and supports for agriculture education.

Revenues – This is income for the fiscal year, which is primarily derived through an ad valorem property tax rate of \$0.05 per \$1,000 assessed value and interest earnings.

Contingency – This is the amount set aside in the current fiscal year budget for unforeseen expenses.

MCE4H Capital Reserves – This represents the amount set aside for future capital expenditures.

Marion County Extension and 4-H Service District 2020-2021 Budget Presentation Appendix C – Economic Indicators Data

Marion County Property Tax Growth (Source: Marion County Assessor’s Office)

<u>Tax year</u>	<u>Assessed Value</u>	<u>% of Change</u>
2016-17	\$23,371,520,094	3.47
2017-18	\$24,219,912,095	3.50
2018-19	\$25,344,013,124	4.43
2019-20	\$26,502,974,171	4.37

Median Home Sale Price in Marion County (Source: <https://www.zillow.com/marion-county-or/home-values/>)

Marion County’s median home value in Marion County is \$296,285. Marion County home values have gone up 7.7% from 2018 to 2019. Due to the economic impact caused by the COVID-19 pandemic, Zillow predicts home values will decrease 1.8% between 2019 to 2020.

<u>Year/Month</u>	<u>Median Home Sale Price</u>
December 2017	\$246,000
December 2018	\$271,000
December 2019	\$292,000
April 2020	\$293,000

Marion County’s Agriculture Profile

<u>Farm Information</u>	<u>2007</u>	<u>2012</u>	<u>2017</u>
Number of Farms	2,670	2,567	2,761
Farm Acreage	307,647	286,194	288,671
Average Size of Farm	115 acres	111 acres	105 acres

Farms by Size (2017)

<u>Farms by Size (2017)</u>	<u>Number of Farms</u>
1 to 9 acres	1,148
10 to 49 acres	945
50 to 179 acres	353
180 to 499 acres	169
500 to 999 acres	84
1,000 acres or more	62

Farms by Value of Sales (2017)

<u>Farms by Value of Sales (2017)</u>	<u>Number of Farms</u>
Less than \$2,500	1,273
\$2,500 to \$4,999	251
\$5,000 to \$9,999	283
\$10,000 to \$24,999	207
\$25,000 to \$49,999	168
\$50,000 to \$99,999	124
\$100,000 or more	455

BUDGET PRESENTATION

Marion County Extension and 4-H Service District 2020-2021 Budget Presentation

District Core Services

The District's purpose is to build a stronger economy by fostering successful agriculture and forestry businesses; healthy youth and families; sustainable communities; and natural resources with education services including: applied research for farmers, family forest owners, and nursery growers to solve disease, insect, production, agri-tourism, and conservation challenge.

The District contracts with OSU Extension staff and faculty to support volunteer-lead programs, such as 4-H, Master Gardener, Master Food Preserver, food safety, nutrition, Master Woodland Manager, Master Naturalist, and small farm development that are enjoyed by and available to Marion County residents.

Mandated Services

On May 19, 2015, Marion County voters approved the formation of the Marion County Extension and 4-H Service District, which established a property tax rate to fund Extension programs.

The District services all 20 incorporated cities, as well as the unincorporated areas of Marion County and works in cooperation with Oregon State University Extension Service to bring important services and supports to local residents.

May 19, 2015 – Measure No. 24-380 was referred to the people by the Marion County Board of Commissioners

Caption: Establish Marion County Extension and 4-H Service District

Question: Shall District be formed for county Extension programs with maximum rate of \$0.05 per \$1,000 assessed value beginning July 2015.

Summary: If approved, District will serve Marion County in cooperation with Oregon State University Extension Service. The District's purpose is to build a stronger economy by fostering successful agriculture and forestry businesses, healthy youth and families and sustainable communities and natural resources with education services including:

- Applied research for farmers, family forest owners, nursery growers to solve disease, insect, production and conservation challenges.
- Volunteer programs: 4-H, after-school, camps, Master Gardener, Master Food Preserver, food safety, nutrition, Master Woodland Manager, Master Naturalist.
- Small farm development for food supply, community and school gardens, farmers markets, agritourism.
- Noxious weed management to protect city and rural watershed health.

Declining federal and state funding has reduced services throughout Marion County. The District would implement a maximum rate of \$0.05 per \$1,000 assessed value to fund Extension programs. A home assessed at \$160,000 would pay approximately \$8 per year.

The Marion County Board of Commissioners would govern the District with input from citizen advisory committees and Extension. The annual budget and audit will be available to the public. (Exact text from Notice of Ballot Title Received – Notice of Election)

District Governance and Overview

The Marion County Board of Commissioners serves as the governing board for the District as directed by state statute (ORS 451.485). Community Service Department Director, Tamra Goettsch, serves as the District Administrative and Budget Officer. In addition, financial, legal, clerical, treasurer, and procurement services are provided by county positions.

Material and Services are to provide for contracted services with OSU for local educational resources, applied research and support for sustainable agriculture to citizens, agriculture enterprises and businesses of Marion County, support for agriculture education and innovation, and operational costs of the OSU Extension staff and faculty.

Staffing and Service Delivery

The District has no staff and no functional operating departments. Service delivery is provided primarily by Intergovernmental Agreements, including its agreement with Marion County for legal, financial, and administrative support services.

Budget Overview

The District contracts with OSU to deliver local programs for county residents and to assist the District and key stakeholders in agriculture innovation by addressing key issues identified by agriculture industry in Marion County. The Budget Officer is also the director of the Marion County Community Services Department (CSD), who works closely with OSU Extension in the preparation of a balanced budget.

Major Revenue

Each year the District's revenue is determined by an estimated percentage of current and prior property tax revenue. This projection is provided by the Assessor's Office and adjusted accordingly by the District's Budget Officer. Other sources of revenue include funds from the State Board of Forestry and Interest.

Major Expenditure

The District has one fund accounted for in two services: General Operations and Capital Reserves. District expenditures are based on the charges from the county; Contracted Services, including Personnel costs associated with OSU Extension staff and faculty members; and other operational costs associated with District operations.

Significant Changes

The significant changes in the fiscal year 2020-2021 are primarily related to OSU Extension contracted personnel and operation costs. In FY 2019-20, Full Time Equivalent (FTE) staffing was 8.88; the proposed budget includes 9.16 FTE. The proposed OSU Extension personnel FTE increase is spread across the following positions: 4-H Education Program Assistant, Agritourism and Marketing, Office Specialist 1.

Additionally, the proposed budget does not anticipate the continuation of the current contract with Keizer Soccer Club beyond August 31, 2020, and the Unappropriated Ending Fund Balance for Capital Reserves was increased by \$40,000 in an effort to align with the District's agreed upon budget priorities.

Key Issues

The District will contract for services with OSU, Moss Adams, and Marion County. The District needs to maintain sufficient working capital to operate independently.

Long Range Planning

Marion County is one of Oregon's best agricultural gateways. Our local farms, farmer's markets, and other local food source companies have been important staples to Marion County's long-standing and diverse agricultural offerings. With the introduction of the COVID-19 pandemic to Marion County, access to healthy and nutritious options has been underscored. The availability to local farmer's markets, fresh produce, and essential food sources are vital to stabilize families and communities – especially to those who must limit exposure to the Coronavirus and shop in open markets and locations in close proximity to their home. As the community progresses and transitions through the current situation, it's important to look forward and find ways to prepare for the future. In the months and years ahead, the District, through its partnership with OSU Extension, can play an instrumental role in understanding the local food source short-comings, finding ways to shore up local food source options, and identifying ways community members can have access to locally grown and processed foods that are healthy and affordable.

As appropriate, the District will work with key stakeholders to develop a long-term sustainable plan that may allow land and building purchases. When, and if, the District purchases its own facility, it would be responsible for maintenance and operation of the facility.

**Fund 605 MC Extension 4H Service District
Department 85**

	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Proposed	% +/-
RESOURCES					
Taxes					
311100 Property Taxes Current Year	1,129,469	1,181,708	1,206,046	1,215,533	0.8%
311200 Property Taxes Prior Years	10,131	17,578	11,000	11,000	0.0%
311300 Prop Tax Interest Penalties	1,978	2,977	2,000	2,500	25.0%
Total Taxes	1,141,578	1,202,263	1,219,046	1,229,033	0.8%
Intergovernmental State					
332010 Chapter 530 Forest Rehab	4,288	32,666	5,000	1,000	-80.0%
Total Intergovernmental	4,288	32,666	5,000	1,000	-80.0%
Interest					
361000 Investment Earnings -Operations	8,325	14,335	9,000	8,500	-5.6%
361000 Investment Earnings - Capital	3,796	5,505	5,350	3,000	-43.9%
Total Interest	12,121	19,840	14,350	11,500	-19.9%
Net Working Capital					
392000 Net Working Capital Unrestricted	329,700	369,053	544,786	594,446	9.1%
392000 Net Working Capital - Capital Reserve	351,574	355,370	354,650	365,375	3.0%
Total Net Working Capital	681,274	724,423	899,436	959,821	6.7%
TOTAL RESOURCES	1,839,261	1,979,193	2,137,832	2,201,354	3.0%
REQUIREMENTS					
Material and Services					
521190 Publications	1,277	1,924	3,200	3,500	9.4%
525150 Audit Services	2,990	3,100	4,100	4,245	3.5%
525185 Community Education Services	946,743	889,855	981,262	960,000	-2.2%
525510 Legal Services	1,507	1,287	2,000	2,000	0.0%
525715 Advertising	278		300	300	0.0%
525930 Fair Events and Activities	17,000	25,000	17,000	17,000	0.0%
525999 Other Contracted Services			208,968	20,000	-90.4%
525999 Contracted Svc Provided by MC	58,275	69,037	61,558	64,151	4.2%
527210 Building Rental Private	83,801	86,421	96,241	90,796	-5.7%
528110 Liability Insurance Premiums	2,452	2,367	2,500	2,500	0.0%
529300 Dues and Memberships	515	515	1,000	516	-48.4%
525880 Recording Charges		250			
Total Material and Services	1,114,838	1,079,756	1,378,129	1,165,008	-15.5%
Contingency					
571010 Contingency			50,000	109,259	118.5%
Total Contingency			50,000	109,259	118.5%
Ending Fund Balance					
573010 Unapprop. Ending Fund Balance	369,053	538,562	349,703	527,087	50.7%
573010 Unapprop. Ending Fund Bal. - Capital *	355,370	360,875	360,000	400,000	11.1%
Total Ending Fund Balance	724,423	899,437	709,703	927,087	30.6%
TOTAL REQUIREMENTS	1,839,261	1,979,193	2,137,832	2,201,354	3.0%
				(0)	

In order to achieve the ending fund balance in Capital Reserve of \$400,000, a transfer of resources from Operations to Capital in the amount of \$31,625 is proposed

OSU EXTENSION SERVICES BUDGET AND PROGRAM DETAIL

**Marion County Extension & 4-H Service District
 FY 20-21 Proposed Budget
 OSU Extension Contracted Services**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
CONTRACTED SERVICES	ADOPTED	ADOPTED	ADOPTED	ADOPTED	PROPOSED	+/-%
Personnel (Wages & Benefits)	795,483	785,678	824,073	765,562	781,890	2%
Various Income	(1,100)	(1,100)	(1,100)	(1,100)	(1,100)	0%
Service Credits	(3,000)	(3,300)	(3,300)	(3,300)	(3,300)	0%
Office, Operating, Instructional Supplies	11,000	11,500	12,500	10,500	11,000	5%
Minor Equipment (under \$5,000)	15,000	15,000	15,000	15,000	12,000	-20%
Telecommunications	14,400	5,000	5,000	10,000	12,000	20%
Line & Network Access Charges	16,620	15,000	15,000	14,600	14,600	0%
Postage/Freight	2,000	2,000	2,000	2,000	3,300	65%
Utilities	120	1,200	1,200	1,500	1,500	0%
Building Equipment and Repairs	500	1,400	2,000	2,000	2,000	0%
Equipment Rental	300	400	400	500	1,200	140%
Other Professional Services	3,000	18,500	37,075	25,000	15,000	-40%
Insurance, Licenses, Dues, Memberships	1,500	2,400	2,500	3,000	3,500	17%
Duplicating, Printing, Publishing	10,000	13,000	13,000	13,500	10,000	-26%
Public Education Materials	15,000	5,000	5,000	5,000	5,000	0%
Advertising, public relations, hosting	5,000	5,500	5,500	7,500	7,500	0%
Travel and Professional Development	30,000	55,000	65,000	60,000	33,910	-43%
North Willamette Research & Extension Center	50,000	60,000	50,000	50,000	50,000	0%
Total Costs	965,823	992,178	1,050,848	981,262	960,000	-2%

Marion County Extension & 4-H Service District
 FY 20-21 Budget
 OSU Extension Contracted Services - Personnel Budget Detail
 Updated 04/28/20

POSITION	NAME	FY 20-21		DISTRICT BUDGET
		PROJECTED FTE COST	DISTRICT FTE	
4-H Club and Camp Coordinator, Professional Faculty	McCabe, Melanie	98,097	1.00	98,097
4-H School Enrichment Coordinator, Professional Faculty	Noack, Kelly	91,909	1.00	91,909
4-H Education Program Assistant 2	Lewis, Abigail	67,080	1.00	67,080
Small Farms Outreach Coordinator, Professional Faculty	TBD	72,299	0.38	27,112
Agriculture, Biotechs/Faculty Research Assistants ¹ (Yamhill)	Donovan, Brian		n/a	20,000
Agritourism and Marketing, Professional Faculty	Comerford, Audrey	88,973	0.60	53,384
Field Crops, Professor of Practice, Marion/Clackamas	Verhoeven, Betsy	103,090	0.20	20,618
Groundwater Education Program Assistant	Lucas, Christina	90,890	0.10	9,089
Administrative Office Manager, Professional faculty	Chien, Mark	87,143	1.00	87,143
Front Office, Office Specialist 1	Carrillo Jiminez, Abner	43,049	0.49	21,094
Front Office, Office Specialist 2	Alvarez, Elvira	80,316	1.00	80,316
4-H Administrative Program Assistant	Tipton, Margi	83,644	1.00	83,644
Small Farms & Community Food Systems (SF), Prof of Practice Faculty	Fernandez-Salvador, Javier	106,280	0.90	95,652
Community Horticulture Education Program Assistant 2	TBD	54,595	0.49	26,752
TOTALS		1,067,365	9.16	781,890

¹ Agriculture Faculty Research Assistants are often temporary/revolving positions and therefore not reflected in the total FTE count.



Oregon State University
Extension Service

Lindsey Shirley
 Assoc. Vice Provost &
 Assoc. Director

**Marion County, Proposed
 Fiscal Year 2020 - 2021**

Boxes are funded by Service District

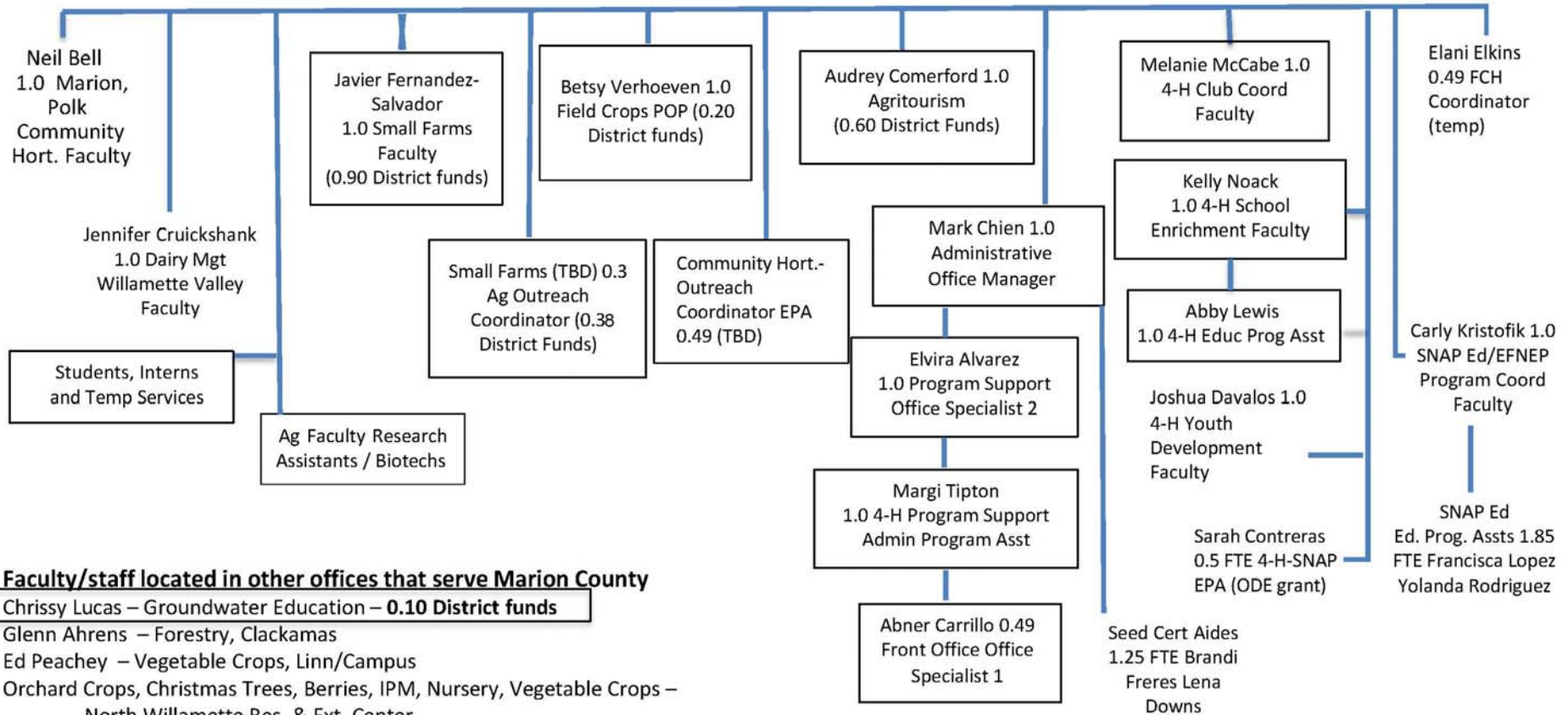
Richard Riggs
 1.0 West Central
 Regional Director

Agriculture, Forestry & Natural Resources

Office Admin & Program Support

**4-H Youth
 Development**

**Family &
 Community
 Health**



Faculty/staff located in other offices that serve Marion County

- Chrissy Lucas – Groundwater Education – 0.10 District funds
- Glenn Ahrens – Forestry, Clackamas
- Ed Peachey – Vegetable Crops, Linn/Campus
- Orchard Crops, Christmas Trees, Berries, IPM, Nursery, Vegetable Crops – North Willamette Res. & Ext. Center
- Wine Grapes, Cereals, Soils – Campus

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MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT FY 2020-21 Annual Budget

OSU Extension Services Position & Program Update

May 11, 2020

Presented to: Marion County Extension & 4-H Service District Board

Presented by: Mark Chien, Administrative Office Manager, OSU Marion County Extension

The following is an update on OSU Extension positions, related programs and projects since the previous update in October 2019. The positions listed below are funded in part or in full with district resources in the FY 2020-2021 Proposed Budget.

1. Field Crops – The North Valley Field Crops position is held by Elizabeth “Betsy” Verhoeven, who started in June 2018. The position is a fixed-term Professor of Practice position (not tenure-track). The position is partially funded by Marion and Clackamas counties (0.20 Marion, 0.05 Clackamas), with the remainder of funding provided by OSU Crop and Soil Science Department.
2. 4-H Professional Faculty Traditional Programs – Melanie McCabe has served in this position since February 2012. She manages and provides education to youth and adults in the traditional club program, state fair, camps and the statewide ambassador program. Since this program is a high priority it is funded at 1.0 FTE on district funds.
3. Small Farms and Community Food Systems – Javier Fernandez-Salvador started May 2016. Javier is currently researching strawberry production to extend Oregon’s strawberry growing season. Additionally, he is developing guidelines for growing olives for olive oil in Oregon. Javier is currently at 1.0 FTE (District 0.90, Polk 0.10)
4. Agritourism – Audrey Comerford was hired in October 2019. This is a full-time 1.0 FTE position split between Marion, Polk, Yamhill counties to take advantage of natural working relationships and develop agritourism opportunities in these three connected and interdependent counties. Marion County has more than 100 operations conducting some type of agritourism effort. (0.60 FTE in Marion, 0.20 FTE in Polk, 0.20 FTE in Yamhill).
5. Small Farms Agriculture Outreach Coordinator – This position was formerly held by Victoria Binning, who left OSU in 2019 and is projected to be filled in summer 2020. Because of a reduction in district funding, and an opportunity to partner with the Polk SWCD, the position duties were split into two separate positions, the Small Farms Agriculture Outreach Coordinator and Community Horticulture Support, described below. This position provides coordination, outreach and education for the Small Farms programs in Marion and Polk counties and collaborates in Polk County with the Polk SWCD. The outreach coordinator along with a regional small farms team plan and facilitate workshops, meetings and information for small farm owners throughout the year including Living on the Land, Rural Living Basics, CropTalks, inFarmation, and ten one-time workshops. It is funded at 0.8 FTE overall with 0.3 FTE coming from Marion County District funds, 0.25 FTE from Polk County District Funds and 0.25 FTE from Polk SWCD funds.

6. Groundwater Education Program Assistant 2 - Chrissy Lucas delivers education programs on well water and septic system maintenance, testing and protection. Her workshops are very well attended. She partners with the Marion Public Health and the SWCD on events and has also served as a non-regulatory support person for people trying to meet DEQ standards. (0.10 FTE.)
7. 4-H Professional Faculty Non-Traditional Programs – Since March 2016 Kelly Noack has served as the 4-H Afterschool and Day Camps Outreach Coordinator. The purpose of this position is to reach underserved areas of the county and address priority needs pertaining to youth in these communities. She has developed several Junior Master Gardener programs that incorporate culinary and nutrition education in Mill City, Woodburn and Salem. She also serves as the Lead Coordinator for the Regional Farm to School Education Hub in Marion and Polk Counties. (1.0 FTE District)
8. 4-H Educational Program Assistant – Abbey Lewis was hired in October 2018 and serves as an Educational Program Assistant (EPA) to support the 4-H program. This position primarily works with the 4-H Outreach and Afterschool program to expand capacity for programming and to reach more youth. This position expands to 1.0 FTE in FY21 to provide support for the new state funded 4-H faculty position filled by Josh Davalos in February 2020. (1.0 FTE District)
9. Community Horticulture Educational Program Assistant – The duties performed by this position were previously combined with the Small Farms Agriculture Outreach Coordinator position, formerly held by Victoria Binning, who left in 2019. Upon Ms. Binning’s departure her position duties were split due to a reduction in district funding and an opportunity to collaborate with the Polk SWCD, as described above. This position will be filled in the summer of 2020 and provide program support to the Community Horticulture faculty and the Master Gardener Program in Marion County especially for event planning and coordination. (0.49 FTE District)
10. Dairy Management – Jennifer Cruickshank started work June 2016. She serves about 94 dairies in the Willamette Valley. She has conducted a needs assessment and received several grants to purchase a life-size cow model that may be used for educational program delivery related to artificial insemination and calving. (Travel and Professional Development support from District)
11. Faculty Assistants/Students – Faculty assistants, students and/or interns will be funded as district funds may be available to work on high priority projects for the year. First priority is commercial agriculture and 4-H faculty. Projects must support Marion County and fill a niche that is not being funded by other organizations and grants.

2019 OSU EXTENSION VOLUNTEER & HOUR REPORT

Information collected on this report was submitted for the Marion County Volunteer Annual Report.

Contact Name: Mark L Chien

Department: OSU Extension Service, Marion County

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Part I: Written Narrative of Volunteer Accomplishments

Volunteers represent more than just a number and hours served. Please share a brief summary of what was accomplished by your department with the help of volunteers (i.e., what services they provided, what they produced, who benefitted as a result of their involvement, etc.)

OSU Extension Master Gardeners

The OSU Extension Service Master Gardener program in Marion County (MC) trained and graduated 29 class members in 2019. These class members and an additional 122 veteran Master Gardeners (MG's) volunteered a total of 16,977 hours of community service in the county in 2019. MG volunteers staff the Plant Clinic in the Extension office throughout the year and in 2019 served 1,213 clients. They also staff clinics at various MC venues throughout the year, organized over 37 clinics that reached 2,932 community members. The MG Speaker's Bureau was very active this year, providing horticultural education to 268 attendees. The volunteers also contribute a weekly radio program throughout the year on Thursday morning on KBZY 1490 radio in Salem and quarterly Association meetings at Chemeketa Community College.

As in the past, MG's partnered with the Marion-Polk Food Share to provide the Seed-to-Supper educational series to 25 participants. Youth education continues to be a priority. Master gardeners also collaborate with Marion County 4-H to deliver the Junior Master Gardener program. The Bug Group had displays and interactive activities at Agfest, Home School Day at the Oregon Garden, Mari-Linn Elementary school and the Englewood Festival, and other venues, providing an opportunity for kids and parents to learn about insects in the garden and reaching 2,896 youth and adult community members.

MG's facilitated the Sustainable Gardening program at Santiam and Mill Creek Correctional Institutions in the Salem area and also at MacLaren Youth Correctional facility throughout the spring and summer.

The Master Gardeners continue to develop the Marion Garden, their 1.75 acre demonstration garden. The development and management of the Garden is supported entirely by MG-generated funds. Forty-eight workshops were offered at the Garden or other locations in the community, and included topics like tree fruit pruning, drip irrigation and beneficial insects reaching 616 community members. In addition, a total of 1,526 pound of produce was raised and donated from the Garden to area food security agencies in 2019.

OSU Extension Service Master Food Preservers

The Master Food Preserver program is a volunteer training/certification program sponsored by OSU Extension Service. Participants complete 48-hours of training and then give back at least 40 hours volunteering in the community. Master Food Preservers help home food preservers avoid serious illness and avert food waste.

Volunteer activities include but are not limited to preparing for and/or conducting demonstrations and workshops, testing pressure canner gauges, staffing exhibits at county fairs or Farmer's Markets, and providing nutrition information.

May 29, 2019 - MC Extension and 4-H Service District Budget Committee Meeting

OSU Extension Public Health Interns

Student interns and volunteers increase OSU Extension Service capacity to support healthy eating and physical activity projects in the community. Some interns have a specific project, while others work on a variety of programs. Some specific projects this year have included:

- a. Assisting with cooking and food resource management education at the Salem Saturday Market in partnership with WIC's Farm Direct Nutrition Program
- b. Researching best practices within school garden education with a special emphasis on sustainability of school gardens
- c. Leading healthy Food Hero recipe tastings for participants at a food distribution site
- d. Researching how to increase engagement and attendance in school summer lunch programs
- e. Assisting with garden and nutrition education classes with youth in the community
- f. Assisting with a Healthy School Celebrations teacher training, as well as Healthy Celebration classroom kick-off events
- g. Creating health-themed Bulletin Boards for use in schools throughout the year
- h. Researching how to engage schools to help increase active transportation and implement Safe Routes to School

OSU Extension 4-H Youth Development: Traditional Programs

4-H volunteers work directly with youth engaging them in out-of-school time activities that promote positive youth development and learning. Each 4-H Volunteer Leader receives an introductory training in 4-H, Positive Youth Development and the Oregon 4-H Youth Thriving Model. All volunteers receive training throughout the year and a bi-annual criminal history check. At minimum 4-H Club volunteers, donate 60 hours a year working directly with youth in Marion County. The work of the volunteer 4-H Club Leaders can be seen yearly during the Marion County Fair and at other outreach events throughout the year. Within the 4-H Club program, there are 160 year-round volunteers and more than 650 youth that participate in a full year of programming. We rely on the volunteers to help our 4-H Club program staff (1.5 FTE) to reach youth in Marion County using researched-based information and positive youth development practices. An officially chartered Marion County 4-H Club must meet at least 6 times annually, have at least five youths from three different families, and have a volunteer club leader. We also have short-term volunteers that account for many more hours of service to Marion County.

OSU Extension 4-H Youth Development: School Enrichment Programs, Day Camps, and Community Partnerships

In addition to Marion County 4-H Volunteer Club Leaders, there are over 40 community volunteers, in-school teachers and teen leaders who volunteer to provide programming through in-school enrichment, after school series, day-camps, as well as outreach fairs like AgFest. In collaboration with Marion County 4-H staff, these volunteers have reached over 5,000 underserved, diverse youth in 2019. Many of these volunteers serve 40-60 hours a year by planning, delivering and facilitating positive youth development programming for youth ages 6-19. The following programs focus on Oregon's Thriving Model and the national core pillar areas: Civic Engagement, Healthy Living, Agriculture, and Science, Technology, Engineering and Math (STEM).

- a. Junior Master Gardeners: 10-week horticulture and STEM series offered in Salem-Keizer, Mill City, Woodburn, and Silverton through schools and summer day-camps.
- b. Outdoor Explorers: Monthly service-learning events for grades 8-12, includes the SOLVE Beach Clean-Up and Leading the Change.
- c. Salem-Keizer Outdoor School Coalition: 3-day event in the Fall and Spring in partnership with the Oregon Gardens, City of Salem, City of Keizer, MSWCD, and teen camp counselors at the 4-H Center for six Salem-Keizer high priority schools.
- d. Forestry Field Days: Offered in partnership with North Salem High School for data-collection and hands-on education across Marion County.
- e. STEM & Google Computer Science: Offered in 8-week series through school partnerships through in-school and after-school programming in collaboration with Yamhill County and Google CS.

- f. Kids in the Kitchen/Put It Up Preservation Series: In partnership with Marion Master Food Preserver Volunteers, Kids in the Kitchen is offered monthly featuring FoodHero recipes and hands-on culinary education. The Put It Up Preservation series is offered for 5-weeks and features the basics of canning, freezing, and preserving at home.
- g. Outreach: Community Fairs, Family Nights, 4-H Open-House, AgFest, Urban AgFest, Neighborhood Night Out, Family Building Blocks Riverfest, Salmon Watch, Boys & Girls Club Health Fair, Earth Day, AC Gilbert House Summer Block Party, and Day of Play.

OSU Extension Forestry

Family forest owners and Christmas tree growers are primary clients for the OSU Extension Forestry and Natural Resources program in Marion County. County Tax Assessor data combined with aerial imagery show about 3,500 woodland owners with 83,000 acres in Marion County based on the presence of woodlands, regardless of land use classification.

Extension Forestry education in 2019 included a variety of classes, workshops, publications, and individual consultations in-person and online. The goal is to help landowners succeed in their efforts to manage trees and forests across the full range of needs, from planting seedlings to managing mature forests. Highlights of local programs in 2019 include the *Basic Woodland Management Shortcourse*, *Establishing and Maintaining Your Forest Field Workshop*, *Protecting your Home and Property from Wildfire Workshops (3)*, *Managing to Keep Your Forest Healthy Class*, and many individual consultations.

Marion County woodland owners and forest sector practitioners also attended Tree School, a major regional program organized by Extension, with help from collaborators and volunteers, bringing multiple experts from the Statewide Extension Forestry team to deliver education in our area.

Volunteers play a key role in delivery of Extension Forestry programs at both local and regional events. There are 12 trained Master Woodland Manager (MWM) volunteers out of Marion County who help advise fellow woodland owners. MWM Mike Matthews hosted the 6-hour *Establishing and Maintaining Your Forest Field Workshop*. Citizen Fire Academy volunteer Garnet Cooke assisted with Wildfire Preparedness education at Tree School and other events.

OSU Extension Small Farms

The OSU Extension Small Farms Program held ten stand-alone workshops in 2019 including Strawberry Production, Olive Production and Research, Table Grape Production, Agritourism 101, as well as a Costs of Production workshop, hosted in collaboration with Oregon Tilth, to help small farmers address the financial and business aspects of their farming enterprise. Much of the Small Farms program is directed at new farmers in the region.

The team organized a 5-week intensive course on the basics of rural living, called Living on the Land, and coordinated a hybrid online and in-person 8-week training program, called Growing Farms, for beginning farmers to explore what it takes to farm their own land, write a business plan, network with other aspiring farmers, and visit successful local farms. The team also presented on strawberry and olive production at the annual statewide Small Farms Conference and taught a "What Can I Do With My Small Farm?" session at Small Farm School, a regional gathering for beginning farmers in the Willamette Valley. A collaboration with Friends of Family Farmers yielded 2 InFARMation & Beer events that brought growers together in informal discussions and networking around the topics of sustainable agriculture and local meat processing. A new series, Crop Talks, highlighted small farm best practices through a series of farm tours that brought farmers together on the farm. The Small Farms team had more than 480 direct education contacts! Small Farms collaborated with 4-H and SNAP-Ed colleagues, and the Marion Polk Food Share to organize Food Connections, which addresses community food systems and service concerns in the region.

The Small Farms program has been expanding their outreach, including a monthly segment on KМУZ, the local community radio show, called the Broadfork, and aimed at connecting local farmers to one another and to

available Extension experts and resources. The team also produces a monthly Small Farms newsletter with 428 subscribers and an Instagram page with 752 followers.

OSU Extension Agritourism Development

The OSU Extension Service agritourism program in Marion County engages the agriculture and tourism communities to foster connections through researched-based knowledge and education and seeks to strengthen the understanding of agritourism and farm-direct sales in order to help build financially viable farms, encourage sustainable practices and industry resilience through networks and educational resources.

Agritourism is a blend of the agriculture and tourism industries, and business practices that connect consumers with farmers, farmland and farm products--usually on farms. Agritourism benefits farmers, value-added producers, consumers and communities by:

- a. Increasing resources for farms, value-added operations and their communities.
- b. Promoting farm viability and sustainability.
- c. Providing a larger draw for long distance visitor travel. Guiding visitors off the beaten track.
- d. Providing more to do in one place, causing visitors to linger longer.
- e. Educating consumers about local farm products, and the positive social, economic and environmental impact of farming.

In Marion County agritourism industry is growing quickly. OSU Extension's Agritourism Program in Marion County is working to help the industry grow here in a thoughtful and strategic manner. Our plan includes 3 thrusts: 1. Research to understand the scope of the industry, and to identify best practices for success. 2. Industry engagement efforts to help farmers connect and build relationships with each other, and collaborate on common problems and opportunities, and 3. Education programs that build skills for success.

1. Several research efforts are providing new and practical information on the scope and best practices of the industry. For example, the case study [On-farm Agritourism Activities in Marion County, Oregon from 2017 to 2018](#) was published September 2019. This study gives valuable insight to the types of farms and agritourism activities offered in the county and will be a benchmark for later studies.
2. The [Marion Farm Loop](#) started by OSU Extension, Marion County in 2017 continues into its fourth year with new farm members. A monthly [Visit Local Farms News](#) and other communications vehicles are maintained by Extension Agritourism on behalf of farms, as well as helping to organize networking and tours/trainings.
3. Educational training programs for agritourism operations will continue to be an important part of this program. Need assessments help to identify the most useful topics for farm operators. New publications were written and published, including [How Instagram Stories Can Help Direct Traffic to Your Agritourism Operation.](#) Along with these traditional publications, resources have been developed through a collaborative effort with other OSU Extension agents and housed on a statewide website. This range of topics, including: Adding Agritourism: Creating Successful Tours for Your Farm or Ranch, help farmers and producers have a centrally located and trusted resource to obtain the information they are looking for in regards to hosting the public on their farmland.

There were also efforts to help educate county planners on the importance of agritourism during the DLCD/OAPA Planning Commission Training and Planners Network Meeting through a paneled presentation and discussion. The agritourism coordinator for Marion County was part of the panel.

It is important to note that the program coordinator did have plans for a county specific Agritourism/Farm Direct Marketing 101 training, but due to COVID-19, the plan was put on hold until public gatherings can take place and the farmers are out of their busy season.

OSU Extension Dairy Management

Dairy Extension in the Willamette Valley is a regional endeavor, although Marion County has the highest concentration of dairies in the state outside of Tillamook County. The dairy industry in Marion County includes larger-scale dairies producing milk for Darigold, Safeway, and Organic Valley along with milk being bottled on farm from fewer than a dozen cows. Many keepers of “backyard” dairy animals also reside in the County.

Projects over this last year have included:

- a. Ongoing research at the OSU Dairy on the efficacy of using lasers to deter pest birds (who eat a lot of feed intended for cows besides being messy).
- b. Implementation of internal temperature and activity monitors in the cows at the OSU Dairy. These devices provide near real-time information about cow health and reproductive status and generate an abundance of data.

Outreach activities have included

- a. Accompanying groups of (human) nutrition students and professionals on tours organized by the Oregon Dairy and Nutrition Council, highlighting dairy farms along with other facets of agriculture and local food systems.
- b. Presentations targeting small-scale owners of dairy cows, goats, and sheep on animal health, pasture management, milk handling, and newborn care at regional events such as OSU Small Farms School, OSU Small Farms Conference, and the Northwest Oregon Dairy Goat Association Education Conference.
- c. Relaying useful research findings, program announcements, and resource links via Dairy Bearing, the OSU Dairy Extension blog.

OSU Extension Field Crops

Betsy Verhoeven is our field crops extension agent, serving Marion and Clackamas counties. The field crops program primarily serves large acreage commercial producers of grass seed, hops, legume and cover crop seed, oil seed, cereals, and mint. Together with other extension personal in the valley, the field crops program hosts twice-annual grower meetings, drawing more than 300 participants to hear research updates, international researchers, timely management and regulatory updates. The program also has initiated a newsletter to get information to farmers more frequently, including: management reminders, emerging issues, research updates and FAQs. This year the program also organized a half day pesticide recertification course, with speakers from various local and state agencies, and hosting a workshop on “Agricultural Web Resources” that covered online pest, disease models, and decision making tools.

The field crops program responds to service calls from local producers and crop consultants, and regularly conducts field visits to respond to pressing issues such as pest and disease identification, and management recommendations. This type of extension work is a critical source of unbiased information that is backed up by research.

The field crops program has initiated a number of successful grant funded research projects to help Marion County producers improve productivity and environmental outcomes. An industry funded project in partnership with OSU’s Brewing and Fermentation Science Program is looking at the regional identity (terroir) of aroma hops produced in the Willamette Valley. Grant funded projects include:

- a. Effect of late fall mowing and soil disturbance on seed yield in non-burned fine fescue (\$12,500)
- b. Nutrient uptake and in-season nutrient status testing for hop production (\$65,000)
- c. Early season fertilizer use efficiency in tall fescue seed production (\$25,000)
- d. Impact of continual straw removal on biological, chemical and physical indices of soil health? (\$12,500)
- e. Tracking nitrogen fertilizer fate in tall fescue production (\$11,500)

Part II: Number of Volunteers/Hours Contributed

Name of Volunteer Program or Advisory Board	Type of Volunteers (Volunteer, Intern, Board Member, VISTA, etc....)	Number of Volunteers	Number of Hours Served
Master Gardener Program	Volunteer	144	16,977
Master Food Preserver Program	Certified volunteer	28	1,337
Family Community Health	Interns and Students	7	900
SNAP-Ed	Volunteers and Interns	4	500
Master Woodland Managers and Tree School Volunteers	Volunteer	16	45
4-H Youth Development	Volunteer Leader	330	12,500
TOTAL OSU Marion County Extension Volunteers	Average of 61 hours per volunteer!	529	32,259