

AGENDA

TILLAMOOK COUNTY 4-H and EXTENSION SERVICE DISTRICT BUDGET COMMITTEE MEETING

Virtual/Commissioners Room 106

May 22, 2025

11:00 a.m. – 12:00 p.m.

1. Call to Order
2. Nomination and Motion for Chair
3. Approval of June 7, 2024 Minutes
4. Budget Presentation
5. Budget Officer Budget Detail
6. Motion to Approve the Budget and Levy the Ad Valorem Rate of 6.9 Cents Per \$1,000 Valuation

**TILLAMOOK COUNTY 4-H & EXTENSION BUDGET COMMITTEE MEETING,
June 7, 2024**

**ANNUAL MEETING – 2024-06-07 4H & EXT BUDGET COMMITTEE MEETING
AUDIO.MP4**

BUDGET COMMITTEE PRESENT: Commissioner Mary Faith Bell, Commissioner Doug Olson, Commissioner Erin Skaar; Lisa Greiner; Rebecca Heimerl; Sarah Ostermiller

STAFF PRESENT: Shawn Blanchard, Treasurer; Debi Garland, Board Assistant; Chrissy Dixon, 4-H Office Manager; Wiley Thompson, 4-H Regional Director; Dakota Lager, 4-H Program Coordinator; Sheila Smith, Administrative Program Specialist; Dusty Linnell, Ph.D., Extension Assistant Professor of Practice, Oregon State University

1. Call to Order: Friday, June 7, 2024 at 11:00 a.m. by Commissioner Bell.
2. 00:31 Elect Chair
A motion was made by Lisa Greiner and seconded by Commissioner Bell to elect Doug Olson as Chair. The motion passed with six aye votes.
3. 01:25 Approval of May 4, 2023 Minutes
A motion was made by Commissioner Skaar and seconded by Commissioner Bell to approve the minutes. The motion passed with six aye votes.
4. 02:12 Budget Presentation/Chrissy Dixon, Office Manager
08:57 Personnel Services/Cash On Hand Funds/Wiley Thompson, Regional Director
5. 28:11 Budget Officer Budget Detail
6. 31:26 Motion to Approve the Budget and Levy the Ad Valorem Rate of 6.9 Cents Per \$1,000 Valuation was made by Commissioner Skaar and seconded by Commissioner Bell. The motion passed with six aye votes.

There being no further business, Chair Olson adjourned the meeting at 11:31 a.m.

Board of Commissioners' Meeting Room 106

Email

Samikshya Budhakoti OSU Extension budhakoti@oregonstate.edu

(Please use reverse if necessary)

**FORM
LB-20**

LB-20 RESOURCES

**TILLAMOOK COUNTY 4-H and
EXTENSION SERVICE DISTRICT**

GENERAL

		Historical Data		Adopted Budget Year 2023-2024	Resource Description	Budget for Next Year 2024-2025		
		Actual	Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
		Year 2020-2021	Year 2022-2023	Year 2023-2024	Fund (Name of Municipal Corporation)			
1	774,153	688,872		574,921	Beginning Fund Balance:			
2					4000 - Available cash on hand * (cash basis) or	574,921		1
3	12,724	11,000		11,000	Net working capital* (accrual basis)			2
4	3,004	3,000		3,000	4011 - Previously levied taxes estimated to be received	11,000		3
5					4699 - Interest	3,000		4
6	86,101	88,500		50,000	OTHER RESOURCES			5
7	139				4230 - STATE TIMBER SALES	60,000		6
8	-				4550 - COUNTY LAND SALES			7
9	-				4690 - MISCELLANEOUS			8
10	-							9
11								10
12								11
13								12
14								13
15								14
16								15
17								16
18								17
19								18
20								19
21								20
22								21
23								22
24								23
25								24
26								25
27								26
28								27
29	876,120	791,372		638,921	Total resources, except taxes to be levied	648,921		28
30		366,796		378,020	4010 - Taxes necessary to balance	393,360		29
31	371,188				Taxes collected in year levied			30
32	1,247,308	1,158,168		1,016,941	TOTAL RESOURCES	1,042,281	-	31
								32

*Includes ending balance from prior year

**FORM
LB-31**

LB-31 DETAILED REQUIREMENTS

**TILLAMOOK COUNTY 4-H and
EXTENSION SERVICE DISTRICT**

GENERAL

(Name of Municipal Corporation)

Fund

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year			
	Actual		Adopted Budget				2024-2025			
	Year 2021-2022	Year 2022-2023	Year 2023-2024				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1				1 PERSONAL SERVICES					1	
2	176,818	244,445	187,571	2 5910 Non 941 4-H & Extension Staff	4.00		186,382		2	
3	115,000	143,664	134,816	3 5949 Non 941 4-H & Extension Taxes/Benefits			132,304		3	
4				4					4	
5	291,818	388,109	322,387	5 TOTAL PERSONAL SERVICES			318,686		5	
6				6					6	
7				7 MATERIALS & SERVICES					7	
8	2,768	14,750	14,750	8 6001 - Office Supplies			15,000		8	
9	2,717	13,500	8,000	9 6004 - Non-Capital Office Equipment			8,000		9	
10	16,051	14,250	18,000	10 6005 - Operating Supplies (Demo)			18,000		10	
11	1,963	2,000	4,000	11 6009 - Computer & Software Licensing			8,000		11	
12	-	0	2,000	12 6011 - Computer Supplies			2,000		12	
13	238	0	1,000	13 6030- Fuels & Lubricants			1,000		13	
14	2,361	3,000	5,000	14 7001 - Printing & Advertising			5,000		14	
15	2,119	6,000	4,000	15 7003 - Books & Publications			4,000		15	
16	832	3,000	3,000	16 7005 - Postage & Shipping			3,000		16	
17	3,328	6,000	4,500	17 7007 - Telephone			4,500		17	
18	-	12,000	14,500	18 7012 - Network fees			14,500		18	
19	-	0	-	19 7020 - Insurance & Deductables		-			19	
20	120	10,000	10,000	20 7022 - Public Relations			6,000		20	
21	255	2,500	2,500	21 7050 - Membership Dues & Fees			2,500		21	
22	11,013	52,000	48,000	22 7080 - Travel & Mileage			55,000		22	
23	4,575	5,000	10,000	23 7101 - Professional Services			8,000		23	
24	-	0	0	24 7401 - Rent			0		24	
25	5,743	8,000	8,000	25 7410 - Utilities			8,000		25	
26	559	1,500	1,500	26 7415 - Water Fees			1,500		26	
27	561	2,000	2,000	27 7416 - Sewer Fees			1,500		27	
28	1,910	3,000	3,000	28 7420 - Garbage Collection			1,500		28	
29	4,223	10,000	8,000	29 7430 - Janitorial Services			8,000		29	
30	974	2,000	3,000	30 7431 - Janitorial Supplies			2,500		30	
31				31					31	
32				32					32	
33	Continued	Continued	Continued	33					33	
34				34					34	
35				35 TOTAL REQUIREMENTS					35	

LB-31 DETAILED REQUIREMENTS

GENERAL
Fund

150-504-031 (Rev 12/09)

FORM LB-11

This fund is authorized and established by resolution/ordinance number 98-71, on (date) May 20, 1998, for the following specified purposes:

To accumulate money for purchasing or constructing office, meeting, and educational facilities

LB-11 RESERVE FUND

Year this reserve fund will be reviewed to be continued or abolished
Date can not be more than 10 years after establishment.

Review Year 2027

**TILLAMOOK COUNTY 4-H and
EXTENSION SERVICE DISTRICT**
(Name of Municipal Corporation)

Historical Data			Adopted Budget This Year 2023-2024	DESCRIPTION RESOURCES AND REQUIREMENTS RESOURCES	Budget for Next Year		
Year 2021-2022	Actual	Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1	230,591	230,300	430,300	1. Cash on hand * (cash basis), or			
2				2. Working capital* (accrual basis)	550,000		1
3				3. Previously levied taxes estimated to be received			2
4	1,183	2,000	1,000	4. Interest			3
5	200,000	200,000	25,000	5. Transferred IN, from other funds: GENERAL FUND	25,000		4
6				6. Miscellaneous (4690)			5
7				7. Sale of Assets			6
8				8.			7
9	431,774	432,300	456,300	9. Total Resources, except taxes to be levied	575,000		8
10				10. Taxes estimated to be received			9
11				11. Taxes collected in year levied			10
12	431,774	432,300	456,300	12. TOTAL RESOURCES	575,000		11
1				REQUIREMENTS			12
2		300,000		1. CAPITAL OUTLAY			
3				2. Building purchases/construction (including cost of			1
4				3. architect and attorney)			2
5		132,300	100,000	4.			3
6				5. MATERIALS & SERVICES	100,000		4
7				6. Miscellaneous (4690)			5
8				7.			6
9				8.			7
10				9.			8
11				10.			9
12				11.			10
13				12.			11
14				13.			12
15	431,774		356,300	14. RESERVED FOR VEHICLE EXPENDITURES			13
16	431,774	432,300	456,300	15. RESERVED FOR FUTURE EXPENDITURES	475,000		14
				16. TOTAL REQUIREMENTS	575,000	-	15
							16

*Includes Unappropriated Balance budgeted last year