

CLACKAMAS COUNTY EXTENSION AND 4-H SERVICE DISTRICT
BUDGET MEETING

January 16, 2024 10:30am-12:00pm
Zoom meeting due to inclement weather
(approved by committee on 20FEB2024)

Chair Ed Winkler called the meeting to order at 10:35am and welcomed everyone to the meeting.

Attendees: Extension Budget Advisory committee members Rob Guttridge, Vice Chair; Cheryl Keithan, Secretary; Don Wiley, and Rob Kappa attended as committee member as well as Ed Winkler, Committee Chair. Other attendees included Leah Sundquist, Advisor, Clackamas Extension; Pamela Whitten, Extension Financial Coordinator, and Sarah Cameron, Classified Staff Representative. Janaleen Williams, Faculty Representative was unable to attend.

Minutes: November 7th minutes were read and discussion followed about the effectiveness of previous motions concerning notification to committee members about requests for additional funding on line items. This committee does not want to hinder the day-to-day business of running the Extension Office and the previous motions about reallocation of funds within 1% or \$10,000 were **amended by one motion from Rob K. to read: "Budget committee members will be notified of any changes outside of the county approved "category expanded line-item budget" for this budget committee approval."** With this amended motion the November 7th minutes were approved and seconded.

NWREC Update: At this time getting Supply & Service funds to NWREC staff has been discontinued per a partnership agreement between Angela Sandino and Dr Dara. Dr. Lyles is the only official who can sign Memos of Understanding. Leah will send a copy of the agreement to committee members.

Upcoming Meeting Dates: Please reserve the following dates for budget meetings.

February 20 – 10:30-noon

Leah's county admin meeting – March 6

March 19 – 10:30-noon

March 26 – final budget review with county administration

April 16 – 10:30-noon

May 20th – present county presentations for review

May 21-23 – County Budget Approval Meeting

Budget Discussion: Tiffany Gillis on Campus has reviewed the draft budget and given approval. Members briefly went over budget items.

New Issue – Tax Percentages – provided by Pamela Whitten

Currently this draft budget shows a 3% increase expectation for property taxes but the county is predicting it could go as high as 4.1% for new home owners. Members were asked about increasing our estimate of income to 3.5 % but it was decided to leave it at 3%. Pamela pointed out that due to inflation and accumulated credit card debt, home owners may not be able to pay their yearly taxes as readily. This would mean that collections might decrease down to 95% and that would lower our working capital. Our 5% contingency funds could fill-in current plans for 24-25. Clackamas County has chosen not to reduce department budgets for the coming year in case of decreased revenue. It was pointed out that 1/3 of taxable properties hold mortgages and those companies usually pay due taxes each November.

Requests for additional funds from staff: Janet Nagele and Dr Dara met the Dec 31 deadline for requesting additional funds. Janet asked for \$5000 for transportation and interpreter support and Dr Dara request an additional \$7000 to cover a 7% increase in NWREC's utility costs. Janet's request was approved with a motion by Rob G, seconded by Don and voted for approval. Dr Dara's request was tabled until Dr Ivory makes a request to Dept. of Ag for the funds.

As there was no further business, Rob G. moved to close the meeting at 12:00pm. Next meeting date will be Tuesday, February 20th at 10:30am.

Cheryl Keithan, Secretary