

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in combined session on October 26, 2023, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston, and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Justin Hogue, Deputy County Administrator; Christian Boenisch, County Counsel; Jodi Gollehon; Assistant County Counsel II; Cynthia Thompson, Transit Manager; Carrie Martin, Grants & Special Projects; Gioia Goodrum, Economic Development; Patricia Rojas, Human Resources Manager; Lindsey Manfrin, HHS Director; Jason Foose, County Surveyor; and Nicole Necas, BOC Staff.

Guests: Phillip Higgins; Casey Kulla; Jason Fields; Bubba; Mark Shroyer; Bettina Pierce; Rayven Moore; Alex Moore; Michelle Mendoza; Stephen Phillips; Bill Rosacker; Jenna Sanders; Julie Smith; Mariah Robbins; Jordan Beanblossom; Bruno Quanquin; Shawn Doley; Mike McNutty; Leesa Novak; Matthew Smith; and Shawn Slowik. Lee Schrepel, and Becky participated via Zoom.

*Welcome! Thank you for attending today’s meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda, you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any item, please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak. NEW – Public participation also includes the ability to attend Formal Session via Zoom. For attendees that are attending the meeting via Zoom, the Chair will ask if any Zoom attendees wish to provide public comment in same manner as provided above. At that time, attendees will be asked to use the “raise hand” function in Zoom and staff will unmute the participant. Meetings will also continue to be available for view via a live stream on the Commissioners’ You Tube channel. Written public comments may be submitted via email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).*

**Notice: The Board of Commissioners will hold an Executive Session immediately following combined session pursuant to ORS 192.660(2)(d) – Executive session to conduct deliberations with persons designated carry on labor negotiations.**

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:01 a.m.

**B. FLAG SALUTE**

**J. OTHER BUSINESS (Add-ons and non-consent items):**

1. **B.O. 23-399** - Consideration of approval and notice of intent to award the Delashmutt Roof Project to Washington Roofing Company in the amount of \$160,278.

Commissioner Johnston moved approval of item J1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. Consideration of opening sealed bids for Tax Lot R3223 01600 County-owned tax foreclosed real property.

Jodi Gollehon presented a sealed bid to the Board for consideration. Commissioner Starrett moved approval to accept a bid in the amount of \$0 with intent to pay all administrative costs from Ryan Heldebrand. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye. Staff will create a Board Order and deed for consideration of adoption upon payment.

3. **B.O. 23-400** - Consideration of approval of the modification to the agreement between Yamhill County and Summit Strategies Government Affairs, LLC. for consulting services in the amount of \$125,900, retroactive to July 1, 2023, through June 30, 2024.

Commissioner Berschauer moved approval of item J3. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

4. **B.O. 23-401** - Consideration of approval of Amendment #2 to an agreement between Yamhill County and Polk County (B.O. 21-310) for four detention bed rentals at the rate of \$180 per bed per day, retroactive to October 1, 2023, with an automatic renewal clause on a year-by-year basis.

Commissioner Berschauer moved approval of item J4. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

5. **B.O. 23-402** - Consideration of approval of Amendment #2 to an agreement between Yamhill County and Tillamook County (B.O. 19-249) for one detention bed rental at the rate of \$180 per bed per day, retroactive to October 1, 2023, with an automatic renewal clause on a year-by-year basis.

Commissioner Berschauer moved approval of item J5. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

6. **B.O. 23-403** - Consideration of authorization to submit an application for the 2023-25 Department of Corrections (DOC) Yamhill County M57 grant funding.

Commissioner Berschauer moved approval of item J6. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

7. **B.O. 23-404** - Consideration of approval of Grant Agreement #35555 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for 5311(f) grant funding in the amount of \$576,000 with match in the amount of

\$144,001 for the purchase of one 12-year/500k mile bus, retroactive to July 1, 2023, through June 30, 2027, subject to final review by County Counsel.

Cynthia Thompson stated the bus pricing includes features such as the wheelchair securement system, smart bus technology, bike racks, signage, mobile data terminals, and cameras. She noted the reason for funding being split between STIF and 5311 discretionary funding is that funds are being pulled from different funding streams. After discussion, Commissioner Johnston moved approval of item J7. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

8. **B.O. 23-405** - Consideration of approval of Grant Agreement #35617 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for State STIF-Discretionary funding in the amount of \$576,000 with match in the amount of \$144,001 for the purchase of one 12-year/500k mile bus, retroactive to July 1, 2023, through June 30, 2027, subject to final review by County Counsel.

Commissioner Berschauer moved approval of item J8. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

9. **B.O. 23-406** - Consideration of approval of a STIF Memorandum of Understanding (MOU) between Yamhill County Transit and Yamhill County Health and Human Services Abacus Program for Statewide Transportation Improvement Funds retroactive to July 1, 2023, through June 30, 2025.

Commissioner Berschauer moved approval of J9. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

10. **B.O. 23-407** - Consideration of approval of a Statewide Transportation Improvement Fund (STIF) agreement between Yamhill County Transit and MV Advancements, Oregon Mennonite Residential Services (OMRS), and Yamhill County Special Olympics (YC Special Olympics) retroactive to July 1, 2023, through June 30, 2025.

After discussion, Commissioner Berschauer moved approval of item J10. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

11. **B.O. 23-408** - Consideration of approval of Amendment #2 to an agreement between Yamhill County and Graviton Consulting Services, Inc. (B.O. 21-360) extending term agreements for consulting services, effective October 31, 2023.

Ken Huffer stated this amendment updates the terms to the original agreement; The go-live timeline for the Human Resources and Payroll modules have been extended to January 2024 to continue consultation with Graviton. Justin Hogue noted that contracted allocated funds are still available to utilize. After discussion, Commissioner Berschauer moved approval of item J11. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

12. **B.O. 23-409** - Consideration of approval of a lease agreement between Yamhill County and CH Holdings, LLC. for property located at 11260 SW Durham Rd., McMinnville, OR 97128 (as further described in the lease agreement), for use by Yamhill County Transit Area, effective

November 1, 2023, subject to the final review and approval of County Counsel's office. Initial lease term of 7 years with option to renew; monthly rent of \$13,056, increasing each year by the greater of three percent (3%) or the Western Regional CPI.

Mr. Huffer and Ms. Thompson explained the new lease property came about because of change of ownership for the county's current transit provider. This change resulted in losing access to the current facility. The need for a transit yard has been an ongoing issue and the proposed property provides several self-sustaining accommodations such as office space, paved parking, and a shop/bay facility which will be beneficial when the county is ready to do a request for proposal for a transit operator. After discussion Commissioner Starrett moved approval of item J12. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

**K. PUBLIC HEARINGS:** None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT: <https://www.co.yamhill.or.us/content/public-hearing-notices>

**L. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-committees>, or call the Board of Commissioners' office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).
2. For questions regarding accessibility or to request an accommodation contact the Board of Commissioners' office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following Commissioner announcements, the meeting adjourned at 12:56 p.m.

Carolina Rook  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair LINDSAY BERSCHAUER



Commissioner KIT JOHNSTON



Commissioner MARY STARRETT

Accepted by Yamhill County  
Board of Commissioners on  
2/22/24 by Board Order  
# 24-50