

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 March 14, 2024, 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; Jodi Gollehon, Assistant County Counsel II; and Sam Elliott, Sheriff. Nohely Barajas-Montalvo participated via Zoom.

Guests: Bubba. Craig Markham, and Michael Firestone 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 at 9:30 a.m. prior to combined session pursuant to ORS 192.660(2)(e) – Executive session to conduct deliberations with persons designated to negotiate real property transactions. The BOC combined session meeting will begin at 10:00 a.m. or shortly thereafter.**

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:17 a.m. The meeting was delayed due to a previous executive session.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioner’s joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of March 18 – March 24, 2024. No other county business was discussed.

**D. PUBLIC COMMENT:** This time period is reserved for public comment on any topic other than: 1) agenda items, 2) A quasi-judicial land use matter, or 3) a topic scheduled for public hearing. The Chair may limit the length of individual comments.  
There were no received public comments.

**E. DEPARTMENT UPDATES:** None.

**F. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 10:00 a.m.

1. Work Session –
  - a. Review/discussion of Sheriff's Office Budget.  
Sheriff Sam Elliott addressed the Board regarding the status of the department budget and anticipated changes for the upcoming 2024-25 Fiscal Year. He offered projected expenses and revenues for both Dog Control and Marine Patrol which have historically had funding challenges. His short term "wish list" included fully allocated staffing; he expressed concerns with increased workload in civil support services.
  - b. End of work session

**G. CONSENT AGENDA:** None.

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**H. OLD BUSINESS:**

1. **B.O. 24-72** - A second reading and consideration of approval in the matter of Ordinance 932, adopting the Yamhill County Construction Erosion and Sediment Control Code and amending the Yamhill County Code Enforcement Code. *[First reading was held February 29, 2024].*

Hearing no objections, Jodi Gollehon entered the second reading into the record. Commissioner Berschauer moved approval of item H1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

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

1. **B.O. 24-73** - Consideration of approval of a Construction Services Contract between Yamhill County and Haworth, Inc. for the 2024 Pike Road Bridge Superstructure Replacement Project in the not to exceed amount of \$494,209.50 effective upon full execution through October 31, 2024.

Commissioner Johnston moved approval of item I1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. **B.O. 24-74** - Consideration of approval of a Contract Employee Agreement between Yamhill County and Karla Connors to provide Grand Jury training, not to exceed 24 hours per week in the amount of \$40 per hour retroactive to January 22, 2024, through June 30, 2024.  
Commissioner Berschauer moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.



3. **B.O. 24-75** - Consideration of appointing Gregory Thorsgard to the Budget Committee to complete the remainder of Doreen App's term effective immediately and through June 30, 2025.

The Board expressed appreciation to Ms. App for her service on the committee. The Board reviewed four applications; after discussion, Commissioner Starrett moved approval to appoint Greg Thorsgard. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

**J. PUBLIC HEARINGS:** None.

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

**K. 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 10:51 a.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

07/18/2024 by Board Order  
# 24-1916