

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 May 2, 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; Christian Boenisch, County Counsel; Jodi Gollehon, Assistant County Counsel II, Jessica Beach, Community Justice Director; and Bailey Barnhart, BOC Staff. Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Mike Morris, Dale Sprock, Greg and Debbie Poupard, and John Olson. Craig Markham 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@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov).*

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:00 a.m.

**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 May 6 – May 12, 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 public comments received.

**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 – None.

**G. CONSENT AGENDA:**

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

Surplus

1. **B.O. 24-123** - Approval to declare items as recommended by the Fair Board as surplus and authorize staff to dispose of per county policy.

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**H. OLD BUSINESS:** None.

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

*[Note: Commissioner Berschauer requested to move items I5 & I6 to the beginning of Other Business. See items I5 and I6 for Board actions].*

1. **B.O. 24-124** - Consideration of a Construction Service Contract between Yamhill County and Sierra Sante Fe Corporation for the Yamhill County 2024 Chip Seal Project in the amount of \$917,770 effective upon notice to proceed through September 1, 2024.

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

2. **B.O. 24-125** - Consideration of approval in the matter of an Ordinance amending the Yamhill County Public Contracting Rules; declaring an emergency and setting the effective date.

Jodi Gollehon addressed amended language regarding small equipment procurement. Hearing no objection, Ms. Gollehon read the Ordinance into the record twice by title only. Commissioner Berschauer moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

3. **B.O. 24-126** - Consideration to authorize Lindsey Manfrin or designee on behalf of Yamhill County Health and Human Services to submit an application for funding from Yamhill Community Care for Community Prevention and Wellness in the amount of \$95,000.

Commissioner Starrett moved approval of item I3. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

4. **B.O. 24-127** - Consideration to authorize Lindsey Manfrin or designee on behalf of Yamhill County Health and Human Services to submit an application in the amount of \$150,000 in funding from the Oregon Health Authority, Infrastructure Support and Modernization Funding opportunities.

Commissioner Starrett moved approval of item I4. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

5. **B.O. 24-128** - Consideration to authorize the Community Justice Director to submit a supplemental grant application to the Criminal Justice Commission (CJC) in the total amount of \$173,596.

Commissioner Berschauer moved approval of item I5. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

6. **B.O. 24-129** - Consideration of approval of a Memorandum of Understanding (MOU) between Yamhill County and the Oregon Department of Corrections for the Protocol for Contact Standards Pilot Program.

Commissioner Berschauer moved approval of item I6. 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.yamhillcounty.gov/1190/Public-Hearing-Notices>.

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.yamhillcounty.gov/765/Boards-and-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@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov).

3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.yamhillcounty.gov/AgendaCenter>.

Following Commissioner announcements, the meeting adjourned at 10:14 a.m.

Carolina Rook  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Chair LINDSAY BERSCHAUER

  
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Commissioner KIT JOHNSTON

  
\_\_\_\_\_  
Commissioner MARY STARRETT

Accepted by Yamhill County  
Board of Commissioners on  
08/08/2024 by Board Order  
# 24-235