



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 August 1, 2024, at 10:00 a.m. in Room 32 of the Yamhill County courthouse and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, and Kit Johnston, and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Sam Elliott, Sherriff; Emily Williams, Sheriff’s Office Assistant; Mark Lago, Public Works Director; Lindsey Manfrin, HHS Director; and Carolina Rook, BOC Staff. Greg Haffner, Nohely Barajas-Montalvo, Legal Assistant, participated via Zoom.

Guests: David “Bubba” King, Greg, and Debbie Poupard. Amanda Golden, Homeward Bound Pets, Craig Markham, Lee Shrepel/Joyful Servant 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 August 5– August 11, 2024. No other county business was discussed.

**D. PUBLIC COMMENT:** This time 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.

No public comments were received.

**E. DEPARTMENT UPDATE:** 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 – Dog Control – Sheriff Sam Elliott

Commissioner Berschauer stated that a trust fund had been donated to Yamhill County for dog control, but the funds had been depleted and the purpose of the work session was to identify a new, long term, solution to funding. Sheriff Sam Elliott began by stating that the County was in contract with Homeward Bound and Newberg Animal Shelter for kenneling and licensing services. In fiscal year 2023-24 \$49,547 were paid out of the Patrol budget to reconcile kenneling expenses after the allotted dog control budget had been spent. Revenue was previously higher than more recent years which the Sheriff believed could have been due to the reduction of dedicated staff to the program. The rate of compliance with licensing had gone down, and most shelters are at capacity. County Administrator Ken Huffer stated that in past years, licensing revenue was the main source of funding for the program. Commissioner Johnston and the Sheriff clarified that licensing fees had not changed in about ten years and Commissioner Johnston expressed concern that fees had not increased along with the cost of living. The Sheriff stated that they had considered that increasing fees could conversely cause less individuals to comply with licensing requirements. He also stated that the department waived fees occasionally as an incentive for dog owners to reclaim their dogs from shelters. Sheriff Elliott stated that the program would require at least one full time employee to respond to effectively complete all tasks of the program.

Amanda Golden from Homeward Bound stated that they were in the process of updating the shelter to accommodate more dogs. The shelter required more funding in the amount of roughly \$1.7 million which they hope to obtain from fundraisers. Sheriff Elliott estimated that the dog control program would need roughly \$220,000 to maintain services. He clarified that reminder cards and marketing of licensing had been assigned as the shelter's responsibilities.

**G. CONSENT AGENDA:**

Commissioner Berschauer moved approval of the consent agenda with the removal of item G1 which was continued to August 8, 2024. The motion passed as amended, Commissioners Berschauer, Johnston, and Starrett voting aye.

Minutes

1. a. April 4, 2024; Formal/Informal Session;
- b. April 11, 2024; Formal/Informal Session;
- c. April 18, 2024; Formal/Informal Session;
- d. April 25, 2024; Formal/Informal Session;

- e. May 2, 2024; Formal/Informal Session;
- f. May 9, 2024; Formal/Informal Session;
- g. May 16, 2024; Formal/Informal Session;
- h. May 23, 2024; Formal/Informal Session; and
- i. May 30, 2024; Formal/Informal Session.

Tax Foreclosure

2. **B.O. - 24-217** - Approval of the designation of the Newberg Graphic as the newspaper of general circulation for publication of the 2024 Property Tax Foreclosure list.

Contracts & Grants

3. **B.O. - 24-218** - Approval of Amendment #5 to the contract employment agreement between Yamhill County Health and Human Services and Melissa Cook (BO 19-045) to provide professional clinic services at the rate of \$74.43, and voluntarily reduce FTE from .6 (24 hours) to .5 (20 hours), retroactively effective July 9, 2024.

4. **B.O. - 24-219** - Approval of Amendment #4 to the contract employment agreement between Yamhill County Health and Human Services and Delta Duff (BO 19-300) to provide professional clinic services at the rate of \$95.03, retroactively effective July 9, 2024.

5. **B.O. - 24-220** - Approval of Amendment #6 to the contract employment agreement between Yamhill County Health and Human Services and Donald Henschel (BO 17-156) to provide professional clinic services at the rate of \$101.17, retroactively effective July 9, 2024.

6. **B.O. - 24-221** - Approval of Amendment #6 to the contract employment agreement between Yamhill County Health and Human Services and Andrea Kessinger (BO 16-184) to provide professional clinic services at the rate of \$101.17, retroactively effective July 9, 2024.

7. **B.O. - 24-222** - Approval of Amendment #2 to the contract employment agreement between Yamhill County Health and Human Services and Andrew Nye-Jaimes (22-237) to provide professional clinic services at the rate of \$88.20, retroactively effective July 9, 2024.

8. **B.O. - 24-223** - Approval of Amendment #2 to the contract employment agreement between Yamhill County Health and Human Services and Erica Ronquillo (23-224) to provide professional clinic services at the rate of \$88.20, retroactively effective July 9, 2024.

9. **B.O. - 24-224** - Approval of Amendment #11 to the contract employment agreement between Yamhill County Health and Human Services and Jannell Werner (BO 13-340) to provide professional clinic services at the rate of \$101.17, retroactively effective July 9, 2024

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**H. OLD BUSINESS:** None.

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

*[Note: Commissioner Berschauer requested to move item I7 to the beginning of Other Business. See item I7 for Board actions].*

1. **B.O. - 24-225** - Consideration of approval to authorize Public Works to purchase a 2024 CAT skid steer with attachments from Peterson CAT in the amount of \$159,654.58.

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

2. **B.O. - 24-226** - Consideration of approval of Amendment #2 between Yamhill County and David Evans and Associates, Inc. (BO 23-17) for the design repairs on three bridges in the total amount of \$141,736.08. #PW23006Con

Commissioner Johnston moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

3. **B.O. - 24-227** - Consideration of approval of Service Element Prior Authorization #101654254 under the agreement between Yamhill County and the Oregon Department of Human Services (BO 23-367) for the financing of Community Developmental Disabilities Services in the amount of \$107,228.40. #HHS24006IGA.

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

4. **B.O. - 24-228** - Consideration to authorize Lindsey Manfrin or designee on behalf of Yamhill County Health and Human Services to apply for funding from the Association of Community Mental Health Programs (AOCMHP) for Zero Suicide Initiative Implementation, Safer Suicide Care Initiatives for Priority Communities in the amount of \$30,000.

Lindsey Manfrin clarified that lock boxes for firearms had been successfully utilized in past years.

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

5. **B.O. - 24-229** - Consideration of approval of Amendment #10 to the agreement between Yamhill County Health and Human Services and Yamhill Valley Treatment (BO 17-249) doing business as Provoking Hope in the amount of \$1,076,065.56 retroactive to July 1, 2024. #HHS240001GS.

Lindsey Manfrin stated that there was not much reporting prior to the contract which had since increased.

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

6. **B.O. - 24-230** - Consideration of approval of an engagement agreement between Yamhill County and Beery Elsner Hammond, LLP for outside legal services.

Commissioner Berschauer moved approval of item I6. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

7. Discussion of Sheriff's Office request for Title III funds.

County Administrator Ken Huffer stated that Title III funds were restricted for certain purposes including equipment for search and rescue operations. Sheriff Sam Elliott stated that the department requested a side-by-side vehicle in preparation for winter search and rescue efforts to reach civilians stuck in isolated areas or civilians that had been snowed in. He clarified that in past years, the department had borrowed equipment from other agencies to complete rescue missions. Sheriff Elliott stated that the side by side would cost roughly \$40,868. Ken Huffer expressed that the proposed purchase would have been half of the available Title III funds, and the Title III budget did not receive consistent revenue. Sheriff Elliott stated that he planned to use Title III funds for half of the side-by-side cost and would pursue other funding methods to cover the remaining cost. The consensus of the Board was to approve using \$30,000 of Title III funds and directed Mr. Huffer to prepare a public notice initiating a 45-day comment period and submit a spending proposal to the US Forest Service/Bureau of Land Management Resource Advisory Council for consideration. No action was taken.

**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 12:02 a.m.

Bailey Barnhart  
Secretary

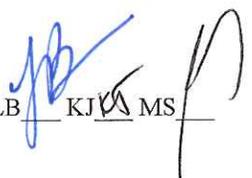
YAMHILL COUNTY BOARD OF COMMISSIONERS

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

  
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Commissioner KIT JOHNSTON

  
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Commissioner MARY STARRETT

Accepted by Yamhill County  
Board of Commissioners on  
10/24/2024 by Board Order  
# 24-315

  
LB KJ MS MS