

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 February 20, 2025, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom Commissioners Kit Johnston, Mary Starrett and David “Bubba” King being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Gioia Goodrum, Economic Development; Brian Young, Emergency Management; Paulette Alexandria, Treasurer; Cynthia Thompson, Transit Director; Carolina Rook, BOC Staff; and Jessica Andre, BOC Staff. Nohely Barajas-Montalvo and Brandon Bowdle, Under Sheriff participated via Zoom.

Guests: John Olson Greg Poupard and Debbie Poupard. Craig Markham – Yamhill Co, Rebecca Wallis Yamhill County News 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 Johnston 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 commissioners’ joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of February 24, 2025 – March 2, 2025. No other 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.

No public comment was received.

B.O. 25-086

**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:** None.

**H. OLD BUSINESS:**

1. **B.O. 25-48** - Consideration of approval of a Professional Services Contract between Yamhill County Administration and SERA Architects, Inc for interior modifications, departmental test fits, and move coordination not to exceed \$146,427 effective upon completion through December 10, 2025. Oracle #CA25001AE. *[Continued from February 13th, 2025]*

Ken Huffer explained that the contract would initiate the move from current offices to the new County location to minimize disruption to services. He stated that the goal was to have all personnel moved into the new building by the end of 2025.

Commissioner Johnston moved approval of item H1. The motion passed, Commissioners Johnston, Starrett, and King voting aye.

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

1. **B.O. 25-49** - Consideration of approval of a Board Order in the matter of adopting the Yamhill County Sheriff's Office Title VI Program Compliance Plan and delegating signing authority to the Sheriff.

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

2. **B.O. 25-50** - Consideration to authorize Yamhill County Sheriff's Office to apply for Community Investment Project (CIP) grant funding in the amount of \$867,552 to be used to upgrade the Public Safety Radio System.

Commissioner King explained that the intended use for the grant funding had been proposed to other local representatives which was positively received.

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

3. **B.O. 25-51** - Consideration of approval of grant Agreement #35701 between Yamhill County and the State of Oregon Department of Transportation (ODOT) to increase services for seniors and people with disabilities in the not to exceed amount of \$32,000 with an \$8,000 match and total project cost of \$40,000 effective upon full execution through December 31, 2026, subject to review and final approval by County Counsel and Yamhill County Transit staff.

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

**B.O. 25-086**

4. **B.O. 25-52** - Consideration of approval of grant Agreement #35711 between Yamhill County and the State of Oregon Department of Transportation (ODOT) to be used for three replacement vehicles in the not to exceed amount of \$530,042 with a \$60,667 match and total project cost of \$590,709 effective upon full execution through December 31, 2028, subject to review and final approval by County Counsel and Yamhill County Transit staff.

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

5. **B.O. 25-53** - Consideration of approval of grant Agreement #35710 between Yamhill County and the State of Oregon Department of Transportation (ODOT) to be used for operating funds to enhance services for older adults and people with disabilities in the not to exceed amount of \$271,000 with a \$67,750 match and total project cost of \$338,750 effective upon full execution through December 31, 2026, subject to review and final approval by County Counsel and Yamhill County Transit staff.

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

6. **B.O. 25-54** - Consideration of a letter in support of Provoking Hope's 2026 application for the U.S. Senate appropriations funding for Yamhill County. (Commissioner Mary Starrett)

Commissioner Starrett clarified that the application was for congressionally directed spending which was separate from Community Investment Project (CIP) funding.

Commissioner Starrett moved approval of item I6. The motion passed, Commissioners Johnston, Starrett, and King 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>

**B.O. 25-086**

Following Commissioner announcements, the meeting adjourned at 10:35a.m.

Bailey Barnhart  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair

KIT JOHNSTON



Commissioner

MARY STARRETT



Commissioner

DAVID "BUBBA" KING

Approved by the Yamhill County Board of  
Commissioners on 04/03/2025  
via Board Order 25-086