

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 June 12, 2025, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Kit Johnston and Mary Starrett being present. David “Bubba” King being absent.

Also present were Ken Huffer, County Administrator; Kevin Perkins, Deputy County Administrator PIO; Christian Boenisch, County Counsel; Sheriff Sam Elliott. Nohely Barajas-Montalvo, Legal Assistant and Justin Hogue, Deputy County Administrator COO participated via Zoom.

Guests: Caralee Johnston, John Olsen, Jason Fields, Leslie Lewis, Kwynn Johnston, Brianna T titular, Kaiden Christianson, Orion Gladhard, Mike Morris. Marvin Bernards, Lee Schrepel and Craig Markham – Yamhill Co 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) by 5:00 p.m. Wednesday.*

**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 June 16 through June 22, 2025. 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.

No public comments were received.

**B.O. 25-179**

**E. PRESENTATION: 2025 Yamhill County Fair Ambassadors – Leslie Lewis.**

Leslie Lewis introduced Orion Gladhard, Brianna Titular, Kaiden Christianson and Kwynn Johnston who briefed the Commissioners on their education and career goals. The Fair ambassadors shared in the general nervousness about public speaking but encouraged others to try. They agreed that the more experience they got, the more confidence they had built. They expressed excitement for the 2025 Yamhill County Fair and Rodeo and a goal to increase attendance and desire for more team bonding opportunities.

**F. DEPARTMENT UPDATES: None.**

**G. 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.

**H. CONSENT AGENDA:**

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

Minutes

1. a. **B.O. 25-153** - April 8, 2025 – Special Formal Session
- b. **B.O. 25-154** - April 17, 2025 – Formal Session
- c. **B.O. 25-155** - April 24, 2025 – Formal Session
- d. **B.O. 25-156** - May 1, 2025 – Formal Session
- e. **B.O. 25-157** - May 8, 2025 – Formal Session
- f. **B.O. 25-158** - May 15, 2025 – Formal Session

Committees

2. **B.O. 25-159** - Approval to appoint Rubi Yarez (Bargaining HHS position) to the Employee Safety Advisory Committee to complete the term vacated by Aaron Ecker, effective upon approval through March 18, 2027.

3. **B.O. 25-160** - Approval to reappoint Megan Ramos to the Mental Health Developmental Disabilities Advisory Committee (MHDDAC) for a 3-year term to expire May 1, 2028.

Surplus

4. **B.O. 25-161** - Approval to declare three sofas from Health and Human Services a surplus property with an estimated value of \$300 to be disposed per County policy.

Contracts & Grants

5. **B.O. 25-162** - Approval to amend the 2025-2026 County Assessment Function Funding Assistance (CAFFA) Grant application and rescind B.O. 25-99.

**B.O. 25-179**

Fees

6. **B.O. 25-163** - Approval to amend the 2025-2026 Sheriff's Office Fee Schedule and rescind B.O. 25-138.

Plans

7. **B.O. 25-164** - Approval to amend the 2024 Yamhill County Transit Title VI-Civil Rights and Limited English Proficiency Plan and rescind B.O. 24-209.

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**I. OLD BUSINESS:** None.

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

1. **B.O. 25-165** - Consideration of approval of a Board Order in the matter of an increase in the fees charged for certain applications in the Department of Planning and Development, fee increases effective July 1, 2025.

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

2. **B.O. 25-166** - Consideration of approval of a Board Order in the matter of an order to amend certain fees for functions or services provided by the Yamhill County Surveyor, effective July 1, 2025.

Commissioner Johnston moved approval of item J2. The motion passed, Commissioners Johnston and Starrett voting aye. Commissioner King was absent.

3. **B.O. 25-167** - Consideration of approval of an agreement for Police Services between Yamhill County Sheriff's Office and the City of Sheridan in the amounts of \$642,030.48 for Fiscal Year 2025-26 and \$655,039.80 for Fiscal Year 2026-27, effective July 1, 2025, through June 30, 2027. Oracle #SO26005IGA.

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

4. **B.O. 25-168** - Consideration of approval of the proposed HHS Behavioral Health Usual and Customary Rates, Public Health Clinic Rates, and Environmental Health Fees for 2025-2026, effective July 1, 2025.

Commissioner Starrett stated that the proposed rates and fees had been unanimously approved by the Board of Health.

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

5. **B.O. 25-169** - Consideration of approval of Amendment #3 to Agreement #180161 between Yamhill County and the Oregon Health Authority (OHA) (B.O. 23-176) extending the terms of agreement to June 30, 2026. Oracle #HHS24036IGA.

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

**B.O. 25-179**

6. **B.O. 25-170** - Consideration of approval of Amendment #1 to a Contract Employment Agreement between Yamhill County Health and Human Services and Amy M. Thorkildson (B.O. 24-247) for Administrative Services increasing the rate of pay to \$39.14 per hour not to exceed 19 hours per week, effective July 9, 2025. Oracle #HHS24069GS.

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

7. **B.O. 25-171** - Consideration of approval of an agreement between Yamhill County Health and Human Services and the Willamina School District to provide behavioral health counseling for the 2025-26 school year, not to exceed \$77,177.61, effective September 2025 through May 2026. Oracle #HHS25024IGA.

Commissioner Starrett moved approval of item J7. The motion passed, Commissioners Johnston and Starrett voting aye. Commissioner King was absent.

8. **B.O. 25-172** - Consideration of approval of an agreement between Yamhill County Health and Human Services and the Sheridan School District to provide behavioral health counseling for the 2025-26 school year, not to exceed \$129,087.45, effective September 2025 through May 2026. Oracle #HHS25025IGA.

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

9. **B.O. 25-173** - Consideration of approval of Amendment #1 to an agreement between Yamhill County Health and Human Services and the City of McMinnville for Behavioral Health Services (B.O. 24-078) retroactive to March 1, 2025, through February 28, 2026. Oracle #HHS24038IGA.

Commissioner Starrett moved approval of item J9. The motion passed, Commissioners Johnston and Starrett voting aye. Commissioner King was absent.

10. **B.O. 25-174** - Consideration of approval to submit a letter in opposition of the Oregon Department of Transportation's proposed tax increases. (Commissioner Starrett)

Commissioner Starrett clarified that the proposed testimony regarding House Bill (HB) 2025 would address the proposed gas tax increase of 37% indexed to inflation, DMV fee increases such as the vehicle registration increase from \$43 to \$113, and a 2% transfer tax for new vehicle purchases, among others. Commissioner Johnston stated that he had given public comment supporting the construction of the Newberg-Dundee bypass but opposing the funding source of increased fees and taxes.

Commissioner Starrett moved approval of item J10. The motion passed, Commissioners Johnston and Starrett voting aye. Commissioner King was absent.

**B.O. 25-179**

11. **B.O. 25-175** - Consideration of a request to transfer appropriation authority from Fund 440-1030027-82001 to 440-1030027-79500, in amount of \$359,993.33. Transfer will reduce appropriation authority in Miscellaneous Building Remodel and increase appropriation authority in Loan Interest Payment lines in Fund 440 for first payment on loan for land acquisition that is due June 2025.

Ken Huffer clarified that debt services for the purchase of the new County campus building must be separated from general capital or other operating expenses. The transfer would reallocate monies to the debt service within the fund to comply with Oregon budget law.

Commissioner Johnston moved approval of item J11. The motion passed, Commissioners Johnston and Starrett voting aye. Commissioner King was absent.

**K. PUBLIC HEARINGS:** None.

**THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT:**

<https://www.yamhillcounty.gov/1190/Public-Hearing-Notices>

**L. 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 10:37 a.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 06/26/2025  
via Board Order 25-179