

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 26, 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; Kevin Perkins, Deputy County Administrator PIO; Christian Boenisch, County Counsel; Paulette Alexandria, Treasurer; Cynthia Thompson, Transit Director; Tonya Manley, Transit Management Analyst; Gioia Goodrum, Economic Development Manager; Sheriff Sam Elliott; Ken Friday, Planning Director; Lance Woods, Senior Planner and Carolina Rook, BOC Staff. Nohely Barajas-Montalvo, Legal Assistant and Ken Friday, Planning Director participated via Zoom.

Guests: Kim Morris, Mike Morris, Chris Chenoweth, Beth Keizer, Jeri Turgesen, Delinda Morgan, Chris Caddell, Monty Hurly, Jason Fields, Corey Rich and Steve Macy. Lee Schrepel, Marie Holladay, Marvin Bernards, Rand Walz, Rebecca Wallis – Yamhill County News and Micheal RA Town 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 30 through July 6, 2025. No other county business was discussed.

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**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.

Commissioners acknowledged public comment provided in person by Delinda Morgan regarding residential water access.

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

Minutes

1. a. **B.O. 25-176** - May 22, 2025 – Formal Session
- b. **B.O. 25-177** - May 29, 2025 – Formal Session
- c. **B.O. 25-178** - June 05, 2025 – Formal Session
- d. **B.O. 25-179** - June 12, 2025 – Formal Session

Surplus

2. **B.O. 25-180** - Approval for the Parks Department to surplus vehicles P-093 and P-297, two truck canopies, 6 filing cabinets, and 2 office desks through PublicSurplus.com per Ordinance 499.

Contracts

3. **B.O. 25-181** - Approval of an intergovernmental agreement between Yamhill County Sheriff's Office and the City of Amity for FY25-26 in the amount of \$428,020.29 for 2.0 FTE and FY26-27 in the amount of \$436,693.20 for 2.0 FTE. Oracle #SO26003IGA.
4. **B.O. 25-182** - Approval of an intergovernmental agreement between Yamhill County Sheriff's Office and the City of Willamina for FY25-26 in the amount of \$428,020.29 for 2.0 FTE and FY26-27 in the amount of \$436,693.20 for 2.0 FTE. Oracle #SO26004IGA.
5. **B.O. 25-183** - Consideration of approval of an agreement between Yamhill County Health and Human Services and the Newberg School District in the not to exceed amount of \$77,177.61 for the 2025-2026 school year. Oracle #HHS25027IGA.

Doctor Jeri Turgesen provided public comment on item G5 regarding the services the school district had provided in 2024 in partnership with the County. Dr. Turgesen thanked the Commissioners for their continued support.

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Committees

6. **B.O. 25-184** - Approval to appoint Brandon Harris, Phill Riggs and Laurie Steinbeck to the Ambulance Service Area Committee for three-year terms to expire June 30, 2028, and to remove Les Thomas and Tracy Autler effective July 1, 2025.

Budget

7. **B.O. 25-185** - Authorize a list of checks for the 2025 Yamhill County Fair.

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**H. OLD BUSINESS:** None.

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

1. **B.O. 25-186** - Consideration of approval of a blanket refund order authorizing the tax collector to issue lawful refunds to taxpayers, effective July 1, 2025, through June 30, 2026.

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

2. **B.O. 25-187** - Consideration of approval of a grant Agreement #250-252YAMHILL-000 between Yamhill County and the Oregon State Marine Board in the amount of \$87,654.00 effective July 1, 2025, through July 30, 2027. Oracle #SO26006GA.

Commissioner King elaborated that the total reflected a 30% funding cut.

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

3. **B.O. 25-188** - Consideration of approval to submit a 5339(b) grant application to Oregon Department of Transportation (ODOT) for Federal Transit Administration funds in the amount of \$2,260,000 with a 15% match.

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

4. **B.O. 25-189** - Consideration of approval of amendment #1 to the agreement between Yamhill County and George Fox University (B.O. 24-099) amending contract language and extending the term to December 31, 2026.

Gioia Goodrum clarified that the location of the childcare facility would be moved to the Northwest Christian Church. The total cost to build the facility would be reduced as a result.

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

5. **B.O. 25-190** - Consideration of approval of Service Element Prior Authorization (SEPA) #123372194 in the amount of \$4,000.00 under the agreement between Yamhill County Health and Human Services and the Department of Human Services for the financing of the Yamhill County Community Developmental Disabilities Program. Oracle # HHS24006IGA.

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

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6. **B.O. 25-191** - Consideration of approval of an intergovernmental agreement between Yamhill County Public Health and the Multnomah Education Service District (MESD) for Medicaid administrative claims processing services in the quarterly amount of \$16,762.84 effective July 1, 2025, through June 30, 2026. Oracle #HHS25021IGA.

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

7. **B.O. 25-192** - Consideration of approval of Amendment #10 to Agreement #026028 (B.O. 24-029) between Yamhill County Health and Human Services and the Oregon Health Authority increasing funding in the amount of \$4,705.00, retroactive to July 1, 2024, through June 30, 2026. Oracle #HHS24037IGA.

Commissioner Starrett clarified that Amendment #10 was not related to the Oregon Health Authority (OHA) behavioral health contracts that most Oregon Counties were opposing.

Commissioner Starrett moved approval of item I7. The motion passed, Commissioners Johnston, Starrett and King voting aye.

8. **B.O. 25-193** - Consideration of approval of an agreement between Yamhill County Health and Human Services and Ensoftek Inc. for an Electronic Health Record (EHR) System and implementation in the not to exceed amount of \$6,740,260.90 effective upon full execution through June 30, 2030. Oracle #HHS25028GS.

Commissioner Starrett moved approval of item I8. The motion passed, Commissioners Johnston, Starrett and King voting aye.

9. **B.O. 25-194** - Consideration of approval of amendment #3 to the agreement between Yamhill County Health and Human Services and Cole Collaborative Therapeutic Solutions, LLC, amending the hours-of-service language effective July 9, 2025. Oracle #22-269.

Commissioner Starrett moved approval of item I9. The motion passed, Commissioners Johnston, Starrett and King voting aye.

10. **B.O. 25-195** - Consideration of approval to submit a letter in opposition of the Oregon Department of Transportation's proposed tax increases. (Commissioner Starrett)

Commissioner Starrett stated that there had been an amendment to the proposed House Bill 2025 and the tax would be \$11,700,000,000 rather than \$15,000,000,000.

Commissioner Starrett moved approval of item I10. The motion passed, Commissioners Johnston, Starrett and King voting aye.

11. **B.O. 25-196** - Consideration of approval of a 10% increase to the County Administrator's base annual salary.

Commissioner Starrett added her appreciation for the extra time and effort that Ken Huffer dedicated to his work. All Commissioners concurred.

Commissioner King moved approval of item I11. The motion passed, Commissioners Johnston, Starrett and King voting aye.

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**J. PUBLIC HEARINGS:**

1. Docket S-02-24, appeal of the Planning Commission’s approval of a conditional use permit request for an eight (8) lot subdivision in the Light Industrial (LI) zone. Applicant Town Investments, LLC, represented by AKS Engineering & Forestry, LLC.

Commissioner Johnston opened the public hearing at 10:28 a.m.

There was no objection to the jurisdiction of the hearing or abstentions.

There were no reports of site visits or ex-parte contact. Commissioner Johnston disclosed a potential conflict of interest due to having been a member of the Planning Commission where he may have met the applicant previously. Ken Friday read the “raise it or waive it” statement required by ORS 197.763.

Staff Report:

Lance Woods presented the staff report by describing the subject parcel as located in a light industrial (LI) zone and undeveloped although there are reports of concrete and asphalt having been left at the property. The request is for a nine-lot subdivision identified as Lone Oak Road with eight of those lots being developable to LI uses and the ninth lot being set aside for use for the septic drain field location for each of those lots. The subdivision was approved by the Planning Commission unanimously on June 5, 2025. The proposed lots range in size from approximately 0.55 acres to 1.81 acres with an average lot size of approximately one acre. Access to the proposed new parcels will be provided by Lone Oak Road with three easement drives being proposed to provide ingress egress to the six subdivision lots who do not have direct access to Lone Oak Road. The surrounding area is a nexus of various zoning designations and land use patterns. Neighboring parcels to the north and east are zoned for very low density residential (VLDR). These VLDR zoned lots are all dedicated to rural residential use with single family dwellings and accessory buildings commonly found on these properties. One of these VLDR zoned parcels tax lot 4411905 received approval for the operation of a mini storage facility as their home occupation. There are two LI parcels east of the applicant’s tract. These parcels do not currently have land use approval for any LI uses though. The tract to the west and north of the subject property hosts Evergreen Memorial Park which is zoned for public assembly and institutional use and is 109 acres in size. There are four parcels to the south and southwest of the subject tract and these lots are zoned for neighborhood commercial use. One of these lots is Bunn’s Village and land use on this property runs the gambit of the uses permitted in the neighborhood commercial zone. Another one of these neighborhood commercial zoned lots hosts a furniture retail business with five structures located on the property. The remaining two parcels zoned for neighborhood commercial use are used as a car dealership. Further to the north of the subject tract toward the end of Lone Oak Road the land is zoned for exclusive farm use and the predominant land use pattern is farming. Farm use in the surrounding area includes grass seed, hay production, hazelnut orchards and nursery stock.

Applicant Testimony:

Applicant representative, Chris Caddell from AKS Engineering stated that public participation and meetings were encouraged and accepted before they applied for the subdivision. County staff recommended approval of the application with additional conditions.

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Mr. Caddell stated that a civil engineer provided testimony regarding management of storm water as part of the application and a final plan would be submitted for approval by the Public Works Director.

Appellant Testimony:

The appellant, Corey Rich and Steve Macy from Evergreen Memorial Park stated that the drainage of rainwater had already been disturbed by the artificial elevation of the subject property. Mr. Rich estimated that the subdivision would receive thirteen million gallons of rainwater annually and that fifty to seventy percent of rain should be absorbed by the ground, but the applicant planned to pave the property so that water would run into the cemetery making it unusable. Commissioner Johnston clarified that the plan included a condition to drain the water away from the cemetery and that the application would be denied if that stipulation was not adequately met.

Public Agency Reports:

Lance Woods explained that the proposed wastewater management plan had been revised in response to public agency report submitted by the County Sanitarian. There was no additional public agency reports received.

Applicant Rebuttal:

Applicant representative, Monty Hurly from AKS engineering stated that Oregon law was based on original topography. Mr. Hurley explained that the plan was to drain to the east pending approval by ODOT. The natural drainage of the property was to the west, toward the cemetery, so if ODOT required the drainage to go west, storm water would be collected and routed to a detention pond or pipe and released at predetermined rates in historical drainage patterns rather than all at once. Mr. Hurly stated that one could reasonably disperse the water via many smaller pipes rather than one large drainage area. He also stated that the detention pond and drainage could potentially be placed underground depending on cost, and easement requirements.

Staff Recommendations:

Lance Woods read the staff recommendations for division of property and clarified that any future development would have to go through the site design review process and be subject to additional approval.

Commissioner Johnston closed the public hearing at 11:18 a.m.

Commissioner Johnston moved to uphold the Planning Commission's decision with an additional request that drainage be addressed as part of future site design review applications. The motion passed unanimously. Findings were scheduled to come before the Board for consideration of approval by July 17, 2025.

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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 11:39 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 07/10/2025  
via Board Order 25-216