

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 formal session on August 28, 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; Patricia Rojas, HR Director; Kevin Perkins, Deputy County Administrator PIO, Cynthia Thompson, Transit Director and Paulette Alexandria, Treasurer. Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Delinda Morgan, Jason Fields and John Olson. Marvin Bernards, David Pasteater 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 September 1 through September 7, 2025. 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.

Delinda Morgan provided public comment regarding residential water access.

**B.O. 25-276**

**E. DEPARTMENT UPDATES:** None.

**F. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance.

1. None.

**G. CONSENT AGENDA:**

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

Minutes

1. **B.O. 25-261** - Formal Session – August 7, 2025.

2. **B.O. 25-262** - Formal Session – August 21, 2025.

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**H. OLD BUSINESS:**

1. **B.O. 25-263** - Consideration of approval of a Board Order and findings in the matter of upholding the planning director’s decision to approve planning docket SDR-02-25, site design review and variance. Tax lot 2436-01600 Applicant: Stepan Family Reserve, LLC. *[Continued from July 31, 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. 25-264** - Consideration of approval in the matter of adopting the Media Relations Policy.

2. **B.O. 25-265** - Consideration of approval in the matter of adopting the Social Media Policy.

Discussion ensued on both items I1 and I2 together. Commissioner Johnston directed staff to replace the word “should” with “shall” in section 2.02 of the Media Relations policy. Ken Huffer stated that the effective date should be 14 days after approval for both proposed policies. Kevin Perkins clarified that some existing personnel policies could cover a grievance, but these policies would remove the need to interpret the out-of-date policies.

Commissioner King moved approval of items I1 and I2, as amended, and setting an effective date of September 11, 2025. The motion passed, Commissioners Johnston, Starrett and King voting aye.

3. **B.O. 25-266** - Consideration of approval to Agreement #44300-00049184 between Yamhill County Family and Youth Services and the Oregon Health Authority for Parent-Child Interaction Therapy (PCIT) program funding in the amount of \$132,250.00, retroactive to July 1, 2025, through June 30, 2027. Oracle #HHS250451GA.

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

**B.O. 25-276**

4. **B.O. 25-267** - Consideration of approval of agreement #047040 between Yamhill County and the Oregon Department of Human Services for the financing of Community Developmental Disabilities Program Services retroactive to July 1, 2025, through June 30, 2027. Oracle #HHS25037IGA.

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

5. **B.O. 25-268** - Consideration of approval of the agreement between Yamhill County Health and Human Services and Providence Health & Services for operating the Newberg School Based Health Center in the amount of \$60,000 per year retroactive to July 1, 2023, with automatic annual renewals. Oracle #HHS25044GS.

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

6. **B.O. 25-269** - Consideration of approval of an Intergovernmental Agreement #185833 between Yamhill County's Local Public Health Authority and the Oregon Health Authority for the financing of Public Health Services in the amount of \$2,217,684.05, retroactive to July 1, 2025, through June 30, 2027. Oracle #HHS25038IGA.

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

7. **B.O. 25-270** - Consideration of approval of Service Element Prior Authorization (SEPA) #137396514 between Yamhill County Health and Human Services and the Department of Human Services for the financing of the Community Developmental Disabilities Program in the amount of \$1,000.00.

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

8. **B.O. 25-271** - Consideration of approval of Service Element Prior Authorization (SEPA) #135475765 between Yamhill County Health and Human Services and the Department of Human Services for the financing of our Community Developmental Disabilities Program in the amount of \$400,000.00.

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

9. **B.O. 25-272** - Consideration of approval of a STIF sub-provider agreement between Yamhill County Transit and MV Advancements in the not to exceed amount of \$60,000 retroactive to July 1, 2025, through June 30, 2027. Oracle #TR25016GA.

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

**B.O. 25-276**

10. **B.O. 25-273** - Consideration of approval of a STIF sub-provider agreement between Yamhill County Transit and Oregon Mennonite Residential Services (OMRS) in the not to exceed amount of \$44,320 retroactive to July 1, 2025, through June 30, 2027. Oracle #TR25017GA.

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

11. **B.O. 25-274** - Consideration of approval of a STIF sub-provider agreement between Yamhill County Transit and Yamhill County Abacus in the not to exceed amount of \$13,539.25 retroactive to July 1, 2025, through June 30, 2027, and to authorize the Transit manager to execute the Memorandum of Understanding (MOU). Oracle #TR25003IGA.

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

12. **B.O. 25-275** - Consideration of approval of an agreement between Yamhill County Health and Human Services and University of Montana for the placement of students for clinical internships effective for five years upon full execution.

Commissioner Starrett moved approval of item I12. 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. 25-276**

Following Commissioner announcements, the meeting adjourned at 10:43 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 09/11/2025  
via Board Order 25-276