

BOARD ORDERS AND MINUTES  
OF THE YAMHILL COUNTY CONTRACT REVIEW BOARD  
SITTING FOR THE TRANSACTION OF BUSINESS

THE CONTRACT REVIEW BOARD OF YAMHILL COUNTY, OREGON (“the Board”) sat for the transaction of business in special session on October 16, 2025, at 9:45 a.m. in Room 32 of the courthouse, Kit Johnston, Mary Starrett and David “Bubba” King being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Kaleb Raever, Assistant County Counsel; Lindsey Manfrin, HHS Director; Don Fairley, Capital Improvement Manager and Carolina Rook, BOC Staff.

Guests: Hilary Malcomson.

Chairperson Johnston called the meeting to order at 9:45 a.m.

1. **LCRB-10-16-25-1** - Consideration of approval of minutes from July 7, 2022.

Ms. Starrett moved approval of item 1. The motion passed. LCRB members Johnston, Starrett, and King voting aye.

2. **LCRB-10-16-25-2** - Consideration of authorizing an exemption from competitive bidding for a sole source procurement under ORS 279B.075 to enter into an agreement with Omega Industries to purchase material for a railroad crossing project on Dayton Avenue.

Lindsey Manfrin explained that the one-time capital projects funding for the proposed project needed to be allocated by December 31, 2025 and stated that individuals with stable housing have higher recovery success rates. She explained that two County owned houses previously occupied as the IT departments’ offices would be remodeled to house HHS Community Restoration clients. Christian Boenisch explained that the Request for Proposal (RFP) process did not allow for competitive bidding that was needed for a Design-Build process. Ms. Manfrin explained that a procedure would be created to establish occupancy timeframes and eligibility. The estimated stay was between 2 weeks and 6 months to satisfy a need for housing between the short- and long-term options HHS already offered. She added that an average of 4 to 6 people participated in the Community Restoration program at a time.

Chairperson Johnston closed the public hearing at 9:51 a.m.

Ms. Starrett moved approval of item 2. After discussion, the motion passed. LCRB members Johnston, Starrett, and King voting aye.

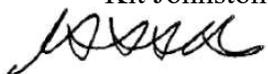
3. Other Business as necessary.

County Administrator, Ken Huffer, stated that the LCRB had been disbanded previously but was reconvened due to the Design-Build public notice mistakenly referring to the meeting as a LCRB meeting. The consensus of the Board was to delegate future contract review matters to the Yamhill County Board of Commissioners.

The meeting adjourned at 9:54 a.m.

YAMHILL COUNTY LOCAL CONTRACT REVIEW BOARD

Bailey Barnhart  
Secretary

Chair	 Kit Johnston
Member	 Mary Starrett
Member	 David "Bubba" King

Approved by the Yamhill County Board of  
Commissioners on 10/30/2025  
via Board Order 25-351