

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 October 30, 2025, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Mary Starrett and David “Bubba” King being present. Commissioner Kit Johnston participated via Zoom.

Also present were Ken Huffer, County Administrator; Kevin Perkins, Deputy County Administrator PIO; Christian Boenisch, County Counsel; Kaleb Raever, Assistant County Counsel; Ken Friday, Planning Director; Lance Woods, Senior Planner; Cynthia Thompson, Transit Director and Mark Lago, Public Works Director. Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: John Anderson, Branden Dross, Jason Fields, Desire Lundeen, Kim Morris, John Olson, Chris Chenoweth, Beth Keyser, Lisa Springer, Javier Ceja, Sara Herrera, Mayra Horta, Melissa Winkelman, Larry Goodroe, Jose Lopez, Heidi Goodroe, Andrew Stamp, Melody McMaster and Hilary Malcomson. Jack Kriz, Leisha Adams, Ms. Moon, Rebecca Wallis – Yamhill County News, Spencer.Petrauski, MiPhone, Lee Schrepel and Mary Samsonite 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 by 5:00 p.m. Wednesday.

A. CALL TO ORDER: Commissioner Johnston called the meeting to order at 10:01 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 November 3 through November 9, 2025. No other county business was discussed.

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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.

Commissioners acknowledged written public comments submitted by Elena Mudrak and Stephanie Wiard in support of the Yamhelas-Westsider Trail. John Anderson provided written and in person public comment regarding ballot security envelopes. Kristi Bahr provided written public comment regarding a stray aggressive dog. Melody McMaster provided in person public comment in support of the Yamhelas-Westsider Trail and previous LUBA remands.

E. DEPARTMENT UPDATES: None.

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

1. Transit Fares – Cynthia Thompson.

Cynthia Thompson summarized the goal of the Transit department to implement fares depending on distance, location and program using an electronic system. Previous fares ranged from \$1.25 per ride to \$40 for unlimited rides per month but the department stopped charging fares during the COVID-19 pandemic. Ms. Thompson estimated an annual revenue of less than \$105,000. She summarized the electronic UMO Subscription Service which would allow riders to pay on their mobile devices and how it would assist in tracking unique riders as opposed to the typical method of tracking rides. She detailed a low fare scenario which ranged from \$1 to \$5 for one weekday ticket depending on whether the trip was local or out of the county and between \$4 and \$10 for Dial-A-Ride (DAR) services depending on whether the rider qualified for Americans with Disabilities Act (ADA) pricing. She then explained the monthly pass options which ranged from \$10 to \$75. She predicted that ridership would decrease when fares were implemented but revenue would increase over time as ridership resumed typical rates. The current DAR program had 250 unique riders, and fixed routes had a conservatively estimated 1,800 unique riders. The operating costs for one unique rider to use Transit services was roughly \$1,700 for one year. Commissioner King clarified that operating costs for the Transit system was roughly \$5,000,000 with about \$4,500,000 in funding from federal, state and local municipalities. Branden Dross, Yamhill County Transit Advisory Committee (YCTAC) member, explained YCTAC's suggestion for the low fare option to be increased slowly to mitigate the initial reduction of ridership. YCTAC preferred the low fare plan rather than higher fare options considering the committees desire to incentivize use of Transit. Commissioner Johnston directed staff to proceed with conducting public outreach, to gather the public's response to possible fee increases to DAR, and to continue to be fareless while gathering information and creating a fare plan.

G. CONSENT AGENDA:

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

Surplus

1. **B.O. 25-349** - Approval to declare a list of computers and equipment from Information Technology as surplus property to be distributed to local school districts per policy.

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Plan

2. **B.O. 25-350** - Approval and submission of the 2025 Habitat Conservation Plan (HCP) Annual Compliance report.

Minutes

3. **B.O. 25-351** - Approval of Local Contract Review Board minutes from October 16, 2025.

H. OLD BUSINESS: None.

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

1. **B.O. 25-352** - Consideration to approve a Construction Services Contract #TR26001CC between Yamhill County Transit Area and Blue Spruce Builders, Inc. for the Durham Lane Tenant Improvement Project in the not to exceed amount of \$268,000 effective upon issuance of a Notice to Proceed through June 1, 2026. Oracle #TR26001CC.

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

2. **B.O. 25-353** - Consideration of approval of Grant Agreement #JRP-27-34 between Yamhill County and Oregon Criminal Justice Commission (CJC) to fund the Justice Reinvestment programs in the amount of \$1,291,224 effective upon full execution through November 30, 2027. Oracle #CJ26003IGA.

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

3. **B.O. 25-354** - Consideration of approval of an intergovernmental agreement between Yamhill County and Washington County to assign maintenance responsibilities for five identified roads to a single county effective upon full execution through July 1, 2030, with automatic annual renewals. Oracle #PW25003IGA.

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

4. **B.O. 25-355** - Consideration to authorize Public Works to purchase a 2026 MowerMax Brush Cutter with attachments from Atmax Equipment Co. under the state government Sourcewell contract #032525-AMX in the amount of \$297,128.64.

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

5. **B.O. 25-356** - Consideration of approval in the matter of adopting the Employee Handbook Policy effective 14 days from the date of posting, and repealing B.O. 25-345.

Ken Huffer explained that the Employee Handbook Policy had been approved by the Board on October 23, 2025 with an effective date of November 7, 2025 but that the policy hadn't been posted in time to meet the 14-day posting requirement so the proposal was to correct the effective

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date. No content of the policy had changed, and that explanation applied to the following proposed adoptions of the Hiring Procedures and Veterans Preference Policies as well.

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

6. **B.O. 25-357** - Consideration of approval in the matter of adopting the Hiring Procedures Policy effective 14 days from the date of posting, and repealing B.O. 25-346.

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

7. **B.O. 25-358** - Consideration of approval in the matter of adopting the Veterans Preference Policy effective 14 days from the date of posting, and repealing B.O. 25-347.

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

8. Consideration of approval to submit a letter in support of Oregon Governor, Tina Kotek, utilizing state resources to backpay SNAP benefits amidst the federal shutdown.

Commissioners Starrett and King walked on proposals of a letter to the Governor, but Commissioner Starrett asserted that the letter she drafted contained less political connotations which may have been more likely to result in the Governor's cooperation. Commissioner King preferred his version of the letter which he said challenged the Governor for not being more proactive. Commissioner Johnston explained that the Governor had recently allocated \$5,000,000 to SNAP participants and recommended postponing approval of either letter until November 6, 2025 to see if there would be any more progress. Commissioner King estimated the Governor's contribution would only be about \$38 per SNAP recipient which he explained would not sufficiently feed a family.

Commissioner King moved approval of submitting the letter he drafted. The motion failed. Commissioner King voting aye. Commissioners Johnston, Starrett voting nay.

Commissioner Starrett moved to postpone item I8 to November 6, 2025. The motion passed. Commissioners Johnston and Starrett voting aye. Commissioner King voting nay.

The meeting was recessed at 11:19 a.m. The meeting reconvened at 11:27 a.m.

J. PUBLIC HEARINGS:

1. Docket C-01-25, an appeal of the Planning Director's approval of a request for the operation of a loss mitigation business as a home occupation. Applicant: M & H Oregon Construction, LLC & Javier Ceja.

Commissioner Johnston opened the public hearing at 11:28 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. Ken Friday read the "raise it or waive it" statement required by ORS 197.763.

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Staff Report: Lance Woods stated that the subject property was in exclusive farm zone with a single-family residence and a shop building which was under construction intended to be used to conduct a loss mitigation company mostly for storage of equipment and gear. The surrounding area consisted of rural residential and commercial farm use.

Applicant Testimony: The applicant, Javier Ceja, stated that he operated a 24/7 water damage restoration company with emergency services. The application was to build a barn to be used as a home occupation to store equipment. He expressed that work would not be conducted constantly, but he could dispatch from the subject property at any hour for emergency response.

John Olson provided testimony in support of the application stating that the McMinnville Area Chamber of Commerce recognized the business as an important part of the community.

Lisa Springer stated that she was an employee of the Ceja business, and the office site had been in a residential neighborhood in McMinnville since 2019 with no complaints from community members. Ms. Springer explained that traffic on site would decrease due to some family members moving out of the single-family home on the subject property.

Mayra Horta stated that she represented the contractors, M&H Construction, that were building the barn and that the company supported the application.

Neri Rosales, from M&H Construction, stated that the services the business conducted would not be on site typically and traffic was expected to be minimal once construction of the property was complete.

Desiree Lundeen explained that gathering comments from neighbors was intended to mitigate concerns by applying conditions of approval to the application and she highlighted that property development was approved or denied based on land use laws and ordinances rather than individuals concerns.

Jose Lopez asserted that Mr. Ceja intended to maintain the curb appeal of the subject property and to respect the neighbors.

Appellant Testimony: The appellants, Heidi and Larry Goodroe's, representative, Andrew Stamp stated that the supreme court required home occupations to be allowed according to the zoning, but the subject property was in an exclusive farm use zone. The barn being built for home occupancy was not intended to be used for farming. He stated that a 24/7 operation was uncommon for home occupations and may require additional certifications for compliance with the County noise ordinance. Mr. Stamp explained that there was impervious service installed with drains but requested to have the applicant provide a drainage analysis. He requested for a condition to be added to the application to provide the number of employees and vehicles expected to be onsite. The zoning ordinance required home occupations to maintain traffic that normally occurs in the zoning district. Mr. Stamp estimated that the average for the area was 10 trips per family per day, but after observing the applicant the subject property had people coming and going up to 37 times in one day. However, it was not evident whether the trips were related to the active construction. He requested stipulations be added to prohibit clients onsite, require vehicles to be parked inside or behind a privacy fence, and to provide a noise study.

Melissa Winkelman stated that the barn had been constructed in a different location of the subject property than the initial County map had indicated, and that it was situated closer to her property with additional noise from heavy equipment. She explained that dust and water displacement had already increased from construction.

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Larry Goodroe expressed concern that the business could expand and expressed a desire to keep commercial business in the area farm related considering the exclusive farm zone.

Heidi Goodroe explained that some individuals were both family and employees so traffic may not be significantly impacted once construction was complete. She expressed concern about the ability for the rural road to accommodate increased traffic long term.

Public Agency Reports: Lance Woods explained that the McMinnville Fire Department (MFD) stated the applicant had agreed to install firefighting water. The County Sanitarian confirmed they had no conflicts with the application and that a permit was issued for business use septic system. The Soil and Water Conservation reminded the applicant to control weeds.

Applicant Rebuttal: Javier Ceja clarified that water redistribution and drained had been permitted and inspected.

Staff Recommendations: Ken Friday proposed for the record to remain open to 5:00 p.m. on November 6, 2025 for all parties to submit written testimony or evidence to the Planning Department at 400 NE Baker Steet, McMinnville. The record shall then be open until 5:00 p.m. on November 13, 2025 for all parties to submit to the Planning Department written rebuttal to what was submitted during the open record period. The record shall then be open for the applicant only to submit final written argument, with no evidence, until 5:00 p.m. on November 20, 2025. The Board of Commissioners shall then reopen the hearing at 10:00 a.m. on December 4, 2025 in Room 32 of the Yamhill County Courthouse at the point of staff recommendation.

Commissioner Starrett directed staff to provide copies of the permits that had been obtained for the construction.

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

Commissioner Johnston closed the public hearing at 12:31 p.m.

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
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.yamhillcounty.gov/AgendaCenter>

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Following Commissioner announcements, the meeting adjourned at 12:31 p.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 12/04/2025
via Board Order 25-375.