



Brian Van Bergen
Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • clerk@co.yamhill.or.us

Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Lucy Flores Mendez, Keri Hinton
Date: July 29, 2015
RE: Escrow Account for "Lynda Sparks Productions and Services"

Please consider authorizing the Yamhill County Clerk's office to open an escrow account for our client "Lynda Sparks Productions and Services LLC".

Lynda Sparks Productions and Services LLC
Attn.: Lynda Sparks
12135 Sunset Ave
Grass Valley, CA 95945
971-258-7725
530-615-4265

Currently, when Lynda Sparks Productions and Services asks our office to search for records for them, they have to ask for an estimate in advance, send a check and wait for us to complete the request and mail the results back to them.

Lynda Sparks P&S has asked our office to establish an escrow account to replace this process until we are able to receive debit/credit card transactions. They would deposit a lump sum into our escrow account and we would draw from it as they request old recorded documents from our office.

This escrow account will be kept at roughly \$50. A typical transaction of theirs at the Clerk's office is in the \$3.50 to \$10.00 range, so that amount would give Quick Check Records roughly 10 transactions.

The Clerk's office would keep a running balance of the escrow account available for the client. The client would be responsible to maintain accurate accounting of the balance, deposits and withdrawals.

Upon approval of the escrow account by the Yamhill County Board of Commissioners, the Clerk's office will work with the county Finance and Accounting staff to establish the details of our internal documentation and workflows.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian B".

Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on

8.6.15 by Board Order
15-317