

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 January 19, 2023 at 10:00 a.m. in Room 32 of the Yamhill County courthouse, Commissioners Lindsay Berschauer, Kit Johnston and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Jodi Gollehon, Assistant County Counsel II; Cynthia Thompson, Transit Manager; and Carolina Rook BOC Staff.

Guests: Mike Cafferata, Matt Mackey, Mike Curran, Abisha Stone, Matt Mackey, Patty Herzog, Amy Bizon, Anne Falla, Lee Schrepel, and Jennifer Leonard 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@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).*

**A. CALL TO ORDER** Commissioner Berschauer called the meeting to order at 10:00

**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 January 23 – January 29, 2023. No other county business was discussed.

**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. No comments received.

**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 –

a. Review/discussion of Yamhill County Forest Classification

Mike Cafferata, Forest Grove District Forester for the Oregon Department of Forestry (ODF) noted that his department is responsible for protecting public and private forestlands from fire, including the “wildland-Urban interface” where houses and other structures lie within the reach of wildfire. Mr. Cafferata explained the Forestland Classification process and funding resources to support ODF’s work. Oregon Revised Statutes require a forestland classification review every 5 years. The review is done by ODF and a County – appointed review committee. Mr. Cafferata asked the Board to reestablish the “forestland classification committee” and appoint members to the committee. Mr. Cafferata noted that the committee must include three landowner representatives. The committee is typically comprised of both landowner and agency representatives. He recommended the following appointees for consideration:

- a member appointed by the State Fire Marshal (*request to reappoint, Chief Rich Leipfert*).
- a member from ODF (*request to appoint Eric Perkins, Protection Unit Forester from Forest Grove, and a Deputy incident commander*).
- a member from OSU Extension Service (*request to appoint Alex Gorman*).
- Landowner representatives (TBD).

Commissioner Berschauer provided that she was going to do some follow up with the recommended appointments.

After discussion, the consensus of the board is to have further discussion on the appointments. No action taken.

b. End of work session

**G. CONSENT AGENDA:** Commissioner Starrett moved approval of the consent agenda. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

Contracts & Grants

1. **B.O. 23-16** - Approval of Amendment #2 to Intergovernmental Government Agreement #JR-23-033 between Yamhill County and the Criminal Justice Commission (B.O. 21-500) increasing the awarded Justice Reinvestment (JRI) grant funds for the 2021-23 biennium by \$21,970 for a total amount of \$1,407,711.44, effective through December 31, 2023.

2. **B.O. 23-17** - Approval of a Professional Services Agreement between Yamhill County and David Evans & Associates, Inc. for engineering design for replacement of Pike Road Bridge over Rowland Creek in the amount of \$565,003.40 effective upon approval through November 30, 2023.

Committees

3. **B.O. 23-18** - Approval of the appointment of Amy Bizon to the Yamhill County Board of Health for a four-year term, expiring on February 1, 2027.
  4. **B.O. 23-19** - Approval of the appointment of Brett Veatch to the Newberg Urban Area Management Commission (NUAMC) to serve the remaining term vacated by Kit Johnston through June 17, 2024.
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**H. OLD BUSINESS:** None.

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

1. **B.O. 23-20** - Consideration of approval in the matter of an order granting authority to HHS Director Lindsey Manfrin and certain other designated individuals to take actions allowed by ORS 426.233; and rescinding Board Order 22-148.

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

2. **B.O. 23-21** - Consideration of approval of a letter to the Oregon Department of Land Conservation and Development (DLCD) regarding its appeal of the Yamhill County Ordinance 922 amending the Yamhill County Zoning Code to allow for the establishment of psilocybin manufacturing and service centers within certain areas of unincorporated Yamhill County.

Assistant County Counsel Jodi Gollehon informed the Board that she plans to attend the appeal hearing. Commissioner Berschauer moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

3. **B.O. 23-22** - Consideration of approval of the 2023-25 State Transportation Improvement Fund (STIF) Plan.

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

4. **B.O. 23-23** - Consideration to authorize Yamhill County Transit staff to submit the 2023-25 biennium grant application by January 20, 2023 for Federal Transit Administration (FTA) 5310 Enhanced Mobility for Seniors and People with Disabilities formula funding for \$747,316.

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

5. **B.O. 23-24** - Consideration of approval of the 2023-25 grant application in the amount of \$1,809,777 in Federal Transit Administration (FTA) Section 5311 federal funds for administration, operating, and maintenance for Yamhill County Transit.

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

6. Consideration of approval of a sealed bid in the amount of \$1,717 for Tax Lot #R5332BB 00100. The consensus of the board was to continue item I6 to Feb 2, 2023. And accept bids through 5:00 pm, Feb 1, 2023. No action was taken.

The meeting was recessed at 11:20 a.m. and reconvened at 11:28 a.m.

7. Discussion regarding SEDCOR contract. (Commissioner Berschauer)

Commissioner Berschauer opened the discussion by informing the rest of the Board that she had the agenda item added to hopefully be able to understand the status of SEDCOR's contract as well as understand the rest of the Board's positions on whether to continue with SEDCOR's contract, or to move forward with a new plan. Commissioner Berschauer reminded the rest of the board that in the December 22<sup>nd</sup> BOC session the Board requested staff to provide them with a SEDCOR worklist. Afterwards, Commissioner Berschauer asked Ken Huffer to provide an update. Mr. Huffer noted that he was absent from the December 22<sup>nd</sup> BOC session, however his understanding was that staff would work with SEDCOR's staff to create a worklist not that the worklist was necessarily due today. He also mentioned that Eric Andersen and Abisha Stone from SEDCOR created a worklist draft but has not been able to review it.

Commissioner Starrett mentioned that while the discussion continues about lists and drafts the county continues to write checks for SEDCOR's services and it is not the best way to spend taxpayer money if we are not getting the information we are asking for.

Ken Huffer informed the Board that expectations were not initially clear and asked for a timeline. After discussion, Commissioner Berschauer requested to continue agenda item I7 for consideration to January 26, 2022. There was no action taken.

**J. PUBLIC HEARINGS:** None.

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-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@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)

3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following Commissioner announcements, the meeting adjourned at 11:52 a.m.

Nicole Necas  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair LINDSAY BERSCHAUER

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Commissioner KIT JOHNSTON

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Commissioner MARY STARRETT