

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 October 26, 2023, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston, and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Justin Hogue, Deputy County Administrator; Christian Boenisch, County Counsel; Jodi Gollehon; Assistant County Counsel II; Cynthia Thompson, Transit Manager; Carrie Martin, Grants & Special Projects; Gioia Goodrum, Economic Development; Patricia Rojas, Human Resources Manager; Lindsey Manfrin, HHS Director; Jason Foose, County Surveyor; and Nicole Necas, BOC Staff.

Guests: Phillip Higgins; Casey Kulla; Jason Fields; Bubba; Mark Shroyer; Bettina Pierce; Rayven Moore; Alex Moore; Michelle Mendoza; Stephen Phillips; Bill Rosacker; Jenna Sanders; Julie Smith; Mariah Robbins; Jordan Beanblossom; Bruno Quanquin; Shawn Doley; Mike McNutty; Leesa Novak; Matthew Smith; and Shawn Slowik. Lee Schrepel, and Becky 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.

Notice: The Board of Commissioners will hold an Executive Session immediately following combined session pursuant to ORS 192.660(2)(d) – Executive session to conduct deliberations with persons designated carry on labor negotiations.

A. CALL TO ORDER: Commissioner Berschauer 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 October 30 – November 5, 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.

- Bettina Pierce gave public comment on behalf of AFSCME.
- Mark Shroyer gave public comment regarding a harassment complaint he has filed against Public Works management.

E. PRESENTATION: Mountain Bike Track – Casey Kulla/Phillip Higgins

Casey Kulla and Phillip Higgins addressed the Panther Creek Trail Project proposed by Cycle Yamhill County (CYC) consisting of 25 miles of walking and biking trails across Bureau of Land Management (BLM) managed lands, adjacent to Weyerhaeuser timber land and Von Road. The group hopes to get BLM approval by summer 2024 to proceed with plans of implementing and opening the first phase of trails and staging areas by summer 2025. Several issues such as safety, maintenance, access, and traffic were addressed. Mr. Kulla cited several established relationships with varying security enforcement agencies and trail stewards that will provide a presence for public safety and trail monitoring within the leased corridor. Regarding access to High Heaven Road during fire season months, Mr. Kulla clarified that CYC is in the agreement development stage for a proposed easement with Weyerhaeuser.

F. DEPARTMENT UPDATES: None.

G. 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 Childcare/ARPA

Gioia Goodrum opened discussion regarding the childcare project proposal by George Fox University in partnership with A-Dec to build a child development facility with the City of Newberg to be completed by the end of 2025. The proposal contains a request to the county in the amount of \$1 million dollars to support development, construction, and furnishings. Ms. Goodrum added that representatives of the Chehalem Parks Recreation District (CPRD) were present to participate in the discussion. Their program offers childcare options in Newberg and Dundee schools during the school season and through summer programs.

Newberg Schools Superintendent Steve Phillips stated his school board has recommended that the school district partner with private childcare providers to build a model and budget to correlate with the school district's proposal to utilize classroom space within the Newberg School District and encouraged Dr. Phillips to remain focused on K-12 rather than early development childcare.

Representatives from George Fox University and A-Dec addressed their long-term childcare proposal offering childcare space for employees and county communities. Their proposal would require a \$1 million funding ask from the county to be applied in three phases of a \$12 million dollar project. Ken Huffer responded to questions regarding sub-granting ARPA funds to support the GFU/A-Dec proposed project. He expressed concerns towards the county entering into sub-agreements with other entities that would pose any risk of falling out of compliance with the U.S. Treasury Department, as well as layering on administrative fees to process and track such agreements. After discussion staff was directed to compile all proposals to bring forward to the Board for consideration.

b. End of work session

The meeting was recessed at 11:47 a.m. and reconvened at 11:59 a.m.

H. 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. 23-394** - Approval of the quote and purchase of Office 365 licenses with technical support from Tangent Computer in the amount of \$210,349.40 for the 2023-24 Fiscal Year.
2. **B.O. 23-395** - Approval of Amendment #5 to Agreement #1015198 between Yamhill County and Oregon Health Sciences University (B.O. 19-307) extending the agreement and adding funding in the amount of \$29,022 for Community-based Care Coordination (CaCoon) program and Shared Plans of Care (SPoC), retroactive to October 1, 2023, through September 30, 2024. Oracle reference #HHS24017IGA.

Committees

3. **B.O. 23-396** - Approval of the appointment of Colleen Griffin (Bargaining HHS Position) to the Employee Advisory Safety Committee for a three-year term to expire on March 18, 2026.

Surplus

4. **B.O. 23-397** - Approval for Public Works to designate vehicles, shop equipment and vehicle parts as surplus to be sold through PublicSurplus.com per Ordinance 499.

I. OLD BUSINESS:

1. **B.O. 23-398** - Consideration of approval of a Board Order in the matter of amending the Yamhill County Tax Foreclosed Property Management and Disposition Policy. *[Continued from October 19, 2023].*

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

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

1. **B.O. 23-399** - Consideration of approval and notice of intent to award the Delashmutt Roof Project to Washington Roofing Company in the amount of \$160,278.

Commissioner Johnston moved approval of item J1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. Consideration of opening sealed bids for Tax Lot R3223 01600 County-owned tax foreclosed real property.

Jodi Gollehon presented a sealed bid to the Board for consideration. Commissioner Starrett moved approval to accept a bid in the amount of \$0 with intent to pay all administrative costs from Ryan Heldebrand. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye. Staff will create a Board Order and deed for consideration of adoption upon payment.

3. **B.O. 23-400** - Consideration of approval of the modification to the agreement between Yamhill County and Summit Strategies Government Affairs, LLC. for consulting services in the amount of \$125,900, retroactive to July 1, 2023, through June 30, 2024.

Commissioner Berschauer moved approval of item J3. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

4. **B.O. 23-401** - Consideration of approval of Amendment #2 to an agreement between Yamhill County and Polk County (B.O. 21-310) for four detention bed rentals at the rate of \$180 per bed per day, retroactive to October 1, 2023, with an automatic renewal clause on a year-by-year basis.

Commissioner Berschauer moved approval of item J4. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

5. **B.O. 23-402** - Consideration of approval of Amendment #2 to an agreement between Yamhill County and Tillamook County (B.O. 19-249) for one detention bed rental at the rate of \$180 per bed per day, retroactive to October 1, 2023, with an automatic renewal clause on a year-by-year basis.

Commissioner Berschauer moved approval of item J5. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

6. **B.O. 23-403** - Consideration of authorization to submit an application for the 2023-25 Department of Corrections (DOC) Yamhill County M57 grant funding.

Commissioner Berschauer moved approval of item J6. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

7. **B.O. 23-404** - Consideration of approval of Grant Agreement #35555 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for 5311(f) grant funding in the amount of \$576,000 with match in the amount of

\$144,001 for the purchase of one 12-year/500k mile bus, retroactive to July 1, 2023, through June 30, 2027, subject to final review by County Counsel.

Cynthia Thompson stated the bus pricing includes features such as the wheelchair securement system, smart bus technology, bike racks, signage, mobile data terminals, and cameras. She noted the reason for funding being split between STIF and 5311 discretionary funding is that funds are being pulled from different funding streams. After discussion, Commissioner Johnston moved approval of item J7. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

8. **B.O. 23-405** - Consideration of approval of Grant Agreement #35617 between Yamhill County Transit and the Oregon Department of Transportation (ODOT) Public Transportation Division for State STIF-Discretionary funding in the amount of \$576,000 with match in the amount of \$144,001 for the purchase of one 12-year/500k mile bus, retroactive to July 1, 2023, through June 30, 2027, subject to final review by County Counsel.

Commissioner Berschauer moved approval of item J8. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

9. **B.O. 23-406** - Consideration of approval of a STIF Memorandum of Understanding (MOU) between Yamhill County Transit and Yamhill County Health and Human Services Abacus Program for Statewide Transportation Improvement Funds retroactive to July 1, 2023, through June 30, 2025.

Commissioner Berschauer moved approval of J9. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

10. **B.O. 23-407** - Consideration of approval of a Statewide Transportation Improvement Fund (STIF) agreement between Yamhill County Transit and MV Advancements, Oregon Mennonite Residential Services (OMRS), and Yamhill County Special Olympics (YC Special Olympics) retroactive to July 1, 2023, through June 30, 2025.

After discussion, Commissioner Berschauer moved approval of item J10. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

11. **B.O. 23-408** - Consideration of approval of Amendment #2 to an agreement between Yamhill County and Graviton Consulting Services, Inc. (B.O. 21-360) extending term agreements for consulting services, effective October 31, 2023.

Ken Huffer stated this amendment updates the terms to the original agreement; The go-live timeline for the Human Resources and Payroll modules have been extended to January 2024 to continue consultation with Graviton. Justin Hogue noted that contracted allocated funds are still available to utilize. After discussion, Commissioner Berschauer moved approval of item J11. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

12. **B.O. 23-409** - Consideration of approval of a lease agreement between Yamhill County and CH Holdings, LLC. for property located at 11260 SW Durham Rd., McMinnville, OR 97128 (as further described in the lease agreement), for use by Yamhill County Transit Area, effective

November 1, 2023, subject to the final review and approval of County Counsel’s office. Initial lease term of 7 years with option to renew; monthly rent of \$13,056, increasing each year by the greater of three percent (3%) or the Western Regional CPI.

Mr. Huffer and Ms. Thompson explained the new lease property came about because of change of ownership for the county’s current transit provider. This change resulted in losing access to the current facility. The need for a transit yard has been an ongoing issue and the proposed property provides several self-sustaining accommodations such as office space, paved parking, and a shop/bay facility which will be beneficial when the county is ready to do a request for proposal for a transit operator. After discussion Commissioner Starrett moved approval of item J12. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

K. PUBLIC HEARINGS: None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT: <https://www.co.yamhill.or.us/content/public-hearing-notices>

L. 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
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 12:56 p.m.

Carolina Rook
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair LINDSAY BERSCHAUER

Commissioner KIT JOHNSTON

Commissioner MARY STARRETT