

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 December 5, 2024, 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; Sam Elliott, Sheriff; Mike Barnhart, Finance Director; Mike Browne, Jail Captain; and Ashley Watkins, Solid Waste Coordinator. Nohely Barajas-Montalvo, Legal Assistant, participated via Zoom.

Guests: Mike Morris, and Beth Keyser. Matthew Deppe, Lee Schrepel, and Reed Godfrey 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](mailto:bocinfo@yamhillcounty.gov).*

**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 commissioner’s joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of December 9, 2024, through December 15, 2024. 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.

There were no public comments received.

**E. DEPARTMENT UPDATES:**

1. Finance Department – Mike Barnhart

Mike Barnhart presented his 2024 annual update beginning with Oracle updates which have presented no significant Finance challenges. He said that the expenses module now includes purchase card, travel authorization and reimbursement processes. 2025 projects included plans to integrate bank reconciliation ACH modules. Mr. Barnhart reported that paper check fraud attempts have increased, but no losses were reported. Integration with Oracle and bank institution monitoring efforts have prevented losses. The HR Payroll system has been live 15 months with some previous integration issues of loading collective bargaining agreements, which were resolved. Mr. Barnhart noted current and upcoming projects will continue to include supporting departments with Oracle acclimation and providing monthly trainings.

**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 – None.

**G. CONSENT AGENDA:**

Commissioner Johnston moved approval of item G1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

Surplus

1. **B.O. 24-342** - Approval for the Sheriff's Office to declare forfeiture assets as surplus to be disposed of per county policy.

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**H. OLD BUSINESS:** None.

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

1. **B.O. 24-343** - Consideration of approval of Amendment #3 to Agreement #168-20 between the Yamhill County Solid Waste Department and the Oregon State Department of Environmental Quality (DEQ) (B.O. 20-246) extending the agreement through November 30, 2025, for continued work at the closed Newberg Landfill site. #SW250006IGA

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

2. **B.O. 24-344** - Consideration of approval of Amendment #8 to Agreement #026028 between Yamhill County Health and Human Services and the Oregon Health Authority (B.O. 24-29) for reimbursement for additional expense liability insurance for Aid and Assist Community Restoration Services in the amount of \$36,272, retroactive to November 1, 2024, through June 30, 2025. #HHS24037IGA

Commissioner Starrett stated the funding was a state allotment for anticipated increase in liability. Commissioner Starrett moved approval of item I2. Commissioner Johnston asked about the estimated percentage costs increases to liability insurance to which Commissioner

Starrett replied that the amount was based on an invoice to the state per CIS's increase estimation. After discussion, the motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

3. **B.O. 24-345** - Consideration of approval to authorize the Yamhill County Sheriff or designated staff to submit the USPCA/AKC Reunite K9 Cop 2025 grant application to the United States Police Canine Association, Inc., and the American Kennel Club (AKC).

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

4. **B.O. 24-346** - Consideration of approval of an agreement between Yamhill County and Public Safety Chaplaincy, Inc. to provide personal counseling and crisis assistance services for public safety personnel (certified and non-certified) in the annual amount of \$12,000, effective for 12 months upon full execution. #SO25011GS

Commissioner Berschauer noted that this service provides 24/7 crisis response to law enforcement. Commissioner Johnston moved approval of item I4. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

5. **B.O. 24-347** - Consideration of approval of a 5-year Tower Lease Agreement between Yamhill County and SAR Enterprises, Inc., dba Communications Northwest, allowing SAR Enterprises to place equipment on the radio tower at Mountaintop West in the amount of \$6,000 for the first year and subject to an annual 5% adjustment, effective upon full execution through October 31, 2029. #SO25013LA

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

6. **B.O. 24-348** - Consideration of approval of the FY24-25 CIS Public Safety Grant between Yamhill County and City County Insurance Services (CIS) for the Fiscal Year 2024-2025 period in the amount of \$4,830.11.

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

7. **B.O. 24-349** - Consideration of approval of a Software and Professional Services Agreement between Yamhill County and FileOnQ for the purchase and maintenance of the evidence software EvidenceOnQ and DigitalOnQ on an auto-renewal annual basis in the first year not to exceed amount of \$23,400. #SO25014GS

Sheriff Elliott said this evidence chain of custody software is new which is currently managed through their records management system which is not optimal because it doesn't allow access to collaborative partners. He added the FileOnQ software is already in place with local city law enforcement departments and will allow access to the District Attorney's Office for case evidence review. After discussion, Commissioner Johnston moved approval of item I7. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.



8. **B.O. 24-350** - Consideration of approval of a Grant Agreement between Yamhill County and the McMinnville Fire District awarding ARPA funding in the amount of \$10,000 towards the purchase of a dedicated towing vehicle for smoke training fire education, effective for 12 months upon full execution. Subject to final review and approval by County Counsel's Office. #CA24012IGA

Commissioner Berschauer moved approval of item I8, subject to the final review and approval by County Counsel. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

9. **B.O 24-351** - Consideration and approval of a Board Order and Resolution 24-12-05-1 authorizing the purchase and financing of certain real property; including the issuance, sale, execution and delivery of Full Faith and Credit Obligations in an aggregate principal amount of up to \$15,000,000 for the purposes of acquiring and improving such real property and paying costs of issuance related thereto; the negotiation, execution and delivery of a Purchase and Sale Agreement with respect to the purchase of the real property for a purchase price not to exceed \$19,208,790; and authorizing and approving such other financing, issuance, sale, transfer, lease and other documents with respect to the issuance of the Full Faith and Credit Obligations, the financing, purchase and acquisition of the real property; and authorizing such other actions, agreements, certificates and documents as may be necessary and appropriate to carry out such transactions; designating Authorized Representatives and delegating authority; and related matters. The property is located at 400 NE Baker Street and 347 NE 4th Street, McMinnville, OR 97128.

Ken Huffer announced the county's plan for the acquisition of the campus currently occupied by Oregon Mutual Insurance. He summarized that the process initialized with capital planning in 2020 which included a needs assessment study and a strategic plan ultimately culminating into this purchase agreement. The purchase will result in the vacation of 8 county buildings, shrinking the county's operational footprint. He added that the older OMI building is an added opportunity to move additional departments once upgrades are completed. Vacating space in the courthouse would also provide additional courthouse square footage for use by the courts. After discussion, Commissioner Johnston moved approval of item I9. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

**J. PUBLIC HEARINGS:** None.

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](mailto: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>

Following Commissioner announcements, the meeting adjourned at 10:57 a.m.

Carolina Rook  
Secretary

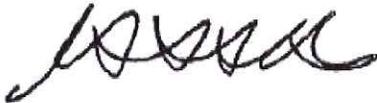
YAMHILL COUNTY BOARD OF COMMISSIONERS

UNAVAILABLE FOR SIGNATURE

Chair \_\_\_\_\_ LINDSAY BERSCHAUER



Commissioner \_\_\_\_\_ KIT JOHNSTON



Commissioner \_\_\_\_\_ MARY STARRETT

Approved by the Yamhill County Board of  
Commissioners on 03/06/2025  
via Board Order B.O. 25-061