

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 12, 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; Christian Boenisch, County Counsel; Gioia Goodrum, Economic Development; and Paulette Alexandria, Treasurer. Sheriff Sam Elliott and Nohely Barajas-Montalvo, Legal Assistant, participated via Zoom.

Guests: Rob Vandebergh; Bubba; Greg & Debbie Poupard; Mike Morris; Rebecca Wallis; Dennis Goecks; Craig Pubols; Hilary Malcomson; Steve Howard; and Bob Youngman. Lee Schrepel, and Beth Keyser 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 10:03 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 16, 2024, through December 22, 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.

Sheriff Sam Elliott, Greg/Debbie Poupard, Rebecca Wallis, Dennis Goecks, Craig Pubols, Hilary Malcomson, Beth Keyser, Bob Youngman, Steve Howard, Commissioner Kit Johnston, and Commissioner Mary Starrett expressed their appreciation for Commissioner Berschauer's service on the Board.

**E. PRESENTATION – YCSO Foundation**

Rob Vandebergh explained the foundation receives tax deductible donations from businesses and citizens in the community as a way to participate in public safety projects approved by the Sheriff's Office but not covered by county funds. Sheriff Sam Elliott noted some "wishlist" projects that he would like to implement with the foundation's support that would provide spousal/family support trainings, and community events.

**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 #1– Discussion of Commissioner discretionary allocations.

Commissioner Berschauer requested that the remainder of her discretionary allocation (\$3,150) be donated to the YCSO Foundation. She proposed an end of year spending review for future boards for spending transparency of commissioner discretionary allocations. Ken Huffer clarified that the allocations were not intended to accumulate, but an annual allocation. He added that unspent commissioner appropriated funds were redistributed back into the Board's budget. He suggested that a future Board consider updating the Procedures Ordinance, adding a section regarding spending or carry over limits for commissioner discretionary funds.

After discussion, the consensus of the Board was to direct Mr. Huffer to donate to the YCSO Foundation in the amount of \$10,000 from the Commissioner's discretionary allocation fund, collectively from all three commissioners. There was no action taken.

2. Work Session #2 – FY26 Budget

a. Review/discussion of 2025-26 Discretionary Allocation. (Ken Huffer)

Ken Huffer presented the FY26 budget discretionary allocation and budget instructions. He highlighted revenue projections which he forecasted conservatively mid-fiscal year. The projected beginning balance and property tax revenue balances are higher than anticipated. FY23-24 came in higher which has compounded into the current fiscal year. He expressed optimism regarding the current beginning balance. He recommended a 3% increase to departmental general fund allocations, as well as additional allocations for Jail, Sheriff's Office, Assessor, and capital improvement costs.

Mr. Huffer said there were no significant changes to the budget instructions with the exception that all reclassification/personnel requests be built into their initial budgets prior to convening the Budget Committee in April 2025.

b. End of work session

c. **B.O. 24-352** - Consideration of setting initial Fiscal Year 2025-2026 discretionary allocation for departments and Fiscal Year 2025-2026 Budget Instructions.

After discussion, Commissioner Berschauer moved approval of item G2c. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

#### **H. CONSENT AGENDA:**

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

##### Surplus

1. **B.O. 24-353** - Approval of the Fleet Department to surplus items to be sold through PublicSurplus.com per Ordinance 499.

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#### **I. OLD BUSINESS:** None.

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

1. **B.O. 24-354** - Consideration of approval of a letter from the Board of Commissioners to Senator Ron Wyden regarding protecting senior's access to doctors. (Commissioner Starrett)

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

2. **B.O. 24-355** - Consideration of approval of Amendment #1 to an agreement between Yamhill County and Project Able (B.O. 17-322) to provide peer support specialists at the Peer Assisted Crisis (PAC) House, increasing the annual amount from \$137,700 to \$164,516 and extending terms through August 14, 2025. #HHS24079GS

Commissioner Starrett moved approval of item J2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

3. **B.O. 24-356** - Consideration of approval of Amendment #2 to the Local Mental Health Authority, Local Public Health Authority, and Coordinated Care Organization agreement between Yamhill County and Yamhill Community Care Organization (YCCO) (B.O. 23-04) increasing the amount from \$360,644.25 per year to \$371,463.59 per year and extending the agreement terms through December 31, 2025. #HHS24024GS

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

4. **B.O. 24-357** - Consideration of approval of a Master Service Agreement between Yamhill County Department of Community Justice and Lexipol for Youth Services staff public safety training in the amount of \$3,496 per year, effective for 12 months upon full execution.

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

5. **B.O. 24-358** - Consideration of approval and submission of the 2024 Habitat Conservation Plan Annual Compliance report.

Commissioner Starrett moved approval of item J5. 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.yamhillcounty.gov/1190/Public-Hearing-Notices>

**L. 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 12:27 p.m.

Carolina Rook  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chair

LINDSAY BERSCHAUER

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Commissioner

KIT JOHNSTON

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Commissioner

MARY STARRETT