

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 formal session on October 2, 2025, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Kit Johnston, Mary Starrett and David “Bubba” King being present.

Also present were Ken Huffer, County Administrator; Kaleb Raever, Assistant County Counsel; Joe Moore, Facilities Director; Don Fairley, Capital Improvement Manager; Paulette Alexandria, Treasurer; Mike Barnhart, Finance Director; Tara Williams, Assistant Finance Manager; Ken Friday, Planning Director; Keri Hinton, Clerk; Patricia Rojas, Human Resources Director; Travis Pease, Parks Manager; Sam Elliott, Sheriff; Brian Young, Emergency Management Program Coordinator; and Mike Browne, Jail Captain. Kevin Perkins, Deputy County Administrator PIO; Christian Boenisch, County Counsel and Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Marvin Bernards, Sonda Martin, Jason Fields, Beth Keyser, John Olson, Phillip Forve, Matt Dolphion, Patty Williams and Chris Chenoweth. Renee Dolphin, susan delvin, Bob Irish, Nick Konen, iPhone, Lee Schrepel, Lindsey Berschauer, Orphan Trashpanda, Rebecca Wallis – Yamhill County News, Bethany Caruso, Gameth, WAAAAARGHGHGHILLIBARGLE, Brian Bowman, Michael, Joe, Erin Gleason Presby, Craig Markham – Yamhill Co, Shumphreys, Lynnette Shaw – she/her, Carlyns iPhone, Amelia, Brandon Slyter, Marcia and Tony May 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) by 5:00 p.m. Wednesday.*

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

**B. FLAG SALUTE**

**B.O. 25-330**

**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 6 through October 12, 2025. No other county business was discussed.

**D. PUBLIC COMMENT:** This time 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.

Commissioners acknowledged public comments provided by Chris Chenoweth stating that he was not running for Yamhill County commissioner. Sonda Martin provided written and in-person public comment regarding workplace etiquette. Rebecca Wallis provided virtual public comment regarding Public Meeting Laws.

**E. DEPARTMENT UPDATES:** Clerk's Office – Keri Hinton.

Keri Hinton updated the Board regarding a Property Recording Alert Service to be implemented in October 2025 which would help homeowners monitor for deed fraud. The electronic system would notify homeowners if an individual had recorded a deed in their name. She planned collaboration with the Assessor's Office to mail out notices about the service with property tax statements in October. There would be no cost to the user and the cost to maintain the service was minimal for the department. Ms. Hinton stated that she was preparing for the November 2025 election for citizens to vote on a bond for the City of McMinnville and Amity Fire District's renewal of a five-year local option tax.

**F. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance.

1. None.

**G. CONSENT AGENDA:**

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

Minutes

1. **B.O. 25-311** - Approval of Formal Session minutes from September 18, 2025.

2. **B.O. 25-312** - Approval of Formal Session minutes from September 25, 2025.

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**H. OLD BUSINESS:** None.

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

1. **B.O. 25-313** - Consideration of approval of a Memorandum of Understanding between Yamhill County Sheriff's Office and Teamsters Local 223 ratifying the 2024-2027 Collective Bargaining Agreement seniority-based vacation selection period to September 1 through September 30 annually.

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

**B.O. 25-330**

2. **B.O. 25-314** - Consideration of approval of a Memorandum of Understanding between Yamhill County Sheriff's Office and Teamsters Local 223 modifying the 2024-2027 Collective Bargaining Agreement to allow for re-employment of union members effective upon full execution through June 30, 2027.

Commissioner King moved approval of item I2. The motion passed, Commissioners Johnston, Starrett and King voting aye.

3. **B.O. 25-315** - Consideration of approval of the submission of a grant application for the 2025 Oregon Emergency Management State Homeland Security Program (SHSP) grants.

Commissioner King stated that the funding would be used to update radio towers and Sheriff Sam Elliott requested letters of support from local Emergency Service Providers to submit with the proposed application.

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

4. **B.O. 25-316** - Consideration of approval of amending the Charles Metsker Park Deed Restrictions and Right of Way Easement Agreement to remove restrictions, allow for public park access, and provide a dedicated easement to access Baker Creek Falls.

Commissioner Johnston added that it had been the County's intention to amend the Deed Restrictions since 2007, and it would increase the acreage of the park grounds. He explained that the park would gradually be opened to the public as maintenance was completed.

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

5. **B.O. 25-317** - Consideration of approval of Amendment #2 to Agreement #185833 between Yamhill County and the Oregon Health Authority (B.O. 25-269) for Public Health Services decreasing funding by \$22,510. Oracle #HHS25038IGA.

Commissioner Starrett clarified that Oregon Health Authority's federal funding had decreased compared to previous years.

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

6. **B.O. 25-318** - Consideration of approval of Amendment #3 to Agreement #169589 between Yamhill County and the Oregon Department of Human Services (ODHS) Child Welfare (B.O. 21-208) in the amount of \$455,910 effective September 30, 2025, through June 30, 2027. Oracle #HHS24001IGA.

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

7. **B.O. 25-319** - Consideration of approval of Service Element Prior Authorization (SEPA) #140162349 under the agreement between Yamhill County Health and Human Services and the Department of Human Services for the financing of our Community Developmental Disabilities Program in the amount of \$757,239.

Commissioner Starrett moved approval of item I7. The motion passed, Commissioners Johnston, Starrett and King voting aye.

**B.O. 25-330**

8. **B.O. 25-320** - Consideration of approval of Service Element Prior Authorization (SEPA) #135526654 under the agreement between Yamhill County Health and Human Services and the Department of Human Services for the financing of our Community Developmental Disabilities Program in the amount of \$313,936.

Commissioner Starrett moved approval of item I8. The motion passed, Commissioners Johnston, Starrett and King voting aye.

9. **B.O. 25-321** - Consideration of approval of Service Element Prior Authorization (SEPA) #136891883 under the agreement between Yamhill County Health and Human Services and the Department of Human Services for the financing of our Community Developmental Disabilities Program in the amount of \$10,720,461.

Commissioner Starrett moved approval of item I9. The motion passed, Commissioners Johnston, Starrett and King voting aye.

10. **B.O. 25-322** - Consideration of approval of Service Element Prior Authorization (SEPA) #137433217 under the agreement between Yamhill County Health and Human Services and the Department of Human Services for the financing of our Community Developmental Disabilities Program in the amount of \$9,000.

Commissioner Starrett moved approval of item I10. The motion passed, Commissioners Johnston, Starrett and King voting aye.

11. Consideration of approval of Ordinance 943 to adopt the amended Yamhill County Ambulance Service Area Plan and Amending the Yamhill County Ambulance Service Code.

Christian Boenisch stated that Ambulance Service Area had approved the amended plan contingent upon changes and requested to postpone the item until October 16, 2025.

Commissioner Starrett added that the corrections recommended by the committee were mostly to refine language.

12. **B.O. 25-323** - Consideration of approval of Amendment #1 to the lease agreement between Yamhill County (“Lessor”) and Oregon Mutual Insurance Company (“Lessee”), reducing the total square footage leased by Lessee in the building located at 400 Northeast Baker Street, McMinnville, OR 97128, and adjusting base rent and operating expenses accordingly, effective October 1, 2025.

Commissioner Johnston moved approval of item I12. The motion passed, Commissioners Johnston, Starrett and King voting aye.

13. **B.O. 25-324** - Consideration of approval to reappoint Lacey Summers and Katie Russ, and to appoint Richard King to the Property Value Appeals Board (PVAB) for two-year terms through June 30, 2027.

Commissioner Johnston moved approval of item I13. The motion passed, Commissioners Johnston, Starrett and King voting aye.

**B.O. 25-330**

14. **B.O. 25-325** - Consideration to direct Planning Director to initiate an amendment process to repeal Ordinance 880 and to amend the Transportation System Plan to remove the Yamhelas-Westsider Trail as a future transportation project.

Sonda Martin provided public comment regarding transparency. Phillip Forve provided public comment expressing the trails potential health, safety and economic benefits. Matt Dolphin provided public comment regarding recreation needs identified by a recent survey. Patty Williams provided public comment in opposition of removing the trail from the Transportation System Plan (TSP). Brian Bowman provided virtual public comment stating that removing the trail from the TSP may be fiscally irresponsible. Amelia Roots provided virtual public comment urging the Board to pursue to trail. Renee Dolphin provided virtual public comment in support of the trail. Joe McGlaughlin provided virtual public comment expressing that the Trail would increase bike safety. Lindsey Berschauer provided public comment in opposition of the trail and explained that the trail was intended to become Light Rail. Commissioner King expressed concern about the timeline in which the trail would be removed from the TSP and stated that Yamhill and Carlton had inquired about using the trail to disperse water to County residents from Hillsboro Water. Ken Friday confirmed that the proposed water distribution would still be possible without the Yamhelas Westsider trail. Mr. Friday stated that there were other projects to widen roads for pedestrian use in the TSP. Commissioner Johnston asserted that removing the specificity of the Trail would allow more options for other projects and explained that the County had savings to be used for a bicycle path in the future.

Commissioner Johnston moved approval of item I14. The motion passed, Commissioners Johnston and Starrett voting aye. Commissioner King voting nay.

**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>

**B.O. 25-330**

Following Commissioner announcements, the meeting adjourned at 11:41 a.m.

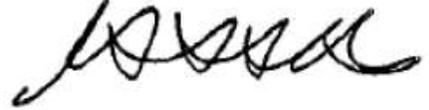
Bailey Barnhart  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair

KIT JOHNSTON



Commissioner

MARY STARRETT



Commissioner

DAVID "BUBBA" KING

Approved by the Yamhill County Board of  
Commissioners on 10/16/2025  
via Board Order 25-330