

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 23, 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; Kevin Perkins, Deputy County Administrator PIO; Christian Boenisch, County Counsel; Kaleb Raever, Assistant County Counsel; Gioia Goodrum, Economic Development Manager; Patricia Rojas, HR Director; Brandon Bowdle, Undersheriff; Paulette Alexandria, Treasurer; and Sam Elliott, Sheriff. Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Melody McMaster, Jason Fields, Beth Keyser, John Olson, and Hilary Malcomson. Craig Markham – Yamhill County, Lee Schrepel, Leisha Adams, Marvin Bernards, Ms. Moon, Rebecca Wallis – Yamhill County News, Sonda Martin, susan delvin, Yo Bubba Bubba and Indivisible for Bubba 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 by 5:00 p.m. Wednesday.

A. CALL TO ORDER: Commissioner Johnston called the meeting to order at 10:09 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 27 through November 2, 2025. No other county business was discussed.

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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 written public comments submitted by Joni Zimmerman, Helge R Berg and Steve Harloff in support of the Yamhelas-Westsider Trail. Robert Powel submitted written public comment regarding Oregon Executive Order #11-12. Melody McMaster submitted in-person public comment in support of the Yamhelas Westsider Trail.

E. DEPARTMENT UPDATES: Economic Development – Gioia Goodrum.

Gioia Goodrum briefed the Board on her public outreach and interdepartmental coordination efforts. She explained the November 20, 2025 Ready or Not event which would simulate manufacturing careers for high school students; as well as the economic newsletter sent to local businesses and her quarterly meetings with cities. Ms. Goodrum updated the Board on the 8 American Rescue Plan Act (ARPA) funded grants totaling \$5,940,825 stating that the Board was able to tour 7 of the 8 companies that received grant funding from the County. She explained the success of the companies using the County funding to increase efficiency, hire employees and increase sales and outreach. The commissioners highlighted the connections Ms. Goodrum had made for women in recovery to find employment, and her investment in small local businesses. She explained that video lottery grants were being paused while she planned different funding opportunities for the community.

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. 25-339** - Approval of Formal Session minutes from October 9, 2025.

2. **B.O. 25-340** - Approval of Formal Session minutes from October 16, 2025.

Contracts

3. **B.O. 25-341** - Approval of the quote and purchase of Office 365 licenses with technical support from Tangent Computer in the amount of \$212,371.28 for the 2025-26 Fiscal Year.

H. OLD BUSINESS: None.

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

1. **B.O. 25-342** - Consideration of approval to authorize Sheriff Sam Elliott or designee to accept the Oregon Department of Transportation (ODOT), DUII Deputy Grant (ENF_AL-26-14-

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02-00_2026_00000727) between Yamhill County and ODOT in the amount of \$154,484.04 retroactive to October 15, 2025, through September 30, 2026. Oracle #SO26011GA.

Commissioner King explained that the agreement could potentially conflict with federal laws, but that ODOT would be the liable entity if such conflict ever occurred.

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

2. **B.O. 25-343** - Consideration of approval of Amendment #1 to Agreement #1029202 between Yamhill County and Oregon Health Sciences University (B.O. 25-102) adding funding in the amount of \$30,312 effective October 1, 2025, through September 30, 2027. Oracle #HHS25015IGA.

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

3. **B.O. 25-344** - Consideration to repeal Board Order (B.O.) 25-338 and approve a Professional Services agreement between Yamhill County and SERA Architects, Inc. for additional design services, contract documents and construction administration for the Government Services Building (GSB) in the not to exceed amount of \$122,873 effective upon full execution, through December 31, 2026.

Ken Huffer clarified that the previous board approval had the wrong termination date based on the proposal from SERA rather than the effective period of the contract.

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

4. **B.O. 25-345** - Consideration of approval in the matter of adopting the Employee Handbook Policy.

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

Patricia Rojas stated that the Paid Leave Oregon information in the policy needed to be corrected to state that an employee would be eligible for the benefit once they had earned \$1,000 with any Oregon employer as well as some grammatical corrections. Ken Huffer requested an effective date fourteen days from the posted date.

Commissioner Johnston moved to repeal previous motion. The motion passed. Commissioners Johnston, Starrett and King voting aye.

Commissioner Johnston moved approval of item I4 as amended effective November 7, 2025. The motion passed. Commissioners Johnston, Starrett and King voting aye.

5. **B.O. 25-346** - Consideration of approval in the matter of adopting the Hiring Procedures Policy.

Patricia Rojas requested approval as amended to include grammatical corrections not effecting content. Ken Huffer requested an effective date fourteen days from the posted date.

Commissioner Johnston moved approval of item I5 as amended effective November 7, 2025. The motion passed. Commissioners Johnston, Starrett and King voting aye.

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6. **B.O. 25-347** - Consideration of approval in the matter of adopting the Veterans Preference Policy.

Patricia Rojas requested approval as amended to include grammatical corrections not effecting content. Ken Huffer requested an effective date fourteen days from the posted date.

Commissioner Johnston moved approval of item I6 as amended effective November 7, 2025. The motion passed. Commissioners Johnston, Starrett and King voting aye.

J. PUBLIC HEARINGS:

1. Receipt of public comment regarding the proposed Fiscal Year 2025-26 Supplemental Budget regarding the American Rescue Plan Act Fund (232).

Commissioner Johnston opened the hearing at 10:39 a.m.

Ken Huffer explained that the funds had been obligated but the money was included in the 2024-25 budget. Since the agreements had been postponed, they needed to be moved to the 2025-26 fiscal year to release the funds to George Fox. The amount did not change.

Commissioner Johnston closed the hearing at 10:40 a.m.

a. **B.O. 25-348** - Consideration of approval of Resolution 25-10-23-1 in the matter of the adoption of a supplemental budget for Fiscal Year 2025-26 regarding the American Rescue Plan Act Fund (232).

Ken Huffer explained that this was the remaining ARPA funds the County had and that the fund would be spent to \$0 if the proposed supplemental budget were approved. Reporting would continue and was subject to audits.

Commissioner King moved approval of item J1a. The motion passed. Commissioners Johnston, Starrett and King voting aye.

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

3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.yamhillcounty.gov/AgendaCenter>

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Following Commissioner announcements, the meeting adjourned at 11:00 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 11/06/2025
via Board Order 25-359