Are you a registered voter in Lincoln County? Yes

Have you been a resident of Lincoln County for at least 1 year? (since 01/14/2025) Yes

Education / Degrees or Certificates Earned

	College or Institution	Degree/Certificate	Did you graduate?
1.	University of Idaho	M.S. Environmental Science	Yes
2.	Concordia University	M.S.Ed. Education	Yes
3.	Boise State University	B.S. Psychology / Paralegal	Yes

Employment History

Paralegal - remote — Current Occupation

Water Audit California - currently as contractor — Current Employer

952 School Street #316, Napa, CA 94559 — Current Employer Address

Work Experience for last 15 years (Attach additional pages if needed)

Employer Name	Employer Address	Position Title	Dates of Employment
Idaho Employment Lawyers	1112 W. Main Street, Suite 105, Boise, ID 83702	Paralegal - remote	2017-2021
Wilson Law Group PC	Currently: CPA Collective, 16050 Idaho Center Dr., Nampa, ID 83687	Paralegal	2016-2017
Holland & Hart	800 W Main St #1750, Boise, ID 83702	Legal Secretary	2015-2016

see attached CV

No

Do you have any relatives employed by Lincoln County? If so, please list.

No

Do you currently hold any elected or appointed office in Lincoln County? If so, please list.

No

Have you ever held any elected or appointed offices in Lincoln County in the past? If so, please list.

Are you an Oregon Resident? Yes

Have you held, currently or in the past, a professional license of any kind? Yes

Idaho Broker's License	BR24065	Real Estate Commission
If yes provide: Type of License	Number	Association

1. Why are you interested in serving as a Lincoln County Commissioner? *(500 character limit)*

A county commissioner for Lincoln County must balance coastal community needs, rural realities, and responsible governance, and I believe that my background is well-suited for this effort. I have a deep understanding of law, policy, and due process that can be applied to County decision-making. This foundational knowledge is essential when navigating land use regulations, environmental laws, public safety, and compliance with state and federal requirements. I welcome the opportunity to enhance the lives and experiences of residents and visitors in Lincoln County.

2. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct? (*500 character limit*)

No.

3. Have you ever been involved in civil litigation, or administrative or legislative proceedings of any kind, either as plaintiff, defendant, respondent, witness or party in interest? If yes, please explain: (*500 character limit*)

Civil matter - Idaho divorce in 2013

4. Have you ever run for political office, served on a political committee, or been identified publicly with a particular political organization, candidate or issue? If yes, please explain. (500 character limit)

No, except for my environmental education and outreach efforts.

5. Have you ever had an association with any person or group or business venture which could be used, even unfairly, to impugn or question your character and qualifications for the requested appointment? If yes, please explain: (500 character limit)

No

6. Please provide a short personal biography. (500 character limit)

Originally from the state of Idaho, I moved to Lincoln County in 2017. Going back multiple generations, my family vacationed at the Oregon Coast each year, and as I was finding myself "visiting" multiple times per year (reluctant to leave and plotting my return each time), I decided to make a permanent move to Lincoln County. It was the best decision that I ever made.

I graduated with a Bachelor of Science degree in Psychology from Boise State University with a minor in paralegal studies and an American Bar Association Paralegal Certificate. I have a Master of Science degree in environmental science from the University of Idaho and a Master of Science degree in Education from Concordia University.

My professional background is primarily in the field of law and environmental matters. I have a strong interest in Administrative Law and have assisted attorneys who advocate for clients before the Social Security Administration and the Veterans Administration. In addition, I have worked in the areas of Estate Planning (especially for those with disabilities), Probate, Natural Resource Law, Employment Law, Tax Law, Real Estate Law, Contract Law, and Corporate Law. Not included on my resume is an additional 12 years of experience as a real estate agent and Broker in the state of Idaho, which included contract facilitation and the review of legal documents applicable to the purchase and sale of real property.

I also have extensive experience in community education and outreach on environmental matters and have been fortunate to present at conferences around the world. The majority of my environmental work focuses on the resolution of human conflict with the behaviors of wildlife (e.g. beavers, black bears, marine mammals), focusing on Collaborative Adaptive Management techniques.

see attached cover letter and CV

Completed applications can be submitted to boc@co.lincoln.or.us; mailed or delivered to the Lincoln County Courthouse, Room 110 225 W. Olive Street Newport, Oregon 97365; or via FAX at 541-265-4176.

For questions, contact Public Information Officer Kenneth Lipp at 541-265-4100 or public_affairs@co.lincoln.or.us

Valerie M. Stephan
Depoe Bay, Oregon

January 29, 2026

Lincoln County Board of Commissioners
Attn: Commissioner Walter Chuck and Commissioner Casey Miller
225 W Olive Street, Room 110
Newport, OR 97365

Submitted to boc@co.lincoln.or.us

Re: Application for County Commissioner Appointment

Dear Commissioner Chuck and Commissioner Miller:

I am submitting my application for your consideration as an appointed County Commissioner.

I have been a resident of Lincoln County since 2017 and believe that my background is well-suited as a Lincoln County Commissioner.

My resume reflects a broad education and extensive professional experience working with members of the public, professionals, and government agencies. In addition, I have a strong background in contract administration and implementation, community service and project development.

My paralegal background, including the review of statutes, ordinances, contracts, and public records, ensures careful, detail-oriented oversight and transparent governance. I am skilled at researching complex issues, weighing evidence, and explaining decisions clearly, which is an essential strength when communicating with Lincoln County residents and business owners about budgets, housing, infrastructure, and coastal resource management.

Additionally, I understand the human side of public service. My work as a paralegal requires patience, ethical judgment, confidentiality, and respect for diverse perspectives. These qualities will translate directly into fair representation for all of Lincoln County's communities. I am committed to listening, collaborating, and making thoughtful decisions that serve both immediate needs and long-term sustainability.

I am also excited about the opportunity to contribute to a county where stewardship of natural resources, respect for wildlife, and responsiveness to residents is essential to effective local governance.

Mitigating conflict between people and wildlife is an issue that is especially salient in coastal communities where human activity and natural ecosystems intersect daily. Through my environmental work, I have developed experience listening to community concerns, translating scientific and policy considerations into practical solutions, and helping diverse stakeholders find common ground. I have seen firsthand that durable solutions emerge not from rigid positions, but from collaborative, transparent decision-making that balances environmental responsibility with the needs and values of residents.

Local government plays a critical role in shaping outcomes that are both environmentally sustainable, resilient, and pragmatic. Whether addressing land use, public safety, environmental protection, or quality of life concerns, I bring a problem-solving mindset grounded in evidence, fairness, and respect for differing perspectives. I am particularly attentive to how policy decisions affect working families, long-term residents, and those whose livelihoods depend on the health of coastal ecosystems.

I will have a fresh and impartial perspective on the Board of Commissioners. I have not been involved in any County political disputes or long-standing debates and will approach issues with an open mind and a focus on collaboration. My review of policies and proposals will focus on merits, community impact, and legal soundness. I will bring a new voice that is grounded in professionalism and respect for existing leadership, and I am confident that I can work productively with fellow commissioners and County staff while keeping the focus on shared goals and the long-term wellbeing of Lincoln County.

I am enthusiastic about this opportunity and look forward to hearing from you.

Thank you for your consideration,

Sincerely,

Valerie Stephan

Valerie Stephan
541-921-3104
valerieleboeuf8@gmail.com

CV attached

Valerie M. Stephan
Depoe Bay, Oregon

Education

M.S. University of Idaho
Environmental Science
Research Focus: Place-based and Collaborative Adaptive Management.
Coursework includes Principles of Sustainability, Interdisciplinary Methods in Water Resources, Nonprofit Fundraising, Natural Resource Policy Development, Climate Change & Conservation Management, Environmental Philosophy, Natural Res Policy Development, Conflict Management, and ArcGIS.

M.S.Ed. Concordia University
Curriculum & Instruction
Minor Environmental Education
Research Project Focus: A study to access the effect education programs on community members' attitudes and behavioral intentions towards environmental conservation, stewardship of the environment, and conflict-reduction-behaviors.
Coursework included Theories of Teaching and Learning, Contemporary Educational Thought, Transformative Learning and Environmental Education, Developing Character Through Curriculum, Community of Learners, Action Research, evaluation of historical and current environmental issues, and pedagogy in education.

B.S. Boise State University
Psychology, Minor Paralegal Studies
American Bar Association Accredited Paralegal Certificate
Coursework included Natural Resource Law and legal research and writing. Emphasis on Administrative Procedures Act (APA), National Environmental Policy Act (NEPA), including process, development, and findings of Environmental Assessment (EA), Environmental Impact Statement (EIS), Finding of No Significant Impact (FONSI), Record of Decision (ROD), Endangered Species Act (ESA), and Clean Water Act (CWA).

Paralegal Experience

Water Audit California – Paralegal/Researcher (2021 – 2025)

Provide executive level support to attorneys by implementing procedures and processes for the organization and management of documents, deadlines, scheduling, and deliverables. Using evaluative and analytical skills, provide paralegal and administrative support, including all aspects of litigation support, legal research and the drafting of pleadings and legal argument; filing of documents with various state and federal courts and for agency administrative proceedings; review of documents to determine content, fact patterns, and evidentiary value; draft, review and manage discovery; research statutes/rules; distribute analysis and summaries of laws, rules, and procedures related to the review, content, and drafting of legal documents. Frequently proof and edit legal documents.

Respond to both internal and external contacts and research rules, regulations, statutes, and internal and external databases to provide a variety of information to those contacts. Write preliminary drafts of legal memoranda and correspondence. Frequently utilize LEXIS and Westlaw legal research tools. Frequently review and edit agreements and other documents.

Review various scientific reports, appendices and documents produced from public records requests and analyze and summarize findings relating to public trust and other environmental matters.

Key role during grant application development and review, including research of applicable funding sources, grant writing, review, and submission.

Idaho Employment Lawyers PLLC – Contract Paralegal (2017 – 2021)

Provided executive level support to attorneys by designing and implementing procedures and processes for the organization and management of cases, including associated documents, deadlines, and deliverables.

Provided paralegal and administrative support to attorneys, including the research of statutes/rules, and distribution of analysis and summaries of laws, rules, and procedures related to the review, drafting, and submission of legal documents, and reviewed, edited, and formatted documents including employment agreements and handbooks.

Assisted attorneys with litigation support in contested case hearing processes, including the review and editing of investigative reports for employment law matters, review of documents produced in discovery, the production of discovery responses, and the review and preparation of documents used in evidentiary hearings.

Responded to both internal and external contacts and researched rules, regulations, statutes, and internal and external databases to provide a variety of information to those contacts.

Wilson Law Group, PC – Paralegal (2016-2017)

Using evaluative and analytical skills, provided paralegal research and document support to attorneys, including the research of statutes/rules and review and drafting of legal documents and reports, related to various components of Federal Tax Law. Assisted attorneys in contested case administrative processes, including the preparation of appropriate filings and notices, and reviewing and editing reports and narratives for tax law matters. Responded to both internal and external contacts and provided support to attorneys, facilitated communications, gathered information, and provided case information, via phone, email, and fax to clients and regulatory agencies. Frequently coordinated the timely distribution of documents and verified the completeness of files on a multitude of legal matters. Created and maintained databases related to client case management.

Holland & Hart – Legal Secretary (Temporary Position 2015-2016)

As a legal secretary and paralegal, provided executive level legal research and document support for approximately 15 different attorneys in a multi-state firm. Practice areas included Natural Resource Law, Employment Law, Corporate Law, and other legal matters, including administrative appeals and/or state and federal court proceedings. Responded to both internal and external contacts and provided administrative support to other staff and attorneys, which included facilitating communication via phone, email, and written correspondence. Collected information and documents, and distributed documents externally via email and online filing systems to outside counsel and court systems.

Produced accurate work in a fast-paced environment with shifting demands and priorities. Frequently reviewed and edited agreements, contracts, and other documents using redlining. Applied skills in verbal and written communication, organization, time management, attention to detail, and strict confidentiality and professionalism. Demonstrated knowledge and application of local, state, and federal court rules, and gained extensive experience preparing correspondence, generating pleadings and briefs, opening and maintaining case files, time entry, and managing and coordinating calendars, travel, and deadlines for multiple senior attorneys.

C.K. Quade Law, PLLC – Paralegal (2008-2015)

As a paralegal, provided executive level research and document support for 7 different attorneys over a 7-year period. Included the research of statutes/rules and case analysis, and summarizing laws, rules, and procedures related to the drafting of legal documents. Practice areas included state and federal administrative appeals and state and federal court proceedings. Provided research and brief writing assistance to attorneys representing clients in various administrative proceedings in the state of Idaho, the Social Security Administration Disability Divisions, magistrate courts throughout the state of Idaho, and the United States District Court for the District of Idaho.

Co-drafted employee handbook and firm policy manual. Created and maintained databases related to client case management. Frequently coordinated the timely distribution of documents, scheduled hearings and provided proper notice, and verified the completeness of files on a multitude of legal matters. Extensive experience preparing

correspondence, generating pleadings and briefs, opening and maintaining case files, time entry, and managing and coordinating calendars, travel, and deadlines.

Contacted, networked, and collaborated partnership efforts with outside attorneys, clients, medical service providers, and other professionals involved in client matters. Developed and delivered presentations on the process, rules, and regulations of Social Security Disability determination and benefits, and scheduled and organized statewide public seminars for attorney to present applicable information to members of the public, service providers, and other interested parties.

Required evaluative and analytical skills, proficiency in investigative principles and practices and a strong understanding of enforcement methods typical to regulatory organizations. Frequently utilized skills in verbal and written communication, a high level of organization, a high level of time management, attention to detail, strict confidentiality and professionalism, the ability to deal with controversial issues in a fair and consistent manner, and the ability to work in a fast-paced environment, under deadlines and shifting priorities. Demonstrated working knowledge of the American with Disabilities Act (ADA), contract law, and the application of local, state, and federal court rules.

Natural Resource and Environmental Experience

The Animals' Trust – Director & Founder (1991 – Present)

Collaborative research efforts include evaluative and analytical skills as applied to problem solving for projects that include: Beaver Population Management and Use of Beavers in the Restoration of Riparian Habitat; The Spatial Context of Human-Bear Conflict; The Use of Ecosystem-Based Management in Marine Mammal Restoration Efforts, and Place-based and Collaborative Adaptive Management in Human-Marine Mammal Conflict Resolution.

Provide community consulting services that identify priorities, solve problems, integrate work and funding to deliver sustainable solutions to human-wildlife conflict events (bears, beavers, coyotes, wolves, cougar, small mammals), with a focus on human-bear conflict since 2010, and expanded efforts to include human-marine mammal conflict since 2017. Volunteer for the Oregon Marine Mammal Stranding Network.

Resolve inter-agency, multi-jurisdictional, and local disagreements involving community needs and environmental matters by understanding public policy, and including the development, analysis, evaluation, and implementation of conflict mitigation programs. Interpret federal, state, and local regulations and guidelines and communicate complex technical information to lay people.

Identify community priorities and lead research, conservation, and education programs in the US Pacific Northwest. In the state of Idaho, built state and county partnerships to lead formal and interactive presentations to the public as a part of scheduled Nature Program Series – Ponderosa State Park, Veterans Memorial State Park, and Ada County Barber Park.

Lead project coordination and management for the development and implementation of education and outreach programs to K-12 classrooms, civic organizations, the public, professional organizations, and to attendees at professional and academic conferences.

Oregon Sea Grant Natural Resource Policy Fellow – (2019)

In a collaborative effort with the Oregon Department of Environmental Quality, Oregon State Marine Board, and Oregon Sea Grant, researched and presented findings on projects ranging from the use of copper in anti-fouling boat paint and associated aquatic impacts; synthetic fibers and the pathways of fibers in local and nearshore aquatic systems; developed marine invasive species outreach materials for nearshore marinas and boatyard operators; conducted an Oregon ArcGIS mapping project that included researching lists and databases, identified potential contamination point-sources and existing water systems (e.g., aquifers, WWTPs

and outflows, well fields and surface drinking water systems); and, provided administrative and mentorship support for undergraduate/graduate interns participated in the 2019 Oregon Applied Sustainability Experience (OASE) program.

Oregon Sea Grant 2018-2019 Legislative Fellow – (2018 - 2019)

Provided high-level support to the Chair of the Oregon State Legislature Coastal Caucus by monitoring, researching, evaluating, and reporting on legislation and legislative issues affecting marine resources and the communities of the Oregon Coast. Organized and attended weekly meetings of the Coastal Caucus and served as a resource for communication with coastal constituents and key stakeholder groups. Applied skills in written and verbal communication, organization, time management, which required attention to detail, ability to work under deadlines, ability to be resourceful, ability to work independently and take initiative, strict confidentiality and professionalism, and political aptitude to navigate competing interests at the Oregon State Legislature.

Tillamook Estuaries Partnership (TEP) – Administrative Assistant (2017 – 2018)

Utilized collaborative efforts with organization partners to connect coastal trails; engaged and integrated community perspectives and values, and agency resources in collective projects; and, assisted in the early phase of community outreach and collaboration to ensure that processes were economical and streamlined, as a part of updates to the 10-year Comprehensive Conservation and Management Plan (CCMP).

Provided office and administrative support to the TEP Executive Director, Staff, and Board, including calendar management, directing calls, managing incoming and outgoing mail, responding to email, retrieving files, and scheduling and provided logistical support for meetings. Provided accounting support for TEP's fiscal administration assistance to other non-profit organizations.

Provided logistical and planning support for TEP project coordination and management, including TEP's annual fundraising event, and Tillamook County education events. Assisted in the development and reconciliation of associated program budgets. Invited to serve as a member of TEP's fundraising committee. Assisted with grant application development and review. Wrote, submitted and secured grant from Visit Tillamook Coast.

Wrote, designed and implemented graphics and content for TEP's website and social media outreach. Developed, reviewed and shared education, outreach, and informational material on TEP website, through social media, and during in-person outreach events. Presented on Social Media and Email Outreach: Defining Purpose, Target Audience, and Analytic Review for the TEP Board of Director and EPA ad hoc Member Meeting in 2018.

Idaho Black Bear Rehab, Inc. (IBBR) – Education, Outreach & Donor Engagement (2010-2017)

Applied evaluative and analytical skills by acting as the primary liaison between IBBR and state regulatory agencies in regard to permitting compliance, program methodologies, and analysis on the interpretation and application of statutes and rules. Produced a 2012 White Paper, *An Analysis of the Rehabilitation Facilities and Programs of Idaho Black Bear Rehab, Inc.*

Led project coordination and management for the development and implementation of education and outreach programs for K-12 students and local communities; designed outreach materials and activities for participation in STEM outreach events; designed and implemented presentations for wildlife researchers and professionals that offered guidance, technique, and example of rehab methodologies and educational outreach strategies; co-liaison in collaboration with other organizations working to rehabilitate and release the American Black Bear in the United States and other threatened bear species worldwide.

2012-2017, led the development, presentation, and implementation of Be *BearWise* - a statewide, Idaho initiative designed to reduce incidents of human-bear conflict, and instill stewardship principles in both children and adult learners. Developed and implemented community presentations, brochures, flyers, and social media

outreach that expanded the reach of information for the public and businesses to learn about the habitat and needs of black bears in their area.

Primary media relations spokesperson for IBBR; facilitated print and television feature stories, including feature stories that were distributed in national and international print, national and local television, and internet media.

Supported fundraising and donor engagement from 2010-2017, writing over $85,000 in grants, and was personally responsible for over $110,000 raised from individual donors and small foundations, using direct email, and web-based campaigns with social media outreach.

Developed and submitted communication strategy to major funder of IBBR and assisted with the drafting and submission of annual reports to funder during the years 2010-2012, maintaining significant communication with funder representative.

Past Conference Presentations, Conference Posters, and In-House Presentations

Stephan-LeBoeuf, V. (2019). Establishing connections in marine science by engaging learners and integrating relevance, responsibility, and resilience. NAME 2019 Conference. Port Townsend, Washington, August 2019.

Stephan-LeBoeuf, V. (2019). Developing a blueprint for sea otter restoration in the state of Oregon: Making a case for collaborative and place-based adaptive strategies. Sea Otter Conservation Workshop XI. Seattle, Washington, March 2019.

Stephan-LeBoeuf, V. (2018). Establishing connections in environmental science by engaging learners and Integrating relevance, responsibility, and resilience. EEAO 2018 Environmental Education Conference: Exploring Our Connections through Environmental Education. Canby, Oregon, September 2018.

Stephan-LeBoeuf, V. (2018). Making waves with technology: Engaging learners and integrating relevance, responsibility, and resilience. 2018 OSTA Fall Conference on Science Education – Coastal Learning Symposium. Newport, Oregon, October 2018.

Stephan-LeBoeuf, V. (2018). Social Media and Email Outreach: Defining Purpose, Target Audience, and analytic review. TEP Board of Director and EPA ad hoc member Meeting. Garibaldi, OR, August 2018.

Stephan-LeBoeuf, V. (2016). Importance of individual wildlife species to environmental systems, and impacts of government policy on public trust; successful rehabilitation of orphaned and injured black bear; living, working and recreating responsibly in wildlife habitat (including urban or semi- urban settings). Wolf Camp 2016 – Wolf Education and Research Center. Winchester, Idaho, June 2016.

Stephan-LeBoeuf, V. (2015). Successful American Black Bear rehabilitation near urban areas. 12th Western Black Bear Workshop. Canmore, Alberta, May 2015.

Stephan-LeBoeuf, V. (2014). What works: Innovative successes in bear conservation, management, and science. Successful American Black Bear rehabilitation near urban areas. 23rd International Conference on Bear Research and Management , Thessaloniki, Greece, October 2014.

Stephan-LeBoeuf, V. (2012). 23 years of successful American Black Bear rehabilitation [poster].
11th Western Black Bear Workshop. Coeur d'Alene, Idaho, May 2012 and 4th International Human Bear Conflict Workshop. Missoula, Montana, March 2012.

Stephan-LeBoeuf, V. (2011). Successful American Black Bear rehabilitation near urban areas. [poster].
Advancing Bear Care. Banff, Alberta, October 2011.

Stephan-LeBoeuf, V. (2011). 21 years of successful American Black Bear rehabilitation. National Wildlife Rehabilitator's Association Symposium. Albany, N.Y., February 2011.

Stephan-LeBoeuf, V. (2010). 20 years of successful American Black Bear Rehabilitation at Idaho Black Bear Rehab, Inc. International Wildlife Rehabilitator's Association Symposium. Albuquerque, New Mexico, October 2010.