

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, August 5, 2024, 5:30 p.m.
In person at City Hall and via audio/video teleconference

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

Mayor D’Lynn Williams called the meeting to order at 5:30 p.m. Councilors Kelly Packard, Katherine Bishop and Deretta Huey were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone was absent at the start of the meeting. City Operator Bobby Archer was present via video. Those present in person stood and recited the Pledge of Allegiance.

MAYOR’S MINUTE:

Mayor Williams expressed thanks to the firefighters for keeping the City safe from wildfires.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

QUARTERLY POLICE REPORT:

The Council reviewed the quarterly police report for Westfir for April–June 2024.

DRAFT WATER MANAGEMENT AND CONSERVATION PLAN (WMCP):

The Council reviewed the draft Water Management and Conservation Plan written by GSI Water Solutions (GSI). The Mayor noted that the plan was being paid for with American Rescue Plan Act (ARPA) funds. Nicole stated that GSI had to send the draft to Lane County for a 30-day review, and then to the Oregon Water Resources Department by the September 8 deadline.

Councilor Edward Johnstone and Oakridge Fire Chief Scott Hollett joined the meeting at 5:35 p.m. via video and audio, respectively. Mayor Williams asked Chief Hollett to proceed with his report.

OAKRIDGE FIRE DEPARTMENT REPORT:

Chief Scott Hollett presented the report for July 2024 as the Council reviewed the written report. Chief Hollett stated that the repairs and pump testing were completed on the Westfir engine. He mentioned that hose testing was coming up, and that Oakridge covers the cost of hose testing. Councilor Packard asked about the ladder on the Westfir Engine. The Chief noted that the damaged ladder had not been replaced, and he would look for alternatives to Westfir spending \$1,500 on a new ladder. Chief Hollett stated that he was interested in hosting an open house at City Hall in Westfir to talk about fire safety and defensible space around homes. Mayor Williams suggested October or November for an open house.

The Chief reported that the Oakridge Fire Department received their new Type 3 engine from an Oregon State Fire Marshall’s grant. He explained that it’s a wildland engine but has a big enough pump to be rated for structural firefighting. He said the engine would be used as the “first out” engine for structure fires in the Hazeldell area. He said that it would be ideal for the Westfir engine to reside at a fire station in Westfir for faster response times. Councilor Packard asked how many volunteers would be needed for

a Westfir fire station. The Chief said four volunteers would be the minimum number to have sufficient redundancy.

DRAFT WATER MANAGEMENT AND CONSERVATION PLAN (Cont.):

The Council made a couple of minor changes to the curtailment section of the plan. The Mayor asked about unmetered water used for flushing the system at the wastewater plant. Bobby stated that, for the WMCP, he had estimated unmetered water use for flushing the system and cleaning the UV lights at the wastewater plant. He said that he would get a more precise reading in the future to check against his estimates. Councilor Packard asked if there was a timeline for replacing water meters. Bobby stated that he had been replacing meters as they failed, but he hadn't started to replace meters systematically because of the time required to dig out the meters. He said that he would work on a timeline and report to the Council.

Mayor Williams made a motion to approve the draft Water Conservation and Management Plan with amendments. Councilor Packard seconded, and the motion carried, 5–0.

AYES: Williams, Packard, Bishop, Huey, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

UPDATE TO WASTEWATER FACILITIES (WWFP) PLAN SCOPE OF SERVICES:

Nicole stated that the Council had already approved the WWFP Scope of Services, but she later noticed that the cost of the video survey for the optional Inflow and Infiltration (I&I) Study was not included in the scope. She reported that adding the video survey increased the cost of the I&I study from \$8,442 to \$24,808. She questioned whether the I&I study was worth the cost. The Council deferred to Bobby's opinion that the I&I study was important and instead dropped the optional Collection System Mapping from the WWFP Scope of Services.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report. There were no problems at either plant. He discussed installation of water meters at Hemlock Park and City Hall. He left the meeting at 6:17 p.m.

LEAGUE OF OREGON CITIES LEGISLATIVE PRIORITIES BALLOT:

Based on a tally of each Council member's ballot, the top five legislative priorities for Westfir for the 2024–2025 legislative session were: Restoration of Recreational Immunity; Behavioral Health Enhancements; Infrastructure Funding; Lodging Tax Flexibility; and Operator-in-Training Apprenticeships. Nicole stated that she would submit the Council's priorities to the League of Oregon Cities prior to the September 27 deadline.

MAYOR'S ROUNDUP:

Mayor Williams gave the report and addressed these items:

- Wildfires status: She attended the first coordination meeting with the local Firefighting Team. She stated that *one* Team was managing all of the fires in the Willamette National Forest because human resources were stretched thin in the state. She reported that, so far, fire behavior was moderate.
- On July 3, the Westfir Mayor and the Oakridge Mayor met with US Forest Service representatives and US Representative Val Hoyle to discuss community wildfire preparedness.
- Aufderheide Bikeway Proposal Status: The proposal will be presented to the Oregon Parks and Recreation Commission on September 18 in a designation approval meeting. She stated that, at

the public hearing about the project on July 29, there was a question about overnight parking and camping options on the Westfir end.

- Boat Launch/Confluence Park update: Willama Restoration is continuing follow-up treatments to remove invasive blackberries. The Park Management Plan is being drafted and should be available for review in September 2024.
- The Southern Willamette Forest Collaborative, working with Lane County, received a Resiliency Hubs Grant from EPA Community Change to upgrade the Willamette Activity Center. The funding will upgrade the gym and create one portal for emergency shelter needs and an emergency operations center.

RESOLUTION 556: ESTABLISHING IMMUNITY FROM CERTAIN PERSONAL INJURY OR PROPERTY DAMAGE CLAIMS DESCRIBED IN ORS 105.668, AS AMENDED BY SENATE BILL 1576.

Nicole explained that the resolution opts in to restoration of recreational immunity by the State legislature on a temporary basis. The legislation specified that cities with a population of fewer than 500,000 people could opt in to limit liability. She stated that the City’s attorney didn’t think the resolution was necessary legally, but thought it was prudent since the City’s insurance company prefers it.

Mayor Williams made a motion to approve Resolution 556 establishing immunity from certain personal injury or property damage claims described in ORS 105.668, as amended by Senate bill 1576. Councilor Johnstone seconded, and the motion carried, 5–0.

AYES: Williams, Packard, Bishop, Huey, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

APPROVE MINUTES:

Mayor Williams made a motion to approve the Council meeting minutes for July 1, 2024. Councilor Huey seconded, and the motion carried, 5–0.

AYES: Williams, Packard, Bishop, Huey, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

ADDING SEATS TO THE PLANNING COMMISSION:

Nicole addressed the issue in the City Recorder Report.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- Plans to add members to the Planning Commission.
- DEQ Loan for a Wastewater Facilities Plan (WWFP): Nicole stated that she had signed the loan agreement. She said that she wouldn’t sign the City Engineer’s Scope of Services on the project until she understood the disbursement process. She reported that she had a remote meeting with the DEQ contact the next day to discuss how to request disbursements under the loan agreement. The Mayor agreed to attend the meeting with Nicole.
- Changes to the Westfir Land Development Code: She emailed the Council’s draft language to create a Public Facilities/Government zone, and to add a Manufactured Dwelling Park in the

Community Residential zone, to Lane Council of Governments.

CITY FINANCIAL REVIEW:

Nicole Tritten submitted the cash deposits, bank statement, bank reconciliation, profit & loss report, and expenditure sheet; and she addressed these items:

- Water Management and Conservation Plan (WMCP): Nicole stated that she thought the City should use ARPA funds to install water meters at City facilities that are not metered, as required by the WMCP. She noted that ARPA funds had to be obligated by the end of the calendar year. She said that she didn't know the cost to install meters at Hemlock Park, City Hall and the water plant, but Bobby would research it.
- Agreed Upon Procedures 2023–2024 (replaces an audit): Nicole reported that she met with the City's accountant on August 1. He reviewed the accounts and corrected some entry errors she had made. He also entered a journal entry required by the auditor. She stated that the accounting file was ready to send to the auditor.

JULY EXPENDITURES:

Mayor Williams made a motion to approve expenditures for August 2024 in the amount of \$63,145.04. Councilor Huey seconded, and the motion carried, 5–0.

AYES: Williams, Packard, Bishop, Huey, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

CITIZEN CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Johnstone gave an update on his work to rehome stray cats in the neighborhood near the covered bridge.

ADJOURN MEETING:

Mayor Williams adjourned the meeting at 6:57 p.m.

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE