

WESTFIR CITY COUNCIL MEETING MINUTES
Tuesday, September 3, 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 5:31 p.m. Councilors Kelly Packard and Deretta Huey were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone and City Operator Bobby Archer were present via video. Councilor Katherine Bishop was absent with notice. Those present in person stood and recited the Pledge of Allegiance.

MAYOR’S MINUTE:

Mayor Williams reminded everyone that fire season was still in effect.

MAYORAL PROCLAMATION:

The Mayor read a proclamation declaring September 16–20, 2024, to be SepticSmart Week in the City of Westfir.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

OAKRIDGE/WESTFIR CHAMBER OF COMMERCE FUNDING REQUEST:

Mayor Williams recognized Jude Anderson, the new Chamber of Commerce President, present via video. The Council had reviewed a funding request email from Mr. Anderson that laid out the Chamber’s goals and tourism-related activities. Mr. Anderson stated that the Chamber was attending more community events to do public outreach and was also hosting more events with local businesses. He noted that the Chamber held an event at the Westfir Lodge recently. The Mayor stated that there was a \$2,000 line item for Chamber funding in the RTMP fund for the current fiscal year.

Mayor Williams made a motion to approve an RTMP grant of \$2,000 to the Oakridge/Westfir Area Chamber of Commerce. Councilor Johnstone seconded, and the motion carried, 4–0.

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

MEDICAL TEAMS INTERNATIONAL PROPOSAL:

Jane Turville and Jill Ewanchuk of Medical Teams International (MTI) were present via video. Ms. Turville, the Grants Officer, described MTI as a Tigard, Oregon-based organization that does international humanitarian work and also runs a mobile dental clinic in Washington and Oregon. She stated that MTI serves about 6,000 patients per year with urgent and restorative dental care. MTI serves anyone in need of dental care at no charge. She explained that MTI was applying for a grant to the Health Resources and Services Administration, an agency of the U.S. Department of Health and Human Services. The grant is to fund three access points—Dexter, Oakridge and Westfir—in partnership with Orchid Health. The access points are comprised of monthly visits from the mobile dental clinic. In addition, a nurse from Orchid Health would be present to help patients to navigate insurance; to provide

verbal consultations; and to help make appointments for primary care or other care that patients need. Ms. Turville stated that MTI was requesting a letter of support for their grant application and for a location in Westfir to hold the clinic. Ms. Ewanchuk, the Program Manager, spoke briefly about MTI's mission and the importance of oral health to overall health.

Ms. Turville said that MTI would hear back about the grant in March 2025, and if approved, funds would be available on July 1, 2025. Funding would continue for a year, with perhaps an extension of funding beyond one year if the project is successful. The Council enthusiastically supported the proposal. Mayor Williams suggested that either City Hall or Portal Park could serve as a location for the mobile clinic. The Mayor asked Ms. Turville to send a template to Nicole for the letter of support for MTI's application.

WESTFIR WATER RIGHTS TRANSFER / LEASING:

Russ Dodge, a Certified Water Rights Examiner, was not present, and the matter was tabled.

OAKRIDGE FIRE DEPARTMENT REPORT:

Nicole reported that Chief Scott Hollett was not able to attend the meeting, and she had not received a report from him.

UPDATE TO WASTEWATER FACILITIES PLAN SCOPE OF SERVICES:

Nicole explained that the Council had already reviewed the change to the Wastewater Facilities Plan Scope of Services and had expressed no objections. However, she thought that the Council should hold a vote because the cost of the plan increased by over \$17,000.

Councilor Packard made a motion to approve the updated Wastewater Facilities Plan Scope of Services with a total proposed cost of \$117,149. Councilor Huey seconded, and the motion carried, 4-0.

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

MAYOR'S ROUNDUP:

Mayor Williams gave the report and addressed these items:

- A flyer seeking candidates for the Planning Commission was included with the September water bills.
- Aufderheide Bikeway Proposal status.
- Boat Launch/Confluence Park update: The heritage survey was completed, but the final report had not been received yet. The park gate was being kept locked to prevent dumping of garbage at the site. However, Tracy Sunflower of Westfir Lodge reported to the Mayor that a small vehicle, such as a quad, had been driving around the gate. City Operator Bobby Archer stated that he had excess boulders at the water plant that could be used to prevent vehicles from entering the site without permission. The Park Management Plan by Virginia Pritchard of the Middle Fork Willamette Watershed Council was nearly completed.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report. There were no problems at either plant. Mayor Williams and Bobby had a brief discussion about the installation of water meters at City facilities. He stated that he planned to have Best Septic come this month to remove debris from the primary tank at the wastewater plant. Bobby reported that Clinton Cheney of Civil West Engineering had toured the wastewater plant as part of the Wastewater Facilities Plan and gave the plant high marks for being well

run and clean. Bobby stated that he would buy fuel for the plant generators in preparation for winter. Mayor Williams asked about his progress on Wastewater Operator certification. He said that he hoped to have 3–4 weeks starting in October to concentrate on exam prep. Bobby stated that the Relief Operator, Josh Nelson, was progressing well in learning the details of the job, and that he needed to do Josh’s 6-month review. Bobby left the meeting at 6:15 p.m.

APPROVE MINUTES:

Councilor Packard made a motion to approve the Council meeting minutes for August 5, 2024. Councilor Huey seconded, and the motion carried, 4–0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- **Wastewater Facilities Plan (WWFP):** Nicole reported that she had signed the updated Scope of Services for the WWFP and had received an information request list from Clinton Cheney. She stated that she and Bobby had submitted most of the information requested.
- **Waterline Inventory:** She reported that an inventory of all service lines in the water system is required by the Oregon Health Authority by October 16, 2024. The goal of the survey is to identify and prioritize the removal of all lead service lines. She stated that Bobby had asked for assistance from Max Baker, the City’s certified water consultant, since Bobby didn’t know exactly how the inventory should be conducted. Nicole said that she didn’t know what the survey would cost.
- **Portal Security Cameras:** She reported that the new security cameras had been installed and were functioning.
- Nicole asked whether the Council wanted to make a small donation to the League of Oregon Cities (LOC) Foundation for the education and training of local officials. The request was in response to a solicitation letter from LOC.

Mayor Williams made a motion to give a donation of \$50 to the LOC Foundation. Councilor Packard seconded, and the motion carried, 4–0.

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

CITY FINANCIAL REVIEW:

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

- **Portal Fee Waiver Request:** She reported that Portal Maintenance Operator Bill Desser had reserved the large shelter at Portal Park for two hours on September 24 for a Boy Scouts barbecue, and that he requested a waiver of the \$25 fee.

Mayor Williams made a motion to waive the \$25 rental fee for the large shelter at Portal Park for the Boy Scouts barbecue. Councilor Johnstone seconded, and the motion carried, 4–0.

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

- Transient Lodging Tax (TRT): The Council had asked Nicole to get a breakdown of TRT income. She stated that she contacted the Oregon Department of Revenue and was told that she had to make a Public Records Request to get TRT details.
- Police and Fire IGAs for the next fiscal year: Nicole stated that the City of Oakridge had indicated that they expected a larger increase for the IGAs in 2025–2026 than Westfir had made in the last two budget cycles. She said that the Council needs input from residents about how to proceed, given insufficient funds in the Westfir budget for police and fire services. Mayor Williams reported that Oakridge’s public safety fee expired and was not renewed, and that Oakridge would have to make budget cuts as a result. Councilor Johnstone suggested that the City should at least have a conversation with the Lane County Sheriff about what law enforcement services they could offer. Councilor Packard offered to contact the Sheriff’s office to arrange a meeting. Mayor Williams asked Nicole to schedule a joint work session with Oakridge managers in October.

SEPTEMBER EXPENDITURES:

Mayor Williams made a motion to approve expenditures for September 2024 in the amount of \$54,771.27. Councilor Packard seconded, and the motion carried, 4–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Huey reported that a duplex in Westfir had been sold, and the renters had been given notice. She had heard, but could not verify, that the home would be converted to a vacation rental. Councilor Johnstone stated that there were just three stray cats left to rehome in the 1st Street neighborhood, and that he would like to see some kind of regulation to prevent an uncontrolled cat population in the City. Mayor Williams expressed concern about not knowing the specifics of Russ Dodge’s work on the water rights leasing. She also said that she would have to recuse herself from the discussion about leasing water rights, because of a conflict of interest.

ADJOURN MEETING:

Mayor Williams adjourned the meeting at 7:06 p.m.

Respectfully submitted,

D’Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The September 3, 2024, minutes were signed by the Mayor and City Recorder on October 7, 2024.