

Blue River Park & Recreation District

Regular Board Meeting Minutes (Rescheduled)

March 18, 2026

1. Call to Order

The meeting was called to order at 6:04 PM.

2. Roll Call

Board Members Present:

- Shanon Goodpasture-Lehr
- Melanie Stanley
- Kristin Gustafson

Board Members Absent:

- James Parks

Others Present:

- Nancy Bain, Community Member
- Lane County Representatives: Matt McRae, Megan Heurion

Meeting Location: O'Brien Memorial Library / Remote Call-In

A quorum was present.

3. Approval of Agenda

Motion: Shanon Goodpasture-Lehr moved to approve the agenda.

Second: Kristin Gustafson

Vote:

- Shanon Goodpasture-Lehr — Aye

- Melanie Stanley — Aye
- Kristin Gustafson — Aye

Motion passed.

4. Approval of Minutes

The Board scheduled a work session to review and approve prior meeting minutes.

5. Public Comment

No formal public comment was recorded.

Note: Public comments are limited to three minutes and are welcomed at the beginning of each regular meeting.

6. Park Status Report

a. Lane County Coordination & Project Overview

Matt McRae provided an overview of project planning and coordination:

- The Board discussed development of the **Owner's Representative RFQ**, including:
 - Defining “significant changes” requiring Board consultation
 - Establishing communication protocols and decision-making authority
 - Preference for **flat-fee contracts** over time-and-materials billing
 - Timeline goals:
 - RFQ publication: April 1, 2026
 - Selection: Early May 2026
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b. Administrative Fee & Grant Structure

- Lane County administrative fee is capped at **20%** due to the reporting requirements associated with the grant.
 - Actual costs may be less depending on time spent.
 - The IGA will define all parameters for fund administration.
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c. Project Phasing

Outlined project sequence:

1. Hire Owner's Representative
 2. Hire design professionals
 3. Complete environmental review
 4. Finalize plans
 5. Bid project for construction
 - Estimated groundbreaking: April 2027
 - Project completion deadline: October 2028
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d. Grant Match Requirements

- The Board reviewed funding sources for required match, including:
 - Pledged contributions
 - FEMA funds
 - EWEB septic grant funds
 - In-kind contributions (e.g., tree removal work)
 - The Board will compile documentation and receipts to verify eligibility of matching funds.
 - Lane County will coordinate a meeting with Oregon State Parks (Mark Cowan) for further clarification.
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e. Insurance & Compliance

- An insurance exemption form must be completed.
 - Workers' compensation coverage is not required as the District has no employees.
 - Additional insurance and legal matters (SDAO guidance) were **tabled to the next meeting**.
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f. Board Recruitment

- Posting for open Board positions has been completed.
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g. Park Cleanup Day (Rescheduled)

Motion: Melanie Stanley moved to reschedule the park cleanup day to April 18, 2026, from 10:00 AM to 2:00 PM.

Second: Shanon Goodpasture-Lehr

Vote:

- Shanon Goodpasture-Lehr — Aye
- Melanie Stanley — Aye
- Kristin Gustafson — Aye

Motion passed.

Action Item:

- James Parks will contact Pure Water Partners regarding participation.
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h. Additional Items for Future Discussion

- Board computers and technology needs
 - Selection of a platform for remote meetings
 - Review of ABTS contract (to be placed on next agenda)
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7. Officer Reports

a. Secretary's Report

- A property (double lot) located near the park entrance is currently for sale.
 - Update received that the log fragment remains protected and will be moved to a workshop when available.
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b. Treasurer's Report

Financial Action:

Motion: Melanie Stanley moved to transfer \$500 from the savings account to the checking account.

Second: Kristin Gustafson

Vote:

- Shanon Goodpasture-Lehr — Aye
- Melanie Stanley — Aye
- Kristin Gustafson — Aye

Motion passed.

- The Board discussed:
 - Higher-than-expected power bill
 - Lack of recent billing for waste disposal services
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8. Other Business

No additional items were formally recorded.

9. Adjournment

The meeting was adjourned at 7:45 PM.

10. Next Meeting

April 8, 2026 at 6:00 PM

Location: O'Brien Memorial Library

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