

Blue River Park & Recreation District

Board Meeting Minutes
February 11, 2026

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Roll Call

Board Members Present:

- Shanon Goodpasture-Lehr
- James Parks
- Kristin Gustafson

Board Members Absent:

- Melanie Stanley (joined by phone at 6:19 PM; connection later lost)

Others Present:

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

A quorum was present.

3. Approval of Agenda

Motion: James Parks moved to approve the agenda.

Second: Shanon Goodpasture-Lehr

Vote:

- Shanon Goodpasture-Lehr — Aye
- James Parks — Aye
- Kristin Gustafson — Aye

Motion passed.

4. Approval of Minutes

The Board agreed to table approval of prior meeting minutes to a future meeting.

5. Lane County Coordination & Project Updates

Matt McRae provided an overview of Lane County's role in the project:

- Lane County will provide grant oversight and financial administration, ensuring compliance and payment of bills.
- Lane County does not have capacity to provide on-site construction project management.
- A Project Manager will be responsible for:
 - Developing scopes of work
 - Ensuring project alignment with Board goals
 - Coordinating contractors
- The Board discussed the distinction between a Project Manager and an Owner's Representative, including roles and responsibilities.
- All contracts exceeding \$25,000 must follow a competitive bidding process.
- The Board will:
 - Define clear communication standards in the Request for Proposals (RFP)
 - Establish decision-making authority and boundaries for on-site work
- An environmental study is required. Lane County will initiate this process; timeline is several months out and will require competitive bidding.
- Professional cost estimates will be obtained once project plans are finalized.
- The Board discussed the need to clarify agreements between:
 - Blue River Park & Recreation District
 - Lane County
 - Oregon State Parks
- including funding flow and responsibility divisions.
- Grant Administration Clarification:
 - Up to 20% of the state grant may be used for administrative costs.
 - Federal grant funds cannot be used to cover administrative costs for the state grant.
- The Board will determine:
 - Frequency of on-site supervision
 - Required qualifications for a project representative
 - Final hiring decisions (Board responsibility)
- Lane County will manage the administrative process for issuing the RFP for a Project Manager.

- Contractors will be required to meet all federal and grant compliance standards through County processes.
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6. Action Items

- Board members to submit feedback on the Project Manager scope of work to Matt McRae by February 20, 2026.
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7. Capital Project & Funding Discussion

- The Board discussed incorporating the restroom project into the larger capital project due to funding constraints.
 - Additional fundraising will be required.
 - The Board will review:
 - Funds currently available (cash on hand)
 - Funds previously spent (maintenance)
 - Pledged but uncollected funds
 - The Lane County Parks funding amendment is set to expire June 2027.
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8. Maintenance & Operations

- Additional hazard trees have been identified and should be removed in the near future (non-emergency).
 - The septic system installation has been completed and paid in full (300-gallon tank provided through EWEB).
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9. District Business

- Website posting for open position: Assigned to Shanon Goodpasture-Lehr
 - Community Work Party:
 - February 21, 10:00 AM – 2:00 PM (refreshments provided)
 - Trail Clean-Up:
 - February 19 at 12:00 PM
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10. New Business

Lane County Grant Extension

Motion: James Parks moved to amend the agenda to include discussion of the Lane County grant extension.

Second: Shanon Goodpasture-Lehr

Vote:

- **Shanon Goodpasture-Lehr — Aye**
- **James Parks — Aye**
- **Kristin Gustafson — Aye**

Motion passed.

- **Restroom project documentation has been completed and will be submitted by Shanon Goodpasture-Lehr.**
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11. Financial Report

Motion: James Parks moved to transfer \$3,000 from the Treasury account to the Checking account to pay current bills.

Second: Kristin Gustafson

Vote:

- **Shanon Goodpasture-Lehr — Aye**
- **James Parks — Aye**
- **Kristin Gustafson — Aye**

Motion passed.

12. Adjournment

The meeting was adjourned at 7:15 PM