

BLUE RIVER PARK & RECREATION DISTRICT

Official Board Meeting Minutes

Regular Monthly Meeting

Date: July 8, 2026

Time: 5:30 PM – 7:26 PM

Location: O'Brien Memorial Library & Virtual Call-in

Prepared By: Shanon Goodpasture-Lehr

1. Call to Order & Roll Call

The regular monthly meeting of the Blue River Park & Recreation District Board of Directors was called to order at **5:41 PM** by Board Chair James Parks.

- **Board Members Present In-Person:**
 - James Parks
 - Sarah Hunter
 - Kristin Gustafson
 - Shanon Goodpasture-Lehr
- **Board Members Present via Phone/Virtual Call-in:**
 - Melanie Stanley
- **Absences:** None (Quorum established)
- **Public Attendance:** No members of the public were present.

2. Agenda & Materials Review

Sarah Hunter requested to add one item to the agenda: **Discussion of the Secretary of State (SOS) Letter.**

- **Motion:** Accept the meeting agenda as amended.
- **Moved by:** Melanie Stanley
- **Seconded by:** Sarah Hunter
- **Vote:** Unanimously approved (5-0)
- **Voter Record:**
 - **James Parks:** Aye

- **Sarah Hunter:** Aye
- **Kristin Gustafson:** Aye
- **Shanon Goodpasture-Lehr:** Aye
- **Melanie Stanley:** Aye

3. Public Comment

No public comments were submitted or presented.

4. Board Business & Discussion Items

- **Lane County Draft Agreement / OPRD:**
Brief discussion held prior to the July 9th TEAMS meeting. Sarah Hunter is actively conversing with Lane County and OPRD regarding whether volunteer labor hours can be applied toward matching fund requirements.
- **Park Restroom Facilities & Sanitation:**
BUCK'S Portable Toilets delivered a new toilet to the park. The district has one remaining final bill with Above All Sanitation. Transitioning to BUCK'S will result in cost savings for the district.
- **SAIF Coverage:**
The board confirmed that SAIF workers' compensation coverage is not required for the Park District at this time.
- **Community Donation:**
A \$262.50 donation was received from community member Sam. Sarah Hunter will send a formal thank-you note.
- **District Finances & Fundraising Initiatives:**
 - An email was circulated among board members highlighting concerns regarding operating funds and potential fundraising strategies.
 - Sarah Hunter emphasized the urgency of securing operating funds and proposed re-engaging past donors and approaching local partner organizations.
 - Kristin Gustafson and Sarah Hunter will host a table at the upcoming *Locals Helping Locals* celebration.
 - James Parks suggested hosting a community movie night.
 - Kristin Gustafson has a scheduled meeting with Heather Sielicki of Lane County.
 - The potential rental of the park RV pad was discussed following insights Sarah gathered from a Ford Family Foundation workshop.
- **Motion to Authorize Fundraising Representative:**
 - **Motion:** Authorize Sarah Hunter to act as an official representative for the District in seeking and soliciting donations.
 - **Moved by:** Melanie Stanley
 - **Seconded by:** Shanon Goodpasture-Lehr
 - **Vote:** Unanimously approved (5-0)
 - **Voter Record:**
 - **James Parks:** Aye

- **Sarah Hunter:** Aye
 - **Kristin Gustafson:** Aye
 - **Shanon Goodpasture-Lehr:** Aye
 - **Melanie Stanley:** Aye
- **SDAO Joint Training:**
In-person Special Districts Association of Oregon (SDAO) training for both the Water District and Park District boards is scheduled for **August 4, 2026, from 1:00 PM – 3:00 PM.**
- **Park Clean-Up & Maintenance:**
A park mow and clean-up session was scheduled for **Sunday, July 26, 2026, from 8:00 AM – 11:00 AM** to reduce fire hazards. Kristin Gustafson will create an event flyer.
- **Secretary of State (SOS) Filings:**
Sarah Hunter will work alongside Shanon Goodpasture-Lehr to submit current filings and reconcile paperwork from prior years.

5. Treasurer's Report

The Board reviewed the current Treasurer's Report.

- **Motion:** Approve the Treasurer's Report as presented.
- **Moved by:** Melanie Stanley
- **Seconded by:** James Parks
- **Vote:** Unanimously approved (5-0)
- **Voter Record:**
 - **James Parks:** Aye
 - **Sarah Hunter:** Aye
 - **Kristin Gustafson:** Aye
 - **Shanon Goodpasture-Lehr:** Aye
 - **Melanie Stanley:** Aye

6. Adjournment

- **Motion:** Adjourn the July 8, 2026 regular board meeting.
- **Moved by:** Shanon Goodpasture-Lehr
- **Seconded by:** Sarah Hunter
- **Vote:** Unanimously approved (5-0)
- **Voter Record:**
 - **James Parks:** Aye
 - **Sarah Hunter:** Aye
 - **Kristin Gustafson:** Aye
 - **Shanon Goodpasture-Lehr:** Aye
 - **Melanie Stanley:** Aye

Meeting Adjourned: 7:26 PM

Upcoming Schedule & Important Dates

- **OPRD Virtual Meeting (MS Teams):** July 9, 2026 | 1:00 PM – 2:00 PM
- **Park Clean-Up Day:** July 26, 2026 | 8:00 AM – 11:00 AM
- **Joint SDAO Training:** August 4, 2026 | 1:00 PM – 3:00 PM
- **Next Regular Board Meeting:** August 12, 2026 @ 6:00 PM (O'Brien Memorial Library / Call-in)

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