BLUE RIVER PARK & RECREATION DISTRICT

BOARD OF DIRECTORS – REGULAR MEETING MINUTES

MEETING DATE: September 9, 2026

MEETING TIME: 6:01 PM – 7:20 PM

LOCATION: O'Brien Memorial Library / Teleconference

PREPARED BY: Shanon Goodpasture-Lehr, Board Secretary / Records Custodian

ATTENDANCE

Board Members Present:

James Parks, Board Chair

Shanon Goodpasture-Lehr, Board Secretary

Melanie Stanley, Director

Sarah Hunter, Director

Kristin Gustafson, Director (Arrived 6:07 PM)

Board Members Absent:

None

Community Members:

Nancy Behm

Sam Swetland

Special Guest:

Braden Ravenscraft, McKenzie Community Land Trust (MCLT) Special Projects Manager

PROCEEDINGS & ROLL CALL VOTES

1. Call to Order & Agenda Review

- **Call to Order:** The regular meeting of the Blue River Park & Recreation District Board of Directors was called to order at 6:01 PM by Board Chair James Parks.
- **Welcome & Introductions:** Brief opening remarks and introductions were conducted.

- **Agenda Approval:**
    - **Motion:** Melanie Stanley moved to approve the agenda as presented.
    - **Second:** Sarah Hunter.
    - **Discussion:** None.
    - **Vote Result:** Motion passed 4–0 (Kristin Gustafson was not yet present).
        - James Parks (Chair): Aye
        - Shanon Goodpasture-Lehr (Secretary): Aye
        - Melanie Stanley: Aye
        - Sarah Hunter: Abstain no present at August meeting
        - Kristin Gustafson: Absent (Not yet present)

2. Approval of Prior Minutes

- **Motion:** James Parks moved to approve the minutes from the previous board meeting.
- **Second:** Melanie Stanley.
- **Discussion:** None.
- **Vote Result:** Motion passed 4–0 (Kristin Gustafson was not yet present).
    - James Parks (Chair): Aye
    - Shanon Goodpasture-Lehr (Secretary): Aye
    - Melanie Stanley: Aye
    - Sarah Hunter: Aye
    - Kristin Gustafson: Absent (Not yet present)
      (Note: Board Director Kristin Gustafson joined the meeting at 6:07 PM.)

3. Opening Public Comment Period

- Chair James Parks opened the floor for public comment.
- **Public Input:** Hearing no comments or submissions from community members present, the public comment period was closed.

DISTRICT BUSINESS & ACTION ITEMS

4. Report in Lieu of Audit (Filing Deadline: September 30, 2026)

- Shanon Goodpasture-Lehr presented the administrative updates regarding the annual Report in Lieu of Audit due September 30th.
- The required filing fee of $40.00 was paid using Secretary Goodpasture-Lehr's personal credit card, as the District does not currently possess an active credit card.
- **Action:** The District will issue a reimbursement check in the amount of $40.00 to Shanon Goodpasture-Lehr.

5. "Raising Operating Funds" Project & Special Use Request

- Sarah Hunter presented details regarding upcoming fundraising initiatives, including hosting a booth at the "Locals Helping Locals" event this coming Saturday. The Board

held a general discussion covering donor recognition strategies and general fundraising ideas.

- **Special Use Request (Star Party):**
    - Director Sarah Hunter submitted a Special Use Application for a "Star Party" fundraising event in the park on October 9, 2026, from 6:30 PM to 8:30 PM
    - **Fee Assessment:** The Board noted the applicable park rental fee is $50.00 plus an additional $25.00 after-dark usage fee, totaling $75.00 due from the applicant.

6. McKenzie Community Land Trust (MCLT) Grants & Letters of Support

- Guest speaker Braden Ravenscraft (MCLT Special Projects Manager) addressed the Board regarding grant opportunities and collaborative projects:
    - **Economic Development Grant Support Letter:**
        - Braden Ravencraft presented an overview of an Economic Development Grant being sought by MCLT to support community events and economic development, requesting a formal letter of support from the District.
        - **Conflict of Interest Disclosure:** Prior to the vote, Melanie Stanley disclosed on the record that she is a member of the McKenzie Community Land Trust (MCLT). She clarified that this association does not constitute a financial conflict of interest under Oregon state ethics statutes but made the statement for public transparency.
        - **Motion:** Sarah Hunter moved that the Board accept and sign a letter of support for the MCLT Economic Development Grant project.
        - **Second:** James Parks.
        - **Vote Result:** Motion passed unanimously (5–0).
            - James Parks (Chair): Aye
            - Shanon Goodpasture-Lehr (Secretary): Aye
            - Melanie Stanley: Aye
            - Sarah Hunter: Aye
            - Kristin Gustafson: Aye
        - **Action:** Braden Ravencraft will draft the letter of support, and Sarah Hunter is authorized to sign as the designated Board representative.
    - **Regional Infrastructure Fund (Blue River Community Trail and Park):**
        - Braden Ravencraft presented details regarding a project-based, reimbursement-style Trail Grant covering planning for a trail extending from Three Sisters Meadow to Blue River with connection to the Blue River Park.
        - The District must serve as the primary applicant, while MCLT will assist with writing and managing the grant.
        - **Motion:** Shanon Goodpasture-Lehr moved to designate Sarah Hunter as the District contact person, official Board representative, and authorized signer for the Regional Infrastructure Fund application and related documents.
        - **Second:** James Parks.
        - **Vote Result:** Motion passed unanimously (5–0).

        - James Parks (Chair): Aye
        - Shanon Goodpasture-Lehr (Secretary): Aye
        - Melanie Stanley: Aye
        - Sarah Hunter: Aye
        - Kristin Gustafson: Aye

7. Legal Counsel Outreach Update

- Chair James Parks updated the Board regarding legal representation inquiries. He successfully reached out to Laura Westmeyer at Cable Huston and is currently awaiting a formal response.

ADJOURNMENT

- **Good of the Order:** No additional non-action items were brought forward.
- **Motion to Adjourn:** Sarah Hunter moved to adjourn the board meeting.
- **Second:** Melanie Stanley.
- **Vote Result:** Motion passed unanimously (5–0).
    - James Parks (Chair): Aye
    - Shanon Goodpasture-Lehr (Secretary): Aye
    - Melanie Stanley: Aye
    - Sarah Hunter: Aye
    - Kristin Gustafson: Aye
- **Adjournment Time:** Meeting officially adjourned at 7:20 PM.

NEXT REGULAR MEETING

- **Date:** October 14, 2026
- **Time:** 6:00 PM
- **Location:** O’Brien Memorial Library

Shanon Goodpasture-Lehr, Board Secretary / Records Custodian