

BLUE RIVER WATER DISTRICT

Board of Directors – Regular Meeting Minutes

Meeting Date: July 1, 2026

Meeting Time: 6:01 PM – 7:49 PM

Meeting Location: O'Brien Memorial Library, Blue River, Oregon (In-person with telephone access available)

Prepared By: Shanon Goodpasture-Lehr, Board Secretary

1. Call to Order

Chairman James Parks called the regular meeting of the Blue River Water District Board of Directors to order at **6:01 PM**.

Board Members Present

- James Parks, Chairman
- Kate Donoho, Treasurer
- Dave Hunter, Commissioner
- Sunny Willis, Commissioner
- Shanon Goodpasture-Lehr, Secretary

Board Members Absent: None

Community Members Present

- Ken Engelman, *River Reflections*

Call-In Participants

None.

2. Agenda Review

James Parks moved to approve the agenda as presented.

Second: Dave Hunter

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

3. Approval of Previous Meeting Minutes

June 3, 2026 Regular Meeting Minutes

Dave Hunter moved to approve the June 3, 2026 Regular Meeting minutes.

Second: Kate Donoho

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

May 6, 2026 and May 27, 2026 Meeting Minutes

Dave Hunter moved to approve the May 6, 2026 and May 27, 2026 meeting minutes.

Second: Kate Donoho

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

4. Superintendent's Report

Superintendent James Parks reported the following:

The District has received the new utility locating equipment.

- The meter reading equipment for the new Kamstrup meters has also been received, and training has been completed.
 - The Board discussed insuring the newly purchased locating equipment. The District will develop an updated inventory of District assets for insurance purposes and bookkeeping records. James Parks will contact the District's insurance agent to verify coverage.
 - Meter readings were not completed at the end of June due to installation of the new Kamstrup meters. Customers will receive their regular June bill, and water usage will be reflected on the July billing. A letter explaining the billing process will accompany the June statements.
 - The Board discussed developing written agreements for the Superintendent position and the Direct Responsible Charge (DRC) position. James Parks and Shanon Goodpasture-Lehr will prepare draft agreements for Board review.
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5. Commissioner Reports and Board Business

Resolution – Authorization of Regular and Recurring Expenses

Kate Donoho presented a proposed resolution establishing authorization for payment of regular and recurring expenses.

Shanon Goodpasture-Lehr moved to adopt the resolution titled "**Authorization of Regular and Recurring Expenses.**"

Second: James Parks

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

FEMA Update

Kate Donoho reported on recent communication with the Oregon Office of Emergency Management (OEM). OEM has requested an additional risk assessment related to the District's most recent FEMA claim.

SAIF / Workers' Compensation

The Board discussed workers' compensation insurance requirements. Based on the District's current operations, the Board determined that workers' compensation coverage is not presently required.

James Parks will contact insurance agent Steve Silva to obtain additional information regarding coverage needs.

Fixed Asset Inventory

The Board discussed maintaining an updated inventory of District assets for accounting and depreciation purposes. The District's bookkeeper requested a list of capital assets valued at **\$2,500 or more**.

Sunny Willis recommended updating the District's asset inventory.

Dave Hunter and James Parks will work together to prepare a current inventory of District assets.

Transfer of Funds

Kate Donoho recommended transferring funds from the District's U.S. Bank checking account to the OnPoint Community Credit Union account to ensure sufficient funds are available to pay July expenses while maintaining approximately **\$1,000** in the U.S. Bank account.

Kate Donoho moved to transfer **\$10,000** from U.S. Bank to OnPoint Community Credit Union.

Second: Dave Hunter

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

Board Training

The Board discussed scheduling SDAO Board training for **August 3 or August 4, 2026**.

Shanon Goodpasture-Lehr will contact the O'Brien Memorial Library regarding conference room availability.

The training will be held jointly with the Blue River Water District and the Blue River Park & Recreation District utilizing training hours included with the District's SDAO membership.

Bulk Water Sales

The Board discussed establishing an updated rate for bulk water sales. Historically, the District has charged **\$1.00 per cubic foot**.

Lane County has requested a quote for supplying emergency management water tanks located in McKenzie Bridge.

The Board agreed additional research is needed to determine the District's current production cost per cubic foot and per gallon before establishing a revised rate.

6. Treasurer's Report

Kate Donoho presented the Treasurer's Report and reported that the District remains in good financial standing.

Kate Donoho moved to approve the Treasurer's Report as presented.

Second: James Parks

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

7. Good of the Order

No additional business was brought before the Board.

8. Adjournment

Shanon Goodpasture-Lehr moved to adjourn the meeting.

Second: Kate Donoho

Vote: James Parks – Yes; Kate Donoho – Yes; Dave Hunter – Yes; Sunny Willis – Yes; Shanon Goodpasture-Lehr – Yes.

Motion passed unanimously (5-0).

Chairman James Parks declared the meeting adjourned at **7:49 PM**.

Next Regular Meeting

Wednesday, August 5, 2026

6:00 PM

O'Brien Memorial Library, Blue River, Oregon

(In-person with telephone access available)

Respectfully submitted,

Shanon Goodpasture-Lehr

Secretary, Blue River Water District Board of Directors