

BLUE RIVER WATER DISTRICT

REGULAR BOARD MEETING MINUTES

March 4, 2026

Meeting: Blue River Water District Board of Directors

Date: March 4, 2026

Time: 6:00 PM – 7:25 PM

Location: O'Brien Memorial Library (in person) with phone access for remote participants

Prepared by: Shanon Goodpasture-Lehr

Board Members Present

- Shanon Goodpasture-Lehr
- Jim Parks
- Kate Donoho
- Dave Hunter

Others Present

- Sam Swetland
- Judy Herrera
- Antony Abel

Absences: None

Call-ins: None

1. Welcome and Introductions

Meeting called to order at **6:00 PM**.

2. Agenda Review and Approval

Jim Parks made a motion to approve the agenda.
Kate Donoho seconded the motion.

Vote:

- Shanon – Yes
- Jim – Yes
- Kate – Yes
- Dave – Yes

Motion passed unanimously.

3. Approval of Previous Meeting Minutes

Shanon Goodpasture-Lehr made a motion to approve the minutes from the previous meeting.
Jim Parks seconded the motion.

Vote:

- Shanon – Yes
- Dave – Yes
- Kate – Yes
- Jim – Yes

Motion passed unanimously.

4. Opening Public Comment Period

Judy Herrera stated she is no longer pursuing the recall effort following Josh Cloke's resignation.

Dave Hunter, speaking as a community member, requested a **one-time bill forgiveness** due to a water leak that resulted in approximately **56,000 gallons of water usage**. The leak has since been repaired.

Shanon Goodpasture-Lehr made a motion to grant the Hunters relief from the recent charges related to the leak.

Jim Parks seconded the motion.

Vote:

- Shanon – Yes
- Kate – Yes
- Jim – Yes
- Dave – Abstained (conflict of interest)

Motion passed.

Jim Parks will contact Rainbow regarding the issue.

Sam Swetland asked about scheduling a **community meeting at the school**, as previously discussed.

Jim Parks agreed to schedule a community meeting in the near future.

5. Superintendent's Report

- Two leaks occurred on the **customer side of the meter**. Both leaks were located and repaired by the property owners. The Superintendent has encouraged those property owners to attend a future board meeting to discuss the district's **one-time leak**

forgiveness option.

- The **CLA-VAL valve rebuild** is being scheduled for March. A specific date has not yet been confirmed.
- The Board should discuss purchasing tools needed for future maintenance, including:
 - **Tracer wire locator (Leica DD130 / DA220 kit)** – estimated cost \$2,800–\$3,300
 - **PEX-A expander tool** – estimated cost \$399–\$599
A sales representative has not yet responded.
- **811 forms** are currently being updated.
- The **SCADA system reading discrepancy** has been resolved.
- Four large **underground drilling projects** have been completed to date.
- The **100 kW generator at the well site** was serviced on **February 25, 2026** by Blue Star Gas as part of the annual maintenance program (oil, air filter, spark plugs, etc.).

Meter System Update

The Superintendent requested direction from the Board regarding **six unused Neptune meters** received in July at a cost of **\$2,007**.

Originally, the plan was to transition the district to Neptune meters as part of a district-wide upgrade recommended by Rainbow Water District. Some older meters have already been replaced with Neptune units.

However, the contractor (**Joel Zenie of Brinks**) recommended switching to a **Kamstrup meter system**, which provides:

- Meters
- Software
- Meter readers

At no cost to the district.

The Neptune system would require approximately **\$7,000 in software**.

The Superintendent recommended **returning the six unused Neptune meters**.

Estimated return costs:

- Mileage to Lake Oswego: **\$194**
- UPS shipping: **\$95**

Board direction was requested.

6. Items from Commissioners

Return of Neptune Meters

Shanon Goodpasture-Lehr made a motion for the district to pay shipping costs to return the unused meters.

Kate Donoho seconded the motion.

Vote:

- Shanon – Yes
- Kate – Yes
- Dave – Yes
- Jim – Yes

Motion passed unanimously.

Board Position Applications

Applications for future board positions have been posted on the district website. Community members are encouraged to apply. No applications have been received yet.

Agenda Amendment – Backflow Testing

Jim Parks made a motion to amend the agenda to include discussion of **backflow testing**.
Dave Hunter seconded the motion.

The district currently has **11 backflow devices**, and customers are responsible for the cost of backflow testing.

Vote:

- Shanon – Yes
- Dave – Yes
- Jim – Yes
- Kate – Yes

Motion passed unanimously.

ABTS Bookkeeping Contract

Jim Parks made a motion to approve the contract with **ABTS** to continue bookkeeping services.
Kate Donoho seconded the motion.

Vote:

- Shanon – Yes
- Dave – Yes
- Jim – Yes
- Kate – Yes

Motion passed unanimously.

Insurance Renewal

The district's insurance premium for 2026 has been paid and is current.

Resignation of Joshua Cloke

Board Chair **Kate Donoho** reported receiving the resignation of **Joshua Cloke** on **February 27, 2026**. Notification was sent to Mr. Cloke, Lane County Elections, and the Board.

Jim Parks made a motion to formally accept Joshua Cloke's resignation effective February 27, 2026.

Dave Hunter seconded the motion.

Vote:

- Dave – Yes
- Kate – Yes
- Jim – Yes
- Shanon – Yes

Motion passed unanimously.

FEMA Projects

Work continues on FEMA-related projects. The process has been ongoing for over a year.

Cam Lessey from **Oregon Emergency Management (OEM)** has requested:

- An in-person meeting with the Board
- An in-person meeting with the Board Chair and Treasurer

A meeting with FEMA is scheduled for **April 7 at 10:00 AM** at the library with the Treasurer and Board Chair.

OEM also plans to attend the **April 1 Board meeting**.

Three Sisters Meadow Representation

The Board discussed appointing a new representative to attend **Three Sisters Meadow meetings**, replacing **Antony Abel**, who previously served in that role.

7. Officers' Reports

Treasurer's Report

Jim Parks proposed maintaining both **checking and savings accounts**.

Tank cleaning and insurance payments are current.

Jim Parks made a motion to approve the Treasurer's Report.
Shanon Goodpasture-Lehr seconded the motion.

Vote:

- Dave – Yes
- Kate – Yes
- Jim – Yes
- Shanon – Yes

Motion passed unanimously.

Financial Status: The district is in good financial standing.

Secretary's Report

Shanon Goodpasture-Lehr discussed possibly using **Google Drive** as a shared digital storage system for district records.

Dave Hunter has experience with Google systems and will research whether the district qualifies for an account.

Jim Parks also opened discussion regarding the use of **Streamline** for record storage.

8. Items for Next Meeting

- Rainbow contract
 - Community meeting planning
 - New computers and digital storage
 - Virtual meeting platform options
-

9. Other Items for the Good of the Order

None noted.

10. Adjournment

The meeting was adjourned at **7:25 PM**.

Next Meeting

April 1, 2026 – 6:00 PM
Call-in access available.