BLUE RIVER WATER DISTRICT

REGULAR BOARD MEETING MINUTES Date: September 2, 2026 **Time:** 6:00 PM – 7:00 PM **Location:** O'Brien Memorial Library (In-person with phone-in option) **Prepared By:** Shanon Goodpasture-Lehr

1. CALL TO ORDER & ROLL CALL

- **Call to Order:** Board Chair Jim Parks called the meeting to order at 6:00 PM.
- **Board Members Present:**
  - Dave Hunter
  - Jim Parks
  - Kate Donoho
  - Shanon Goodpasture-Lehr
  - Sunny Willis
- **Expected Absences:** None
- **Community Members Present:** Sara Allen, Terry L. Reigle
- **Call-Ins Present:** None

2. WELCOME & INTRODUCTIONS

- **Lane County IGA Discussion:** Dave Hunter opened a brief discussion regarding the Intergovernmental Agreement (IGA) for Lane County. Dave will reach out to Robert Woodard.

3. AGENDA & MINUTES APPROVAL

- **Approval of Agenda:**
  - **Motion:** Jim Parks motioned to approve the agenda.
  - **Second:** Kate Donoho seconded the motion.
  - **Action: Motion passed unanimously (5-0).**
  - **Vote Breakdown:**
    - Dave Hunter: Yes
    - Jim Parks: Yes
    - Kate Donoho: Yes
    - Shanon Goodpasture-Lehr: Yes
    - Sunny Willis: Yes
- **Approval of Prior Meeting Minutes:**
  - **Motion:** Jim Parks motioned to approve the previous meeting minutes.
  - **Second:** Kate Donoho seconded the motion.

    - **Action: Motion passed unanimously (5-0).**
    - **Vote Breakdown:**
        - Dave Hunter: Yes
        - Jim Parks: Yes
        - Kate Donoho: Yes
        - Shanon Goodpasture-Lehr: Yes
        - Sunny Willis: Yes

4. OPENING PUBLIC COMMENT PERIOD

- **Billing Dispute Request (Sara Allen & Terry L. Reigle):**
    - **Issue:** Sara and Terry requested bill forgiveness in the amount of $154.00 due to a broken meter (which was recently replaced) and are disputing the billing period from November through June.
    - **Board Action:** The board noted that there is currently insufficient information to make a determination. The board requested documentation showing historical meter readings and the exact date the meter was replaced. Jim Parks (Superintendent) will connect with Rainbow Water District to clarify billing dates and bring the information back for board review.
    - **Motion:** Sunny Willis motioned to table the decision and request additional information and documentation before review.
    - **Second:** Kate Donoho seconded the motion.
    - **Action: Motion passed unanimously (5-0).**
    - **Vote Breakdown:**
        - Dave Hunter: Yes
        - Jim Parks: Yes
        - Kate Donoho: Yes
        - Shanon Goodpasture-Lehr: Yes
        - Sunny Willis: Yes

5. SUPERINTENDENT'S REPORT

Presented by Jim Parks:

- **Paz Easement Issues:** At the bottom of Elk Creek Road, Brink's went outside the boundary lines, running the water line up the driveway and crossing over to property owned by Homes for Good. Paz signed an easement with Verdontas (formerly Civil West), but it still requires notarization. Multiple property owners need to coordinate the easement. Dave Hunter and Jim Parks will follow up with both Lane County and Verdontas.
- **Meter Reading & Deployment:**
    - Continuing work with Rainbow Water District on reading the new Kamstrup meters.

    - Currently, 24 Kamstrup meters are in service, with approximately 120 remaining to be replaced.
- **Billing Software Update:** Due to a software discrepancy, billing will now display as $0.0035 per gallon instead of $3.50 per 1,000 gallons. The cost remains identical; a written explanation will be provided in the next bill.
- **Well House Inventory:** Dave Hunter and Jim Parks need to take inventory of the computers located at the well house.
- **Facility Bids (Fencing & Tank Maintenance):**
    - Obtaining bids for fencing around the two reservoirs and the well house property.
    - Obtaining bids to clean and paint the exterior of the large visible water tank. The board discussed painting color preferences and leaned toward green rather than blue. Jim will gather quotes for painting and fencing.
    - *Note:* The tank up Elk Creek Road does not require painting at this time.

6. ITEMS FOR COMMISSIONERS

- **Customer Leak / Bill Adjustment Request:** A customer facing severe illness reached out regarding a substantial bill resulting from line damage caused by Brink's Tree Service falling a tree on the meter. Jim Parks will follow up with the customer. Initial review indicates the bill increase may not be tied to the leak itself, and the customer is not yet hooked up to the new system.
- **BOLI Past-Due Invoice:**
    - The board reviewed an unpaid Bureau of Labor and Industries (BOLI) invoice from the rebuild project. This is the first invoice we have received.
    - **Motion:** Shanon Goodpasture-Lehr motioned to pay the BOLI invoice.
    - **Second:** Kate Donoho seconded the motion.
    - **Action: Motion passed unanimously (5-0).**
    - **Vote Breakdown:**
        - Dave Hunter: Yes
        - Jim Parks: Yes
        - Kate Donoho: Yes
        - Shanon Goodpasture-Lehr: Yes
        - Sunny Willis: Yes
- **Notification Contractor System:** The board evaluated a bid from TextMyGov ($26/customer/year) and decided to research further notification options. Kate Donoho will coordinate with Judy (community member) and Jodi (Rainbow Water District contact).
- **Library Contract:** The new library facility contract has been signed and sent. Kate Donoho will remit the annual room rental fee.
- **Legal Representation:** Jim Parks contacted Cable Huston regarding law firm options for the district.
- **SAIF Insurance:** Cancellation letter received, signed, and submitted.

- **Bulk Water Sales:** Pricing structures have been established for now, and the agreement was sent to Matt McRae. Backflow preventers must be verified and properly installed for all bulk water draws.
- **Board Policy Workshop Scheduling:** Following recent board training, the board agreed to hold a dedicated special meeting to draft and finalize board policies prior to the end of the year.
    - **Scheduled Date:** Special Meeting set for **September 23, 2026, at 6:00 PM**.

7. OFFICERS' REPORTS

- **Treasurer's Report:**
    - Reviewed report; the District's financial status remains in good standing.

8. ADJOURNMENT & UPCOMING MEETINGS

- **Adjournment:** Meeting adjourned at 7:46 PM.
- **Next Meetings:**
    - **Special Board Meeting (Policy Workshop):** September 23, 2026, at 6:00 PM
    - **Regular Board Meeting:** October 7, 2026, at 6:00 PM
    - Both meetings will be held in the conference room of the O'Brien Memorial Library, call in option is also available