

Minutes [REDACTED]

North Lake Park & Recreation District  
Special Board Meeting  
Monday, October 31<sup>st</sup>, 2016 9:00am  
Location; Oregon Country Realty Inc.

Meeting was brought to order at 9:03am with board members Shara Shumway, Ron Wilson, Glenna Wade & Barbara Ferrando in attendance. No public attended.

This meeting was needed to approve/discuss issues that needed to be dealt with before November 1<sup>st</sup>, 2016.

Bancorp Insurance: Discussed not receiving the 10% discount for training, etc. like we had before. Ron will check into what we have done as a board to see if it will qualify us for any kind of rate discount. We reviewed the property values, prior claims and coverage.

Ron motioned to proceed with Rex for our renewal  
Barbara seconded the motion  
MCU

Whistle-Blower Protection: This is a policy SDAO would like us to adopt and include in our employee handbook so any employee that becomes aware of improper action has a procedure of reporting it. (see attached)

Ron motioned to adopt the policy as suggested  
Glenna seconded the motion  
MCU

5-Year Airport Plan: discussion/review of possible projects for our 5-year capitol improvement plan (see attached).

Glenna motioned to adopt the plan as presented  
Barbara seconded the motion  
MCU

State Dept. of Aviation: We reviewed the CV Park & Rec District airport plan. We must have this agreement if we apply for grants in the future, (see attached).

Glenna motioned to sign & adopt the plan as presented  
Barbara seconded the motion  
MCU

Adjournment:

Shara motioned to adjourn the meeting at 9:25am  
Glenna seconded the motion  
MCU

# Whistleblower Protections

CHRISTMAS VALLEY PARK AND REC. DISTRICT

## Purpose

To provide and reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

- I. The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Human Resources Director or designee. The employee may also provide the information to another District manager, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Human Resources Director.
- II. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.
- III. Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
- IV. All reports of illegal and dishonest activities will be promptly submitted to the Human Resources Director or designee who is responsible for investigating and coordinating corrective action.

# **Christmas Valley Park and Recreation District**

## **Board Adoption of Plan**

Concerning Airport Planning

October 31, 2016

COMING NOW BEFORE THE BOARD, concerning the issue of short and long range planning of Airport Property, the Board recognizes its role in anticipating future airport needs and weighs the following factors:

- (1) The need of future airport maintenance and improvement, as a District asset; in a logical plan of repair and improvement;
- (2) The need that the community is best served by long range planning to preserve and protect airport operations;
- (3) The sequence of repairs and improvements align with the priority voiced by the community served;
- (4) The budgetary constraints of the District in funding airport repairs and improvements, in connection with grant monies and/or matching funds from sources such as, but not limited to; the Federal Aviation Administration, and the Oregon Department of Aviation.

THE BOARD NOW ADOPTS the attached "Five-Year Capitol Improvement Plan" (CIP), as well as the attached "Long Range Needs Assessment," subject to future amendments and changes, as they may arise in the future.

DATED, this 31st day of October, 2016

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Shara Shumway, Board Chairperson

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Ron Wilson, Airport Manager

**Christmas Valley Airport  
Long Range Needs Assessment  
Fiscal Years 2022 through 2027**

Program Prepared By: Ron Wilson, Airport Manager  
Telephone: (503) 250-3134  
Date Approved by Christmas Valley Park and Recreation  
District: October 31, 2016

		<u>Description of Project</u>	
<u>Funding Source</u>	<u>Total Estimated Costs</u>		
Pilot Lounge Building, consisting of prefab structure 7,000		Federal	\$
with data access for transient pilots, for flight planning, 500		State	\$
airport and community information.		weather data and	
		Local	\$ 2,500
availability, Total	\$	Fiscal Year 2022, possibly linked to avgas	
and volume of traffic.			10,000
Aircraft Hanger Buildings, for Rentals. Consist of Two		Federal	\$
20,000		State	\$
Phases of T Hanger Buildings, with 6 units per building,		Major funding provided by the	
2,000		Local	\$ 60,000
District, but seek grant		for feasibility, engineering and startup. Price for	
Phase 1. Total	\$		82,000

**Christmas Valley Airport**  
**Five-Year Capital Improvement Program (CIP)**

Program Prepared By: **Ron Wilson, Airport Manager**  
 Telephone: **(503) 250-3134**

Date Approved by Christmas Valley Park and Recreation  
 District: **October 31, 2016**

<u>Project Description</u>				<u>Funding Source</u>		<u>FY 2017</u>
<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>			
				Federal	\$	135,000
1,215,000	0	0	0	State	\$	15,000
135,000	0	0	0	Local	\$	0
0	0	0	0	Total	\$	150,000
1,350,000	0	0	0			

<u>Project Description</u>				<u>Funding Source</u>		<u>FY 2017</u>
<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>			
				Federal	\$	3,500
0	0	0	0	State	\$	31,500
0	0	0	0	Local	\$	0
0	0	0	0	Total	\$	35,000
0	0	0	0			

<u>Project Description</u>				<u>Funding Source</u>		<u>FY 2017</u>
<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>			
				Federal	\$	4,500
0	0	0	0	State	\$	500
0	0	0	0	Local	\$	*
0	0	0	0	Total	\$	5,000
0	0	0	0			

\*(District Can Install Signs)

<u>Project Description</u>				<u>Funding Source</u>		<u>FY 2017</u>
<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>			
19,800	0	0	0	Federal	\$	0
				State	\$	0
2,200	0	0	0	Local	\$	0
	0	0	0	Total	\$	0
22,000	0	0	0			

<u>Project Description</u>				<u>Funding Source</u>		<u>FY 2017</u>
<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>			
0	0	0	0	Federal	\$	7,200
				State	\$	800
	0	0	0	Local	\$	*
	0	0	0	Total	\$	8,000
0	0	0	0			

<u>Project Description</u>				<u>Funding Source</u>		<u>FY 2017</u>
<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>			
0	148,500	0	0	Federal	\$	0
				State	\$	0
	16,500	0	0	Local	\$	0
	*	0	0	Total	\$	0
	165,000		0			