

Blue Mountain Translator District

Board of Directors

October 12, 2017 Regular Meeting Minutes

Blue Mountain Translator District 1

Table of Contents

Table of Contents	1
Minutes	2
Appendix A: Minutes for the September 5, 2017 Regular Meeting	10
Appendix B: Staff Report	29
Appendix C: Financial Report	30
Appendix D: Channel Displacement Progress Report	41
Appendix E: Creation of Local TV Channel	42
Appendix F: Expenditures	43
Appendix G: Reimbursements	45

Blue Mountain Translator District 2

Minutes

<p>1. Call to Order and Roll Call Vote</p>	<p>President Tim Wallender called the meeting to order at 12:12 PM. The meeting was held at the nearest practical location, Umpqua Bank at 1215 Adams Avenue in La Grande, Oregon.</p> <p>Directors: President Tim Wallender, Director Anna Dean (by phone), Director Christina Wood.</p> <p>Staff: Secretary/Treasurer Alex McHaddad.</p> <p>Members of the Public: Will Bowman, Brent Clapp.</p>
<p>2. Declaration of Conflict of Interest</p>	<p>Asked and none declared.</p>
<p>3. Approval of Minutes</p>	<p>President Wallender asked if the minutes had been reviewed by the Directors. Director Wood moved to approve the minutes for the September 5, 2017 Regular Meeting, second by Director Dean.</p> <p>Motion to approve the minutes for the September 5, 2017 Special Meeting. Aye: President Wallender, Director Dean, Director Wood. Nay: N/A. Abstain: N/A.</p> <p>Minutes for the September 5. 2-17 Regular Meeting approved.</p> <p><i>Appendix A: Minutes for the September 5, 2017 Special Meeting</i></p>
<p>4.a. Director Reports</p>	<p>President Wallender announced that he had spoken with the District's contract engineer, Mr. Rob Stilson, about the likely equipment that will need to be used or procured as part of the District's channel repacking process. As a result of the conversation, the District has three potential engineering scenarios to consider, and the Board's preference needs to be decided and communicated.</p> <ol style="list-style-type: none">1. Mr. Stilson re-tunes existing combiners, resulting in a short disruption of service during the retuning process. This process would likely take 3 or 4 days of contracted work to complete before regular broadcasting service continued.2. Mr. Stilson attempts to re-tune existing combiners without success, at which point the District will need to compensate Mr. Stilson and purchase 2 new combiners. The cost for an unsuccessful re-tuning attempt and the possibility for a discount was not clarified by Mr. Stilson.3. The District forgoes the attempt to re-tune existing combiners and simply purchases 2 new combiners. <p>Director Wood noted a preference to spend as little money as possible.</p>

Blue Mountain Translator District 3

	<p>However, if the current combiners are not capable of broadcasting the District's new channels, new equipment would have to be purchased. Even if Mr. Stilson is able to re-tune the combiners, the age of the equipment may preclude their use in the long run.</p> <p>President Wallender noted that they purchased a 7-channel combiner for \$10,000 the previous year.</p> <p>Director Dean inquired if Mt. Fanny needed a 7-channel combiner. President Wallender clarified that the 1-year-old equipment would likely be suitable for continued use.</p> <p>President Wallender contended that continued discussion on this matter was likely eating into the staff report item. Secretary/Treasurer McHaddad clarified that the agenda contained an item dedicated to this matter, and the discussion was paused.</p> <p>Director Dean noted that she would soon be tendering her resignation. President Wallender asked that Director Dean's resignation be discussed during Agenda Item 7.</p> <p>Director Wood noted that she will not be attending community events on the District's behalf until next spring. She will purchase the chairs and canopy for the District as approved by the Board at the September meeting. Director Wood suggested that in the future, the District operate a public booth in communities in danger of losing their television service so that an alternative was made known. While many individuals claim to not be aware of the District's existence, Director Wood asserted that the District's awareness activities are sufficient for public information. The Board should continue to be involved in public advertising events, alongside District staff. Director Wood expressed a willingness to speak to any community gathering interested in learning about the District's work.</p>
4.b. Staff Report	<p>Secretary/Treasurer McHaddad reviewed the individual sections in the staff report given to the Board of Directors.</p> <p>In reviewing the expenditures, Secretary/Treasurer McHaddad noted that the District operated on a deficit during the month of September. President Wallender commended the transparency in the financial reports put together by the Secretary/Treasurer and the District's accountant.</p> <p>Director Dean commended the intergovernmental relations work carried out by the Secretary/Treasurer.</p> <p>Director Wood announced that a former employee of the District had informed her that an annual report had not been filed properly. President Wallender clarified that the LB-50 had been filed. Secretary/Treasurer McHaddad is still working with the District's accountant to understand progress on the LB-1. Director Wood clarified that assurances were needed that the District was in compliance with all government</p>

Blue Mountain Translator District 4

	<p>requirements, despite the claims made by a former employee. In previous discussions with the District's accountant, President Wallender was made aware that communication with the Secretary of State's office was hindering efforts to complete the LB-1 on time. President Wallender and Directors Dean and Wood acknowledged compliance issues that arose under the administration of previous District staff members, but the Board is confident that the District is headed in a positive direction in regards to intergovernmental relations and compliance.</p> <p><i>Appendix B: Staff Report</i> <i>Appendix C: Financial Report</i></p>
<p>5.a. T-Mobile Channel Displacement Progress</p>	<p>Secretary/Treasurer reviewed the progress report included in the Board Packet. Since the Directors received the original report, the FCC had processed all of the District's Engineering Special Temporary Authority (STA) applications. In a conversation with Mr. Stilson, the Secretary/Treasurer was made aware of the possibility of re-tuning existing combiners. In September, the Secretary/Treasurer discussed the District's progress and financial needs with the Low Power Television Spectrum Rights Coalition.</p> <p>Director Wood noted the experimental nature of the District's experience with channel displacement. President Wallender concurred with this assessment. Because the District is one of the early targets for channel repacking, Director Wood predicted that the District's experiences with the process can be utilized to educate other low power television operations in the region.</p> <p>Director Dean requested that President Wallener share contact information for public translators in Colorado with staff. Sources in that State have proven very helpful and supportive.</p> <p>President Wallender drew attention to the report's indication that the District might not meet its deadline for channel repacking. This is due in large part to slow movement on the part of intergovernmental stakeholders, though T-Mobile was ultimately helpful in expediting the FCC's processing of STA's. Secretary/Treasurer McHaddad noted that it took engineering staff a month to begin the work of applying for STA's because the US Forest Service failed to provide access to one of the District's facilities in a timely manner. Following the Board's reception of the progress report, T-Mobile informed staff that the District would possibly receive an extension for the process of repacking the 9 channels that would have to be displaced as of October 31, 2017. In response to a query from President Wallender, Secretary/Treasurer McHaddad clarified that the District is now better situated to complete the channel repacking progress closer to the deadlines given by T-Mobile. Mr.</p>

Blue Mountain Translator District 5

	<p>Stilson would begin the repack process as early as Saturday. Secretary/Treasurer McHaddad announced that he had discussed an inventory of the District's storage locker with Mr. Stilson, though this would not be undertaken until the completion of the channel repack process. In conversations about the analog transmitter rack still located at Oregon Public Broadcasting's warehouse in La Grande, Mr. Stilson noted that it was possible that there was some equipment in the transmitter rack that could be cannibalized. Mr. Andrew S. McHaddad, an employee of Bexel Broadcast Services, suggested that the transmitter was no longer valuable to the District, though it could be useful in South America. However, the cost of shipping would likely outweigh any financial benefit to the District. President Wallender expressed that a Tommy liftgate would be useful for moving the transmitter and transporting the equipment rack to his personal property for storage.</p> <p><i>Appendix D: Channel Displacement Progress Report</i></p>
6.a. Creation of Local TV Channel	<p>President Wallender noted that he had discussed creating a local TV channel with Brent Clapp Media Services over the last two years. Mr. Brent Clapp introduced himself to the Board. Director Wood apologized that this discussion had not begun sooner, owing to the myriad problems recently encountered by the District. Mr. Clapp discussed his business background and the evolution of his firm's services. Brent Clapp Media Services provides professional and commercial photography, digital conversion, and web streaming services, also managing local news, sports, and talk programming on the Internet with LaGrandeAlive.TV. The creation of a television service was suggested by a business associate, Mr. Steve Hendrix. In the past, BCMS had discussed creating a leased access cable channel with Charter Communications, though the process proved difficult enough that an online content service was created instead. It is not unusual for the online service's football webcasts to be viewed on 400 screens at once. The firm's weekly news program, called "Newsish Roundup" covers community events. Because BCMS was filming the current Board meeting, it would likely be covered on the next episode of Newsish Roundup. Mr. Clapp believes that his firm and the District will mutually benefit from the operation of a local TV channel. Creating live local content is challenging. Ultimately, Mr. Clapp sees the partnership organized as a channel owned and operated by the District, while his firm only provides content. This channel could be used to improve the District's advertising efforts.</p> <p>Director Wood and President Wallender discussed past difficulties they had encountered in broadcasting a "crawl" of text on channels broadcast by the District.</p>

Blue Mountain Translator District 6

Secretary/Treasurer McHaddad discussed the equipment costs. Mr. Rob Stilson estimated that the District should expect costs of \$1,200.00 for a combiner addition, an exciter and amplifier for \$10,000.00, and labor for \$2,500.00. Mr. Andrew S. McHaddad participated in a conversation between BCMS and District staff, and noted the need to include an Emergency Alert System (EAS) encoder.

Director Wood helped program the EAS encoder on Mt. Fanny in the past.

Members of the Board and Mr. Clapp discussed the possibility of applying for grants to fund this project from entities such as the Leo Adler Foundation, Wildhorse Foundation, and Department of Homeland Security. Director Wood mentioned the utility of additional emergency alert options in secluded areas, noting recent fires that residents were not notified of in a timely manner.

Secretary/Treasurer McHaddad noted that BCMS would expect costs of \$10,000.00-\$12,000.00 to purchase a media server and master control, though the firm may be eligible for a grant from the Urban Renewal Agency in the City of La Grande.

President Wallender estimated that the District and BCMS would likely have to come up with \$40,000 together to create this channel.

Directors discussed the likely timeline, given that the Board has a few prominent initiatives that must be completed soon.

President Wallender requested information about Federal Communications Commission requirements. Secretary/Treasurer McHaddad noted that the District would have to apply for a license. Mr. Clapp revealed that once the District had a new translator channel, the FCC simply needed to be informed that the translator channel would be operated as a low power channel going forward. Currently, the FCC will not take applications for creating new low power channels until 2019, though they will allow translator channels to become low power television channels.

President Wallender discussed other channels that the District was interested in translating.

Director Wood suggested that the District's area of operation could expand to other areas interested in receiving a channel with local content with funding from local authorities.

Mr. Clapp's firm might expand to covering content in Baker County, or hiring subcontractors to produce this content. BCMS would only be responsible for creating content, and would expect to pay the District monthly fees for space and the maintenance of equipment. Revenue for BCMS would come from the sale of advertising and content sponsorships. While BCMS would look into broadcasting outside programming, the emphasis would be on local content. BCMS webcasts

Blue Mountain Translator District 7

	<p>La Grande City Council meetings, and Directors suggested that other programs could include community performances and sporting events. In response to a query from Director Wood, Mr. Clapp clarified that the FCC did not specify a time limit on transitioning a translator channel to a low power television channel.</p> <p>Director Wood suggested that the discussion be tabled and requested that Mr. Clapp provide a report of itemized estimated costs for the creation of this channel.</p> <p><i>Appendix E: Creation of Local TV Channel</i></p>
6.b. Approval of Expenditures	<p>Secretary/Treasurer McHaddad reviewed the list of expenses that needed approval. Not all recipients had names because the two sources used to compile the list, statements from Umpqua Bank and the District’s accountant, were incomplete. However, each check that had been written had been signed by two Board members. The only two expenses that had not yet been paid were to Baum Smith LLC and the Special Districts Association of Oregon.</p> <p>In response to a query from Director Wood, Secretary/Treasurer McHaddad clarified that reimbursements would be considered in a separate agenda item.</p> <p>Director Wood moved to approve the expenditures listed in the item, second by President Wallender.</p> <p>No Discussion.</p> <p>Aye: President Wallender, Director Dean, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Expenditures listed in the tem approved.</p> <p><i>Appendix F: Expenditures</i></p>
6.c. Approval of Reimbursements	<p>President Wallender reviewed the expenses listed in the item. Director Wood raised a point of order that Director Dean should make the motions for this item.</p> <p>Secretary/Treasurer McHaddad clarified the proper parliamentary procedures and ethical considerations related to the item.</p> <p>Director Dean moved to approve a reimbursement of \$24.97 to Director Wood for the purchase of a table, second by President Wallender.</p> <p>Aye: President Wallender, Director Dean.</p> <p>Nay: N/A.</p> <p>Abstain: Director Wood.</p> <p>Reimbursement approved.</p>

Blue Mountain Translator District 8

	<p>Director Dean moved to approve a reimbursement of \$107.53 to President Wallender for the purchase of a 5-year magicJack phone service subscription, second by Director Wood. Aye: Director Dean, Director Wood. Nay: N/A. Abstain: President Wallender. Reimbursement approved.</p> <p>Directors and staff discussed future payment methods for purchases.</p> <p><i>Appendix G: Approval of Reimbursements</i></p>
6.d. Advertising	<p>President Wallender opened the item for discussion. Director Dean suggested that this item be tabled. Director Wood suggested that the Board had already considered some advertising opportunities during the meeting, and that more time was needed.</p>
7. Communications from the Floor	<p>President Wallender invited Director Dean to discuss her intent to resign. Director Dean notified the Board that she would tender her resignation in a few days because she and her husband had moved to California. She is satisfied with her work with the District. President Wallender commended Director Dean for her service. Director Dean expressed a willingness to answer questions about the District as they arise. President Wallender moved to approve Director Dean's verbal resignation, second by Director Wood. Secretary/Treasurer McHaddad clarified that a quorum was required to hold a public meeting, and that a public comment item had not yet been opened, so a vote should not be taken to accept Director Dean's resignation. President Wallender withdrew his motion. President Wallender is excited by the conversation that took place with Brent Clapp Media Services. President Wallender noted that the agenda had not been posted on the website, and a social media message was only posted that morning before the meeting. Secretary/Treasurer McHaddad assured compliance with public meeting law, as local press had been notified on October 9, 2017 and the agenda had been physically posted at the location.</p>
8. Public Comment	<p>Mr. Clapp discussed progress on the District's channel repacking efforts and suggested that the District obtain a second opinion on the estimated</p>

Blue Mountain Translator District 9

	<p>Mountain West Storage to move the equipment, which could be done for less than \$100.00. Mr. Clapp also announced that he would be interested in serving on the Board of Directors. President Wallender noted that Secretary/Treasurer McHaddad was responsible for researching whether Mr. Clapp was eligible. Director Wood discussed the responsibilities of the Board, as well as content the District would broadcast. Director A. Dean left the meeting.</p>
9. Scheduling of Next Meeting and Adjournment	<p>President Wallender announced that quorum had been lost. Secretary/Treasurer McHaddad noted that according to District Bylaws, the next regularly-scheduled meeting date would be November 7, 2017. President Wallender expressed a preference for the meeting to be held in Baker City. President Wallender adjourned the meeting at 1:31 PM.</p>

Respectfully submitted,

A. Alex McHaddad, Secretary/Treasurer
November 1, 2017

Blue Mountain Translator District **10**

Appendix A: Minutes for the September 5, 2017 Regular Meeting

Blue Mountain Translator District

Board of Directors

September 5, 2017 Regular Meeting Minutes

Blue Mountain Translator District 1

Table of Contents

Table of Contents	1
Minutes for September 5, 2017 BOD Regular Meeting	2
Staff Report	10
July Financial Report	12

Blue Mountain Translator District 2

Minutes for September 5, 2017 BOD Regular Meeting

1. Call to Order and Roll Call	<p>Board President Tim Wallender called the meeting to order at 12:09 PM. The meeting was held at the nearest practical location, the Joseph Building Annex in La Grande, Oregon.</p> <p>Directors: President Tim Wallender, Director Anna Dean (by phone), Director Mike Dean (by phone), Director Katy Thomas (by phone), Director Christina Wood.</p> <p>Staff: Secretary/Treasurer Alex McHaddad.</p> <p>Members of the Public: Union County Assessor Cody Vavra, Stephen Donnell, April Simpson, Rob Stilson.</p>
2. Declaration of Conflict of Interest	<p>Asked and none declared.</p>
3. Approval of Minutes	<p>President Wallender asked if the minutes had been reviewed by the Directors. Director M. Dean moved to approve the minutes for the August 8, 2017 Special Meeting, second by Director Thomas.</p> <p>President Wallender entertained a motion to amend the motion to amend Director M. Dean's motion to approve the minutes for the August 9, 2017 Special Meeting, so moved by Director Wood.</p> <p>Motion to amend Director M. Dean's motion. Aye: President Wallender, Director A. Dean, Director M. Dean, Director Thomas, Director Wood. Nay: N/A. Abstain: N/A.</p> <p>Motion to approve the minutes for the August 9, 2017 Special Meeting. Aye: President Wallender, Director A. Dean, Director M. Dean, Director Thomas, Director Wood. Nay: N/A. Abstain: N/A.</p>
4.a. Director Reports	<p>Director Wood discussed the booth she operated at the Baker County Fair. During the Fair, multiple items were raffled off to promote the District, and Director Wood made follow-up calls to several individuals who requested more information. One of Baker County's economic development officials announced that he wishes to attend the next Board meeting that occurs in Baker City. Director Wood revealed some discrepancies in claims of communications with Wallowa County Commissioners regarding the liquidation of Rural Oregon Wireless Television. In August, Director Wood attended a legislative update meeting from Representative Cliff Bentz hosted by the Baker County Chamber of Commerce.</p>

Blue Mountain Translator District 3

	<p>Director Wood announced that she had researched the price for a canopy, table, and chairs for use by the District at community events. Director Wood asked that the Board consider authorization of an expenditure to acquire these accessories.</p> <p>Director A. Dean moved to allocate \$350.00 for the purchase of a canopy, table, and chairs, second by Director M. Dean. Aye: President Wallender, Director A. Dean, Director M. Dean, Director Thomas, Director Wood. Nay: N/A. Abstain: N/A. Allocation of \$350.00 for the purchase of a canopy, table, and chairs approved.</p> <p>Director A. Dean announced that she had compiled a list of 49 addresses for signal use verification, and that she has mail to deliver to the Secretary/Treasurer, along with a mail key to deposit into the position of one of the other Directors.</p> <p>President Wallender noted that he had been working on recruiting new Directors and was examining the next steps in the channel displacement process. In response to a query from Director A. Dean, President Wallender informed the Board that they would be hearing from an interested applicant for the Board, Mrs. April Simpson.</p>
4.b. Staff Report	<p>Secretary/Treasurer McHaddad reviewed the July financial statement assembled by the District's accountant.</p> <p>Director A. Dean requested clarification on the budget deficit that appeared on the July financial statement. Secretary/Treasurer McHaddad noted that in August, around \$18,000 was deposited into the District's account, and that the District should no longer be experiencing a deficit.</p> <p>Director Wood moved to approve the financial overview. Secretary/Treasurer McHaddad made a point of order that the financial overview was included as part of the staff report and that no action had to be taken. Director Wood withdrew her motion.</p> <p>Secretary/Treasurer McHaddad reviewed the staff report included in the Board Packet. Staff will begin drafting a set of board policies regarding signal use verification following the completion of the channel displacement process, to be reviewed by legal counsel and submitted to the Board for approval.</p> <p>In response to a query from Director A. Dean, the Secretary/Treasurer clarified the difference state statutes, bylaws, and board policies. Director A. Dean cautioned staff to ask legal counsel about the likely cost for review of board policies.</p> <p>The Board commended the work of the Secretary/Treasurer and temporary Office Assistant Nick Creson for processing the backlog of mail, exemption letters, and checks in such a short time.</p>

Blue Mountain Translator District 4

<p>5.a. T-Mobile Channel Displacement Update</p>	<p>President Wallender introduced Mr. Rob Stilson, who serves as the District's contract engineer.</p> <p>Mr. Stilson reviewed the equipment stationed at the District's translator sites on Beaver Mountain and Mt. Fanny. Following the meeting, Mr. Stilson planned to review the Mt. Harris site. On Mt. Fanny, a combiner needs to be replaced, and the combiner systems on Mt. Beaver and Harris will likely need to be replaced. Mr. Stilson discussed the state of District equipment at the three facility sites, including the need to replace a combiner on Mt. Fanny, the likely need to replace the combiner systems on Mt. Harris and Beaver Mountain, the need to repair the receiving antennae on Beaver Mountain, the utility of having an Internet connection on Mt. Fanny, and the need to replace the power strip at the Mt. Harris site with a likely cost of \$250. President Wallender clarified that an expenditure of \$250 could be included on Mr. Stilson's monthly invoice, as per the terms of Mr. Stilson's relationship with the District..</p> <p>Mr. Stilson discussed the deadlines for channel displacement. Upon completion of the review of the District's three facilities, Mr. Stilson noted a need to contact the firm Hatfield & Dawson Consulting Engineers, LLC, in Seattle, Washington, and successfully received the Board's consensus to do so. Mr. Stilson noted that Hatfield & Dawson is more familiar with the region than firms in the eastern United States, and discussed the process of coordinating the channel move with this firm. The help of an outside service is necessary because channel displacement dates are non-negotiable, and channels that are not moved by the displacement deadline must simply be turned off by their operators. While some stations have been granted extensions, those have been granted at T-Mobile's pleasure to be revoked at a time of the firm's choosing, and Mr. Stilson wishes to not be involved in any potential extension discussions. Mr. Stilson experienced some difficulty in obtaining a key to Beaver Mountain and requested to receive a key. The District is eligible for reimbursement for moving OPB's two channels once these two channels have been moved.</p> <p>Hatfield & Dawson will assist in the channel displacement work, Mr. Stilson will complete the displacement work, and the Secretary/Treasurer will fill out the Special Temporary Authority applications with the US Federal Communications Commission.</p> <p>Director Wood expressed that with more resources, all three of the District's translator complexes could be replaced. Mr. Stilson noted that the District uses a lot of equipment that he would recommend on these sites.</p> <p>Secretary/Treasurer McHaddad reviewed the timeline of events related to channel displacement included in the board packet, and announced that he should soon be obtaining a key to the Mt. Beaver site to remain in the District's possession.</p>
--	--

Blue Mountain Translator District 5

	<p>President Wallender entertained a motion to extend the meeting time until 1:30 PM, so moved by Director Wood.</p> <p>Aye: President Wallender, Director A. Dean, Director M. Dean, Director Thomas, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Extension of meeting time to 1:30 PM approved.</p>
5.b. Refund Considerations	<p>Secretary/Treasurer McHaddad reviewed a refund request from Mrs. Michele Cooper. Mrs. Cooper claims that she moved into her current home in July of 2014, after the service charge letter had been sent. The previous residents did not return their service charge letter or give the letter to Mrs. Cooper, and a \$100 charge was assessed to her property with reference number 1-008525 for the 2014-2015 fiscal year. The Secretary/Treasurer read a legal opinion on the matter provided by the District's attorney.</p> <p>President Wallender recalled that Mrs. Cooper first attended a meeting prior to the enactment of Policy T.a. of Board Policies Regarding Statements and Exemption Forms, etc., under which entities who became owners of properties after a service charge letter had been sent may be eligible for a refund for District assessments on their property taxes.</p> <p>The Secretary/Treasurer clarified what action the Board could take at the conclusion of discussion the matter and noted that a clearer picture of the situation could not be offered because all District emails older than October 2016 had been deleted.</p> <p>Director A. Dean noted that there might be some documentation on the service charge letter sent to Mrs. Cooper by previous staff that could offer better perspective.</p> <p>President Wallender clarified that the Board would have to decide whether to retroactively extend a refund, or to adhere to District policies enacted by the Board.</p> <p>Secretary/Treasurer noted two recent lawsuit threats from Mrs. Cooper.</p> <p>Director Wood moved to approve a refund of \$100 to Mrs. Michelle Cooper for a service charge assessed to property with reference number 1-008525 for the 2014-2015 fiscal year, second by Director M. Dean.</p> <p>Discussion: The Secretary/Treasurer noted that Board Policies place a one year limit on refund considerations, and that there may be a need to amend Board Policies for special consideration. President Wallender noted that this request had been a problem for a while, and that Mrs. Cooper has taken up a lot of the District's time. The Secretary/Treasurer discussed amendments to Board Policies that would allow the Board to consider Mrs. Cooper's refund without violating current policies. President Wallender expressed that there is no need to change policies, and that the amendment process would take too much effort at a time when the District needs to address channel displacement.</p> <p>Director A. Dean questioned if the refund would be in conflict with its existing</p>

Blue Mountain Translator District 6

	<p>Board policies. Secretary/Treasurer McHaddad clarified that the Board rules by majority. Director A. Dean suggested that the refund be granted so that more of the District's time was not taken up by this particular request. Director Wood concurred with Director A. Dean's opinion.</p> <p>Aye: Director A. Dean, Director M. Dean, Director Thomas, Director Wood. Nay: President Wallender. Abstain: N/A.</p> <p>Refund of \$100 to Mrs. Michelle Cooper for a service charge assessed to property with reference number 1-008525 for the 2014-2015 fiscal year approved.</p> <p>Secretary/Treasurer McHaddad reviewed Ms. Schmidt's refund request. Ms. Schmidt claims that she returned a service charge letter for property with reference number 1-008155 claiming an exemption for the 2015-2016 fiscal year, but was charged a \$100 assessment on her property taxes. Ms. Schmidt's service charge letter is not in the District's possession. The Secretary/Treasurer read a legal opinion on the matter provided by the District's attorney. In response to remarks from Director A. Dean, the Secretary/Treasurer clarified the identity of the property owner whose refund request was under consideration.</p> <p>Director Wood declared that there were two easy methods to ensure that the District received the exemption letters, either by using post office services or depositing the service charge letter directly with District staff.</p> <p>Director Wood moved to not approve a refund of \$100 to Ms. Carol Schmidt for a service charge assessed to property with reference number 1-008155 for the 2014-2015 fiscal year, second by Director M. Dean. Aye: President Wallender, Director A. Dean, Director M. Dean, Director Thomas, Director Wood. Nay: N/A. Abstain: N/A.</p> <p>Refund of \$100 to Ms. Carol Schmidt for a service charge assessed to property with reference number 1-008155 for the 2014-2015 fiscal year not approved.</p> <p>Director Thomas left the conference call line.</p>
5.c. Performance Review	<p>Secretary/Treasurer McHaddad reviewed the substance and purpose of the performance review and its relation to a proposed wage increase put forward by Director A. Dean at the previous meeting. Assuming a positive review by the Board, a motion could be made to increase the Secretary/Treasurer's wages.</p> <p>President Wallender commended the Secretary/Treasurer for taking care of work that had not been completed by his predecessor.</p> <p>Director Wood commended the Secretary/Treasurer's productivity and asked about current wages. Secretary/Treasurer McHaddad clarified that his current</p>

Blue Mountain Translator District 7

	<p>wage is \$12.00 per hour.</p> <p>Director M. Dean commended the Secretary/Treasurer's work and expressed that a wage increase is deserved.</p> <p>Director A. Dean thanked the Secretary/Treasurer and the office assistant for completing a large workload in a short amount of time, and noted that she expects current professionalism with the Board will carry over to relationships with Baker and Union Counties.</p> <p>Director Wood commended his productivity and notes appreciation of the contacts he has that improve the District's efforts. Given that the Secretary/Treasurer will be assuming a part-time role the following week, a wage increase would be helpful for him.</p> <p>President Wallender asked if Director A. Dean would like to make the motion given that she had initiated the conversation at the last meeting.</p> <p>Director A. Dean moved to approve an increase in the Secretary/Treasurer's wages from \$12.00 per hour to \$14.00 per hour, second by President Wallender.</p> <p>Aye: President Wallender, Director A. Dean, Director M. Dean, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Increase in the Secretary/Treasurer's wages from \$12.00 per hour to \$14.00 per hour approved.</p>
<p>5.d. NAB Membership</p>	<p>Secretary/Treasurer McHaddad requested that the Board consider associate membership with the National Association of Broadcasters, as this entity would be able to provide specialized assistance for a variety of issues faced by the District, especially the channel displacement problem resulting from T-Mobile's purchase of the 600 Mhz spectrum during the Federal Communication Commission's Incentive Auction. Associate Membership is applied for a term running from May 1-April 30 for \$700, an amount that the Association will not prorate.</p> <p>President Wallender requested that this item be tabled until the next regular meeting due to financial concerns.</p> <p>No action taken.</p>
<p>5.e. Union High School Apparel Sponsorship</p>	<p>Secretary/Treasurer McHaddad recommended that this item be tabled pending further information from the Union School District.</p> <p>No action taken.</p>
<p>5.f. Payment of Bills</p>	<p>Secretary/Treasurer McHaddad announced that he had not obtained an itemized list of expenditures from August for the Board's review, but recommended that the Board take action to approve all expenditures made during the month of August, similar to a motion made at the July Special meeting.</p>

Blue Mountain Translator District 8

	<p>The Secretary/Treasurer noted a \$1,200 invoice from Hancock Forest that needed to be paid immediately.</p> <p>The Secretary/Treasurer clarified that he would send a bill to Ecova soon.</p> <p>Director A. Dean noted that instructions had been sent to the District account and that she would offer training on the matter.</p> <p>Director Wood moved to approve the payment of all expenditures made during the month of August, second by President Wallender.</p> <p>Aye: President Wallender, Director A. Dean, Director M. Dean, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>Payment of all expenditures made during the month of August approved.</p>
5.g. Storage Space	<p>Secretary/Treasurer McHaddad reviewed a list of storage unit quotes to store equipment currently in the possession of Oregon Public Broadcasting. The Secretary/Treasurer will contract with the lowest-cost storage service in La Grande to begin storing the equipment and submit the expenditure to the Board during the October regular meeting.</p> <p>ST clarified that options in Baker and Union Counties had been evaluated in response to a query from Director Wood.</p> <p>ST will select an option and submit the invoice to the Board for approval at the next meeting.</p> <p>Mr. Rob Stilson requested that a storage unit in La Grande be selected.</p>
5.h. Board Membership	<p>President Wallender announced that some potential changes to the Board's roster would take place.</p> <p>Director M. Dean announced his intent to resign from the Director Seat for a term ending June 30, 2021. He and his spouse, Director A. Dean, will be moving to a different state soon. He has enjoyed his tenure on the Board of Directors.</p> <p>President Wallender entertained a motion to accept Director M. Dean's resignation, so moved by Director Wood.</p> <p>Aye: President Wallender, Director A. Dean, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>The Board approved the resignation of Mr. Mike Dean.</p> <p>President Wallender invited Mrs. April Simpson of Summerville, Oregon to introduce herself and review her record of public service.</p> <p>Mrs. Simpson introduced herself and provided the Board with an overview of her public service. In the past, Mrs. Simpson has volunteered with Oregon Women in Timber and served on the Grande Ronde Symphony Orchestra Board of Directors. Professionally, Mrs. Simpson has worked for Boise Cascade, but recently stepped down to spend time with her family. She believes that the</p>

Blue Mountain Translator District 9

	<p>District's services are good for the community and would be excited to serve on the Board.</p> <p>Director Wood noted that Mrs. Simpson appears to be qualified for the role, and that willingness to serve is a key qualification for a Director.</p> <p>The Secretary/Treasurer clarified that the Board might want to wait until the next meeting to appoint Mrs. Simpson, given the need to verify her residency in the District.</p> <p>President Wallender entertained a motion to appoint Mrs. April Simpson to the office of Director Seat for a term ending June 30, 2021, pending verification of her District residency, so moved by Director Dean.</p> <p>Discussion: Director Wood and President Wallender clarified that the position is elected, and Mrs. Simpson would need to run in an election in the future. The Secretary/Treasurer will provide Mrs. Simpson with more information.</p> <p>Aye: President Wallender, Director Dean, Director Wood.</p> <p>Nay: N/A.</p> <p>Abstain: N/A.</p> <p>The Board approved the appointment of Director April Simpson to the office of Director Seat for a term ending June 30, 2021, pending verification of her District residency.</p>
6. Communications from the Floor	<p>Director Wood planned on visiting the office the next day to provide materials and show information on the Amazon materials purchase. Director Dean clarified the methods by which Amazon could be paid, other than a credit card. Director Wood announced her intention to make a pipe frame for the banner. President Wallender said that he intends to purchase another banner. Director Dean left the call.</p>
7. Public Comment	<p>Union County Assessor Cody Vavra introduced himself, thanked staff for prompt responses to communication with the District, noted that he understands extraordinary difficulties that the District recently faced, and commended the work done to complete the LB-50. The District's accountant would be sending a completed LB-50 to the Assessor's Office that day. President Wallender thanked the Assessor for understanding extraordinary difficulties and working with the District. The Board and Assessor Vavra discussed recent District history, problems that the District faces, and helpful changes to state mandates and operating procedures that could be made.</p>
8. Scheduling of Next Meeting and Adjournment	<p>The next meeting will be held at 12 PM on October 3, 2017 in La Grande.</p> <p>President Wallender adjourned the meeting at 2:00 PM.</p> <p>Respectfully submitted,</p> <p>Alex McHaddad, Secretary/Treasurer</p> <p>9/11/17</p>

Blue Mountain Translator District 10

	Staff report and financial report attached.
--	---

Staff Report

Secretary/Treasurer: Alex McHaddad

Hours Worked:

8/9	8/10	8/11	8/12	8/13	8/14	8/15
8:00-2:20 3:20-4:30	8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-5:00			8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-5:00
8/16	8/17	8/18	8/19	8/20	8/21	8/22
8:00-12:00, 1:00-5:00	8:00-11:00, 12:00-3:30	8:00-12:00, 1:00-3:00				8:00-12:00, 1:00-5:00
8/23	8/24	8/25	8/26	8/27	8/28	8/29
8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-3:00	8:00-12:00, 1:00-5:00			8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-5:00
8/30	8/31	9/1	9/2	9/3	9/4	9/5
8:00-12:00, 1:00-5:00	8:00-8:45, 10:00-2:45	8:00-12:00, 1:00-5:00				

Secretary/Treasurer: Nick Creson

Hours Worked:

	8/10	8/11	8/12	8/13	8/14	8/15
	8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-5:00			8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-5:00
8/16	8/17	8/18	8/19	8/20	8/21	8/22
8:00-12:00, 2:00-5:00		8:00-12:00, 1:00-3:00				8:00-12:00, 1:00-5:00
8/23	8/24	8/25	8/26	8/27	8/28	8/29
8:00-12:00, 1:00-5:00	8:00-10:30	8:00-12:00, 1:00-5:00			8:00-12:00, 1:00-5:00	8:00-12:00, 1:00-5:00
8/30	8/31	9/1	9/2	9/3	9/4	9/5
8:00-12:00, 1:00-5:00	8:30-8:45, 10-2:45					

Media Outreach

No contact with members of the press 8/9-9/1.

External Government Communication

Communicated with the Baker and Union County Clerks staff, City of Baker staff, and the Assessors of Union and Baker County. Attended town hall meeting with Oregon State Representative Cliff Bentz. Communication with the Baker County Clerk and Union County Assessor allowed staff to acquire maps of portions of the District respectively located in Baker and Union Counties.

External Non-government Communication

Blue Mountain Translator District 11

Communicated with Chaves Consulting, contract engineer Rob Stilson, National Association of Broadcasters, and Oregon Association of Broadcasters. Began reaching out to civic organizations to recruit potential directors. Met with attorney Wyatt Baum on August 31st to discuss signal use verification. Staff also attended an open house hosted by Baum Smith on Friday, August 25th.

Financial Update

The Secretary/Treasurer was unable to meet with accountant after the last meeting to review the District's finances, but hopes to do so soon. President Wallender received financial update overview from the District's accountant, which will be included with the meeting minutes. The District received \$40,206 in payments from Members for the 2016-2017 tax year. The District did not receive payments or exemptions for 604 reference numbers in Union County and 322 reference numbers in Baker County.

Continuing Work

Work on the channel displacement and relocation process will continue now that the District has located an available key to access the Beaver Mountain complex. Processing mail began upon the appointment of a temporary office assistant. Staff received training from Chaves Consulting on Monday, August 14. Nonexempt account lists were completed on August 29th and sent to the District's Accountant in order to complete the LB-50. The District's Board Policies Regarding Statements, Exemption Forms, Etc. were updated and placed on the website, along with the District's bylaws. The Office Assistant was able to process all backed-up mail and is currently updating the database with exemption notices. Now that the backlog of paperwork has been processed, the Office Assistant's temporary assignment will end on September 9, 2017, as approved by the Board, and the Secretary/Treasurer hours will revert to half-time. As a result of conversation with Mr. Wyatt Baum, the Secretary/Treasurer will be drafting a set of board policies on verification of signal use by properties entirely surrounded by the District, to be reviewed by Mr. Baum and submitted to the Board for approval.

Blue Mountain Translator District 12

July Financial Report

Blue Mountain Translator District
Profit & Loss Budget vs. Actual
July 2017

	Jul 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Antenna Lease	0.00	540.00	-540.00
EONI	500.00	3,000.00	-2,500.00
OPB	1,000.00		
Oregon Wireless	1,200.00	4,800.00	-3,600.00
XANA	1,200.00	4,800.00	-3,600.00
Total Lease	3,900.00	12,600.00	-8,700.00
Membership Income	1,900.00	86,860.00	-84,960.00
Powerline	1,000.00		
Reimbursed Expenses	120.21		
Taxes			
Baker County	134.29		
Union County	316.66		
Total Taxes	450.95		
Total Income	7,371.16	100,000.00	-92,628.84
Expense			
Advertising	0.00	5,000.00	-5,000.00
Antenna Cost	0.00	700.00	-700.00
Consultant	0.00	5,000.00	-5,000.00
Election Cost	0.00	500.00	-500.00
Equipment	0.00	10,000.00	-10,000.00
Fees	20.00	4,000.00	-3,980.00
Insurance	0.00	3,000.00	-3,000.00
Leases	0.00	2,000.00	-2,000.00
Membership Dues	0.00	500.00	-500.00
Office Supplies	0.00	500.00	-500.00
Phone & Internet	0.00	1,600.00	-1,600.00
Postage	0.00	5,000.00	-5,000.00
Power Usage (OTEC)	1,814.94	4,200.00	-2,385.06
Professional Services	0.00	2,000.00	-2,000.00
Rent Expense	0.00	2,700.00	-2,700.00
Repairs & Maintenance	0.00	400.00	-400.00
Technicians	0.00	16,000.00	-16,000.00
Wages			
Payroll Taxes	347.59	1,650.00	-1,302.41
Wages - Other	1,081.03	16,350.00	-15,268.97
Total Wages	1,428.62	18,000.00	-16,571.38
Workers Comp Insurance	0.00	600.00	-600.00
Total Expense	3,263.56	81,700.00	-78,436.44
Net Ordinary Income	4,107.60	18,300.00	-14,192.40
Other Income/Expense			
Other Income			
Interest	2.08		
Total Other Income	2.08		
Net Other Income	2.08	0.00	2.08
Net Income	4,109.68	18,300.00	-14,190.32

Blue Mountain Translator District

Profit & Loss

July 2017

	<u>Jul 17</u>
Ordinary Income/Expense	
Income	
Lease	
EONI	500.00
OPB	1,000.00
Oregon Wireless	1,200.00
XANA	1,200.00
	<u>3,900.00</u>
Total Lease	3,900.00
Membership Income	1,900.00
Powerline	1,000.00
Reimbursed Expenses	120.21
Taxes	
Baker County	134.29
Union County	316.66
	<u>450.95</u>
Total Taxes	450.95
Total Income	7,371.16
Expense	
Fees	20.00
Power Usage (OTEC)	1,814.94
Wages	
Payroll Taxes	347.59
Wages - Other	1,081.03
	<u>1,428.62</u>
Total Wages	1,428.62
Total Expense	3,263.56
Net Ordinary Income	4,107.60
Other Income/Expense	
Other Income	
Interest	2.08
	<u>2.08</u>
Total Other Income	2.08
Net Other Income	2.08
Net Income	<u><u>4,109.68</u></u>

Blue Mountain Translator District
Transaction Detail By Account
July 2017

Type	Date	Num	Name	Memo	Clr	Paid Amount	Balance
Lease							
EONI							
Deposit	07/14/2017	29340	Eastern Oregon Net	June 2017		250.00	250.00
Deposit	07/14/2017	29411	Eastern Oregon Net	July 2017		250.00	500.00
Total EONI						500.00	500.00
OPB							
Deposit	07/30/2017		OPB	Annual Power Line User Fee		1,000.00	1,000.00
Total OPB						1,000.00	1,000.00
Oregon Wireless							
Deposit	07/14/2017	4843	Oregon Wireless	Deposit		1,200.00	1,200.00
Total Oregon Wireless						1,200.00	1,200.00
XANA							
Deposit	07/14/2017	9518	Xana Oregon LLC	July 2017		400.00	400.00
Deposit	07/14/2017	7571	Xana Oregon LLC	June 2017		400.00	800.00
Deposit	07/14/2017	7556	Xana Oregon LLC	May 2017		400.00	1,200.00
Total XANA						1,200.00	1,200.00
Total Lease							
						3,900.00	3,900.00
Membership Income							
Deposit	07/14/2017			Deposit		1,400.00	1,400.00
Deposit	07/20/2017			Deposit		500.00	1,900.00
Total Membership Income						1,900.00	1,900.00
Powerline							
Deposit	07/14/2017	9518	Xana Oregon LLC	PowerLine		1,000.00	1,000.00
Total Powerline						1,000.00	1,000.00
Reimbursed Expenses							
Deposit	07/14/2017	9156	ecova	Otec		120.21	120.21
Total Reimbursed Expenses						120.21	120.21
Taxes							
Baker County							
Deposit	07/14/2017	22846	Baker County	Deposit		66.46	66.46
Deposit	07/14/2017	22868	Baker County	Deposit		67.83	134.29
Total Baker County						134.29	134.29
Union County							
Deposit	07/14/2017	57980	Union County Assessor/Tax Collector	Deposit		285.03	285.03

Blue Mountain Translator District Transaction Detail By Account July 2017

Type	Date	Num	Name	Memo	Clr	Paid Amount	Balance	
Deposit	07/14/2017	58012	Union County Assessor/Tax Collector	Deposit		31.63	316.66	
Total Union County							316.66	316.66
Total Taxes							450.95	450.95
Fees								
Check	07/20/2017		Umpqua Bank	Service Charge		-20.00	-20.00	
Total Fees							-20.00	-20.00
Power Usage (OTEC)								
Check	07/05/2017	ACH	Oregon Trail Electric			-181.76	-181.76	
Check	07/05/2017	ACH	Oregon Trail Electric			-227.73	-409.49	
Check	07/05/2017	ACH	Oregon Trail Electric			-1,405.45	-1,814.94	
Total Power Usage (OTEC)							-1,814.94	-1,814.94
Wages								
Payroll Taxes								
Check	07/18/2017	10027	United States Treasury	2nd qtr 2017		-296.86	-296.86	
Check	07/18/2017	10028	Oregon Dept of Revenue	Suta 2nd qtr 2017		-46.56	-343.42	
Check	07/18/2017	10028	Oregon Dept of Revenue	2nd qtr wbf		-4.17	-347.59	
Total Payroll Taxes							-347.59	-347.59
Wages - Other								
Check	07/18/2017	10026	Donald E White	Payroll Period 6/26-7/14/2017		-780.00	-780.00	
Check	07/18/2017	10027	United States Treasury	2nd qtr 2017		-296.86	-1,076.86	
Check	07/18/2017	10028	Oregon Dept of Revenue	Employee wbf		-4.17	-1,081.03	
Total Wages - Other							-1,081.03	-1,081.03
Total Wages							-1,428.62	-1,428.62
Interest								
Deposit	07/31/2017			Interest		2.08	2.08	
Total Interest							2.08	2.08
TOTAL							4,109.68	4,109.68

Blue Mountain Translator District
Balance Sheet
As of July 31, 2017

	<u>Jul 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Acct# 1700	23,737.50
Umpqua - Restricted Line 9338	20,276.59
Umpqua Checking 2523	50,483.36
Umpqua Money Market 9311	48,855.68
Total Checking/Savings	<u>143,353.13</u>
Total Current Assets	<u>143,353.13</u>
TOTAL ASSETS	<u><u>143,353.13</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	361.56
Total Other Current Liabilities	<u>361.56</u>
Total Current Liabilities	<u>361.56</u>
Total Liabilities	361.56
Equity	
Opening Balance Equity	102,905.81
Retained Earnings	35,976.08
Net Income	4,109.68
Total Equity	<u>142,991.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>143,353.13</u></u>

Blue Mountain Translator District 29

Appendix B: Staff Report

	9/4	9/5	9/6	9/7	9/8	9/9
		8:30-3:00 4:00-5:00	8:00-12:00 1:00-5:00	8:30-12:00 4:30-7:00	8:00-12:00 1:00-2:00	
9/10	9/11	9/12	9/13	9/14	9/15	9/16
	10:00-3:00	10:00-3:00	10:00-3:00	10:00-3:00		
9/17	9/18	9/19	9/20	9/21	9/22	9/23
	10:00-3:00	10:00-3:00	10:00-3:00	10:00-3:00		
9/24	9/25	9/26	9/27	9/28	9/29	9/30
	10:00-3:00	10:00-3:00	10:00-3:00	10:00-3:00	9:30-10:30	
10/1	10/2	10/3	10/4	10/5	10/6	10/7
	10:00-3:00	10:00-3:00	8:00-12:00	10:00-3:00		
10/8	10/9	10/10	10/11	10/12	10/13	10/14
	10:00-3:00					

Media Outreach

Spoke with Baker City Herald reporter Josh Dillen about the T-Mobile channel displacement process on 10/9.

External Government Communication

Discussed funding for channel repacking with Congressman Greg Walden on 9/20. Provided progress report on District work to the Baker County Commissioners on 10/4. Multiple email conversations with Union County officials and Federal Communications Commission.

External Non-government Communication

Met with Brent Clapp Media Services on 9/29 to discuss the creation of a local channel. Signed use permits with Hancock Forest on 9/5 and provided them with check for our site lease. Manned booth for the District at the La Grande street fair on 9/7.

Appendix C: Financial Report

September 30, 2017 Bank Statements

Business Premium Checking: \$81,677.03. Deposits: \$3,252.74. Withdrawals: \$7,516.60.

Main Street Money Market: \$21,792.98. Deposits: \$0.90. Withdrawals: \$0.00.

Main Street Money Market: \$48,899.76. Deposits: \$2.01. Withdrawals: \$0.00.

Blue Mountain Translator District
Profit & Loss
 August 2017

	Aug 17
Ordinary Income/Expense	
Income	
Lease	
EONI	250.00
XANA	400.00
Total Lease	650.00
Membership Income	37,161.00
Reimbursed Expenses	719.56
Taxes	
Baker County	74.52
Union County	290.33
Total Taxes	364.85
Total Income	38,895.41
Expense	
Advertising	86.53
Consultant	450.00
Election Cost	926.90
Fees	132.00
Membership Dues	85.00
Office Supplies	108.77
Phone & Internet	119.40
Power Usage (OTEC)	
Beaver Mt Bk	220.99
Mt Fanny Co Primary Meter	1,499.11
Mt Harris IM	268.95
Total Power Usage (OTEC)	1,989.05
Rent Expense	725.00
Wages	2,379.38
Total Expense	7,002.03
Net Ordinary Income	31,893.38
Other Income/Expense	
Other Income	
Interest	3.00
Total Other Income	3.00
Net Other Income	3.00
Net Income	31,896.38

Blue Mountain Translator District
Balance Sheet
As of August 31, 2017

	<u>Aug 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Acct# 1700	23,737.50
Umpqua - Restricted Line 9338	21,792.08
Umpqua Checking 2523	82,912.16
Umpqua Money Market 9311	48,897.75
Total Checking/Savings	<u>177,339.49</u>
Total Current Assets	<u>177,339.49</u>
TOTAL ASSETS	<u><u>177,339.49</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	936.98
Total Other Current Liabilities	<u>936.98</u>
Total Current Liabilities	<u>936.98</u>
Total Liabilities	936.98
Equity	
Opening Balance Equity	102,905.81
Retained Earnings	37,489.75
Net Income	36,006.95
Total Equity	<u>176,402.51</u>
TOTAL LIABILITIES & EQUITY	<u><u>177,339.49</u></u>

Blue Mountain Translator District
Profit & Loss
September 2017

	<u>Sep 17</u>
Ordinary Income/Expense	
Income	
Lease	
EONI	250.00
Oregon Wireless	400.00
	<u>650.00</u>
Total Lease	650.00
Membership Income	2,519.00
Refund	-100.00
Taxes	
Baker County	83.74
	<u>83.74</u>
Total Taxes	83.74
Total Income	3,152.74
Expense	
Fees	1,220.00
Office Supplies	53.44
Phone & Internet	105.44
Postage	1.47
Power Usage (OTEC)	
Beaver Mt Bk	273.70
Mt Fanny Co Primary Meter	1,584.25
Mt Harris IM	306.06
	<u>2,164.01</u>
Total Power Usage (OTEC)	2,164.01
Professional Services	552.00
Rent Expense	307.00
Wages	1,440.00
Workers Comp Insurance	561.75
	<u>6,405.11</u>
Total Expense	6,405.11
Net Ordinary Income	-3,252.37
Other Income/Expense	
Other Income	
Interest	2.91
	<u>2.91</u>
Total Other Income	2.91
Net Other Income	2.91
Net Income	<u><u>-3,249.46</u></u>

Blue Mountain Translator District
Balance Sheet
As of September 30, 2017

	<u>Sep 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Acct# 1700	23,737.50
Umpqua - Restricted Line 9338	21,792.98
Umpqua Checking 2523	80,016.88
Umpqua Money Market 9311	48,899.76
Total Checking/Savings	<u>174,447.12</u>
Total Current Assets	<u>174,447.12</u>
TOTAL ASSETS	<u><u>174,447.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,294.07
Total Other Current Liabilities	<u>1,294.07</u>
Total Current Liabilities	<u>1,294.07</u>
Total Liabilities	1,294.07
Equity	
Opening Balance Equity	102,905.81
Retained Earnings	37,489.75
Net Income	32,757.49
Total Equity	<u>173,153.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>174,447.12</u></u>

Blue Mountain Translator District Profit & Loss Budget vs. Actual July through September 2017

	Jul - Sep 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Antenna Lease	0.00	540.00	-540.00
EONI	1,000.00	3,000.00	-2,000.00
OPB	1,000.00		
Oregon Wireless	1,600.00	4,800.00	-3,200.00
XANA	1,600.00	4,800.00	-3,200.00
Total Lease	5,200.00	12,600.00	-7,400.00
Membership Income	41,580.00	86,860.00	-45,280.00
Powerline	1,000.00		
Refund	-100.00		
Taxes			
Baker County	292.55		
Union County	606.99		
Total Taxes	899.54		
Total Income	48,579.54	100,000.00	-51,420.46
Expense			
Advertising	86.53	5,000.00	-4,913.47
Antenna Cost	0.00	700.00	-700.00
Consultant	450.00	5,000.00	-4,550.00
Election Cost	926.90	500.00	426.90
Equipment	0.00	10,000.00	-10,000.00
Fees	1,372.00	4,000.00	-2,628.00
Insurance	0.00	3,000.00	-3,000.00
Leases	0.00	2,000.00	-2,000.00
Membership Dues	85.00	500.00	-415.00
Office Supplies	162.21	500.00	-337.79
Phone & Internet	224.84	1,600.00	-1,375.16
Postage	1.47	5,000.00	-4,998.53
Power Usage (OTEC)			
Beaver Mt Bk	676.45		
Mt Fanny Co Primary Meter	4,488.81		
Mt Harris IM	802.74		
Reimbursed Electric	-839.77		
Power Usage (OTEC) - Other	0.00	4,200.00	-4,200.00
Total Power Usage (OTEC)	5,128.23	4,200.00	928.23
Professional Services	552.00	2,000.00	-1,448.00
Rent Expense	1,032.00	2,700.00	-1,668.00
Repairs & Maintenance	0.00	400.00	-400.00
Technicians	0.00	16,000.00	-16,000.00
Wages			
Payroll Taxes	347.59	1,650.00	-1,302.41
Wages - Other	4,900.41	16,350.00	-11,449.59
Total Wages	5,248.00	18,000.00	-12,752.00
Workers Comp Insurance	561.75	600.00	-38.25
Total Expense	15,830.93	81,700.00	-65,869.07
Net Ordinary Income	32,748.61	18,300.00	14,448.61
Other Income/Expense			
Other Income			
Interest	8.88		
Total Other Income	8.88		
Net Other Income	8.88	0.00	8.88
Net Income	32,757.49	18,300.00	14,457.49

**Blue Mountain Translator District
Transaction Detail By Account
July through September 2017**

Type	Date	Num	Name	Clr	Memo	Paid Amount	Balance	
Lease								
EONI								
Deposit	07/14/2017	29340	Eastern Oregon Net		June 2017	250.00	250.00	
Deposit	07/14/2017	29411	Eastern Oregon Net		July 2017	250.00	500.00	
Deposit	08/25/2017		Eastern Oregon Net		Deposit	250.00	750.00	
Deposit	09/25/2017		Eastern Oregon Net		Deposit	250.00	1,000.00	
Total EONI							1,000.00	1,000.00
OPB								
Deposit	07/30/2017		OPB		Annual Power Line User Fee	1,000.00	1,000.00	
Total OPB							1,000.00	1,000.00
Oregon Wireless								
Deposit	07/14/2017	4843	Oregon Wireless		Deposit	1,200.00	1,200.00	
Deposit	09/12/2017		Oregon Wireless		Deposit	400.00	1,600.00	
Total Oregon Wireless							1,600.00	1,600.00
XANA								
Deposit	07/14/2017	9518	Xana Oregon LLC		July 2017	400.00	400.00	
Deposit	07/14/2017	7671	Xana Oregon LLC		June 2017	400.00	800.00	
Deposit	07/14/2017	7656	Xana Oregon LLC		May 2017	1,200.00	1,200.00	
Deposit	08/07/2017		Xana Oregon LLC		Deposit	400.00	1,600.00	
Total XANA							1,600.00	1,600.00
Total Lease							5,200.00	5,200.00
Membership Income								
Deposit	07/14/2017				Deposit	1,400.00	1,400.00	
Deposit	07/20/2017				Deposit	500.00	1,900.00	
Deposit	08/07/2017				Deposit	1,400.00	3,300.00	
Deposit	08/09/2017				46 memberships 1 paid \$75 1 paid \$50	4,675.00	7,975.00	
Deposit	08/25/2017				Deposit	31,046.00	39,021.00	
Deposit	08/31/2017				Deposit	40.00	39,061.00	
Deposit	09/12/2017				Deposit	820.00	39,881.00	
Deposit	09/13/2017				Deposit	100.00	39,981.00	
Deposit	09/18/2017				Deposit	1,150.00	41,131.00	
Deposit	09/21/2017				Deposit	250.00	41,381.00	
Deposit	09/21/2017				Deposit Correction	99.00	41,480.00	
Deposit	09/25/2017				Deposit	100.00	41,580.00	
Total Membership Income							41,580.00	41,580.00
Powerline								
Deposit	07/14/2017	9518	Xana Oregon LLC		PowerLine	1,000.00	1,000.00	
Total Powerline							1,000.00	1,000.00

Blue Mountain Translator District
Transaction Detail By Account
July through September 2017

Type	Date	Num	Name	Clr	Memo	Paid Amount	Balance
Refund							
Check	09/21/2017	10052	Michele Cooper		Cooper, Michele - Baker County	-100.00	-100.00
Total Refund						-100.00	-100.00
Taxes							
Baker County							
Deposit	07/14/2017	22846	Baker County		Deposit	66.46	66.46
Deposit	07/14/2017	22868	Baker County		Deposit	67.83	134.29
Deposit	08/07/2017		Baker County		Deposit	74.52	208.81
Deposit	09/18/2017		Baker County		Deposit	83.74	292.55
Total Baker County						292.55	292.55
Union County							
Deposit	07/14/2017	57980	Union County Assessor/Tax Coll...		Deposit	285.03	285.03
Deposit	07/14/2017	58012	Union County Assessor/Tax Coll...		Deposit	31.63	316.66
Deposit	08/07/2017		Union County Assessor/Tax Coll...		Deposit	122.89	439.55
Deposit	08/25/2017		Union County Assessor/Tax Coll...		Deposit	167.44	606.99
Total Union County						606.99	606.99
Total Taxes						899.54	899.54
Advertising							
Check	08/11/2017	10033	Statewide Publishing Corporate		Blue Book	-86.53	-86.53
Total Advertising						-86.53	-86.53
Consultant							
Check	08/31/2017	10038	Chaves Consulting, Inc		Modify program create bulk in district billing	-90.00	-90.00
Check	08/31/2017	10038	Chaves Consulting, Inc		Complete step 10 of yearly process	-45.00	-135.00
Check	08/31/2017	10038	Chaves Consulting, Inc		Create Acct Receivable report	-22.50	-157.50
Check	08/31/2017	10038	Chaves Consulting, Inc		Final edits and test bill prints before annual billing	-22.50	-180.00
Check	08/31/2017	10038	Chaves Consulting, Inc		Services provided in July regarding balancing, billins, coordination wi...	-270.00	-450.00
Total Consultant						-450.00	-450.00
Election Cost							
Check	08/10/2017	10029	Baker County		May 16, 2017 Special Election	-345.90	-345.90
Check	08/31/2017	10039	Union County Assessor/Tax Coll...		Update records	-400.00	-745.90
Check	08/31/2017	10039	Union County Assessor/Tax Coll...		36 maps	-180.00	-925.90
Check	08/31/2017	10039	Union County Assessor/Tax Coll...		Rebiling fee	-1.00	-926.90
Total Election Cost						-926.90	-926.90
Fees							
Check	07/20/2017		Umpqua Bank		Service Charge	-20.00	-20.00
Check	08/20/2017		John Hancock Life Insurance C...		Service Charge	-132.00	-152.00
Check	09/06/2017	10040	Hancock Timberland X, Inc		Access Permit - Mtn Harris	-240.00	-392.00
Check	09/06/2017	10041	Hancock Timberland X, Inc		Access Permit - Mtn Harris	-756.00	-1,148.00

Blue Mountain Translator District Transaction Detail By Account July through September 2017

Type	Date	Num	Name	Clr	Memo	Paid Amount	Balance
Check	09/06/2017	10042	System Global Timberlands, LLC		Access Permit - Mtn Harris	-60.00	-1,208.00
Check	09/06/2017	10043	Golden Pond Timberlands, Inc		Access Permit - Mtn Harris	-144.00	-1,352.00
Check	09/20/2017				Service Charge	-20.00	-1,372.00
Total Fees						-1,372.00	-1,372.00
Membership Dues							
Check	08/31/2017	10036	BCU		August- July Membership	-85.00	-85.00
Total Membership Dues						-85.00	-85.00
Office Supplies							
Check	08/31/2017	10037	Ryder Bros Stationery		Ink Cartridges & pens	-108.77	-108.77
Check	09/21/2017	10044	Ryder Bros Stationery		Invoice # 105982	-15.49	-124.26
Check	09/21/2017	10049	Payroll & Accounting Services, ...		Quickbooks Checks	-37.95	-162.21
Total Office Supplies						-162.21	-162.21
Phone & Internet							
Check	08/10/2017	10030	EONI		Hosting & Domain Name Registration	-119.40	-119.40
Check	09/21/2017	10053	Walmart		Prepaid phone card	-105.44	-224.84
Total Phone & Internet						-224.84	-224.84
Postage							
Check	09/21/2017	10049	Payroll & Accounting Services, ...		Postage for month of February 2017	-1.47	-1.47
Total Postage						-1.47	-1.47
Power Usage (OTEC)							
Beaver Mt Bk							
Check	07/05/2017	ACH	Oregon Trail Electric		6/8/17-7/9/17	-181.76	-181.76
Check	08/08/2017	AW	Oregon Trail Electric		7/9-8/9/17	-220.99	-402.75
Check	09/04/2017	AW	Oregon Trail Electric			-273.70	-676.45
Total Beaver Mt Bk						-676.45	-676.45
Mt Fanny Co Primary Meter							
Check	07/05/2017	ACH	Oregon Trail Electric		6/8/17-7/9/17	-1,405.45	-1,405.45
Check	08/08/2017	AW	Oregon Trail Electric		Mt Fanny Co Primary MTR	-1,499.11	-2,904.56
Check	09/05/2017	AW	Oregon Trail Electric			-1,584.25	-4,488.81
Total Mt Fanny Co Primary Meter						-4,488.81	-4,488.81
Mt Harris IM							
Check	07/05/2017	ACH	Oregon Trail Electric		6/8/17-7/9/17	-227.73	-227.73
Check	08/08/2017	AW	Oregon Trail Electric		7/9/17-8/9/17	-268.95	-496.68
Check	09/04/2017	AW	Oregon Trail Electric			-306.06	-802.74
Total Mt Harris IM						-802.74	-802.74
Reimbursed Electric							

Blue Mountain Translator District
Transaction Detail By Account
July through September 2017

Type	Date	Num	Name	Clr	Memo	Paid Amount	Balance
Deposit	07/14/2017	9156	ecova		Otec	120.21	120.21
Deposit	08/07/2017		Ameresco Axis		OTEC	22.79	143.00
Deposit	08/25/2017		Ameresco		OTEC	23.30	166.30
Deposit	08/25/2017		Ameresco		OTEC	22.71	189.01
Deposit	08/25/2017		Ameresco		OTEC	22.92	211.93
Deposit	08/25/2017		Ameresco		OTEC	23.43	235.36
Deposit	08/25/2017		ecova		OTEC	604.41	839.77
Total Reimbursed Electric						839.77	839.77
Total Power Usage (OTEC)						-5,128.23	-5,128.23
Professional Services							
Check	09/21/2017	10049	Payroll & Accounting Services, ...		Set up Quickbooks, January & Feb 2017 Bkpping Services	-150.00	-150.00
Check	09/21/2017	10050	Payroll & Accounting Services, ...		1st qtr payroll reports	-70.00	-220.00
Check	09/21/2017	10050	Payroll & Accounting Services, ...		2nd qtr payroll reports	-70.00	-290.00
Check	09/21/2017	10051	Payroll & Accounting Services, ...		April 2017 payroll services	-82.00	-372.00
Check	09/21/2017	10051	Payroll & Accounting Services, ...		March & April 2017 Bookkeeping Services	-180.00	-552.00
Total Professional Services						-552.00	-552.00
Rent Expense							
Check	08/01/2017	AW	Baker City		August 2017	-125.00	-125.00
Check	08/10/2017	10031	Chaves Consulting, Inc		May, June & July 2017	-600.00	-725.00
Check	09/01/2017	AW	Baker City		September 2017	-125.00	-850.00
Check	09/21/2017	10054	C's Storage Unit		Storage unit Prorated Sept, Oct & \$20 Deposit	-57.00	-907.00
Check	09/29/2017	AW	Baker City		October 2017	-125.00	-1,032.00
Total Rent Expense						-1,032.00	-1,032.00
Wages							
Payroll Taxes							
Check	07/18/2017	10027	United States Treasury		2nd qtr 2017	-296.86	-296.86
Check	07/18/2017	10028	Oregon Dept of Revenue		Suta 2nd qtr 2017	-46.56	-343.42
Check	07/18/2017	10028	Oregon Dept of Revenue		2nd qtr wbf	-4.17	-347.59
Total Payroll Taxes						-347.59	-347.59
Wages - Other							
Check	07/18/2017	10026	Donald E White		Payroll Period 6/26-7/14/2017	-780.00	-780.00
Check	07/18/2017	10027	United States Treasury		2nd qtr 2017	-296.86	-1,076.86
Check	07/18/2017	10028	Oregon Dept of Revenue		Employee wbf	-4.17	-1,081.03
Check	08/31/2017	10034	Nicholas T Creson		N Creson 7/26-8/25/17	-753.38	-1,834.41
Check	08/31/2017	10035	Andrew A Mchaddad		A Mchaddad 7/26-8/25/17	-1,626.00	-3,460.41
Check	09/29/2017	10055	Andrew A Mchaddad		A Mchaddad 8/26-9/25/17	-1,440.00	-4,900.41
Total Wages - Other						-4,900.41	-4,900.41
Total Wages						-5,248.00	-5,248.00
Workers Comp Insurance							

1 AM
10/17
sh Basis

**Blue Mountain Translator District
Transaction Detail By Account
July through September 2017**

Type	Date	Num	Name	Clr	Memo	Paid Amount	Balance
Check	09/21/2017	10045	Special Districts Insurance Servi...		Cust # 02-0050438	-561.75	-561.75
Total Workers Comp Insurance						-561.75	-561.75
TOTAL						32,748.61	32,748.61

Appendix D: Channel Displacement Progress Report

Progress Report

Special Temporary Authority applications were submitted to the Federal Communications Commission on September 15th, 2017. On October 3, T-Mobile was informed that the FCC still lists the District's applications with the status label "Pending." That day, T-Mobile informed the District that it would place all 11 channels on an escalation list with the FCC. On October 3, the FCC was informed that the District is still waiting for information on the status of STA applications. The FCC requested and was forwarded a list of the STA's in question on October 4 but they have not engaged in further correspondence. Of the two applications filed for each channel, the Engineering STA for K50FD-D (KGW, Beaver Mountain) is the only STA that has been granted at this time. T-Mobile was informed of this on October 9, 2017.

On September 19th, staff spoke with Mike Gravino of the LPTV Spectrum Rights Coalition, replying to information requests about the likely costs of the channel repack process. Mr. Gravino informed staff about HR 3347, or the "Viewer Protection Act," which would provide funding for low power television stations impacted by channel displacement. The bill would potentially be reviewed by the House Committee on Energy and Commerce in December 2017.

On September 20th, President Wallender and Secretary/Treasurer McHaddad attended a Union Chamber of Commerce roundtable with Congressman Greg Walden where they discussed potential funding for the District's channel repacking fees. Congressman Walden noted that he was sympathetic to the District's needs, mentioning that in 2012 when Congress authorized the spectrum auction, he suggested that \$3 billion would be needed to reimburse all displaced television stations, not just full power and Class A stations. It has become clear that the \$1.75 billion currently earmarked for reimbursing full power and Class A stations is over \$350 million short of the current repack costs that these stations are facing. Congressman Walden, now the Chair of the House Energy and Commerce Committee, wants to revisit funding for all displaced stations as soon as the full costs are understood, but funding will not be revisited until 2018 at the earliest.

On October 4th, the Secretary/Treasurer provided the Baker County Commissioners with the first in a quarterly series of District Progress reports. Commissioners received a breakdown of the estimated costs for consulting, equipment, and labor, and Chair Bill Harvey suggested that Baker County would be interested in reviewing possible funding for the District's repacking expenses.

The District may not be on target to meet its October 31st deadline for repacking 9 channels. Given more professional cooperation by the US Forest Service in obtaining a Beaver Mount facility key, the District could have processed its STA's at a much earlier date.

Appendix E: Creation of Local TV Channel

Initial Meeting

On September 29th, District staff met with Brent Clapp Media Services in La Grande to discuss the creation of a local television channel. Topics covered included:

- Cost to the District
 - Combiner Addition: \$1,200
 - Exciter and Amp: \$10,000
 - Labor and Testing: \$2,500
 - Emergency Alert System Encoder: \$2,195 and up (BSWUSA)
- Costs incurred by Brent Clapp
 - Media Server
 - Master Control
 - Equipment total approx. \$10-\$12k
- Channel Content
 - Local News
 - Local Talk
 - Local Sports
- Other Considerations
 - La Grande Urban Renewal Agency funding for Brent Clapp
 - BMTD owns the channel and equipment needed to Broadcast content from BCMS

Staff Recommendation

The District may have to spend as much as \$15,000 to purchase and install the equipment necessary for broadcasting content from BCMS. These expenditures would come after the unbudgeted expenses related to channel displacement. However, the District's greatest value to many Members is the availability of local news, especially the content that viewers receive from KTVB in Boise. The value added by broadcasting content specific to residents of the District is monumental, given that there are likely many individuals without Internet connections who would certainly consume the content currently distributed online by BCMS. Advertising opportunities would also improve, potentially increasing use of the District's signals by homeowners and even local businesses who can offer customers from in and out of the area a better view of life in this community.

Following the completion of the T-Mobile channel repacking process, adoption of Board Policies related to collection of fees from outside the district, and a financial audit, the District should focus on creation of this local content channel in partnership with Brent Clapp Media Services. Depending on the time taken to complete the aforementioned task, the District and BCMS could aim to begin broadcasting this channel by the second quarter of 2018. Staff will continue conversations at the direction of the Board of Directors. The appointment of a committee to oversee this process would be welcomed, and in absence of such a body, the commitment of a Director to participate in these conversations would be sufficient.

Blue Mountain Translator District 43

Appendix F: Expenditures

Date	Recipient	Amount	Approval
9-1	Baker City	\$125.00	Retroactive
9-4	OTECC	\$273.70	Retroactive
9-4	OTECC	\$306.06	Retroactive
9-5	OTECC	\$1,584.25	Retroactive
9/5		\$591.55	Retroactive
9/5		\$1,212.41	Retroactive
9/5		\$450.00	Retroactive
9/6	Ryder Bros Stationery	\$108.77	Retroactive
9-6	John Hancock Life Insurance Co.	\$240.00	Retroactive
9-6	Hancock Timberland X, Inc	\$756.00	Retroactive
9-6	System Global Timberlands, LLC	\$60.00	Retroactive
9-6	Golden Pond Timberlands, LLC	\$144.00	Retroactive
9/7		\$85.00	Retroactive
9-20	Umpqua Bank	\$20.00	Retroactive
9-21	Ryder Bros Stationery	\$15.49	Retroactive
9-21	Walmart	\$105.44	Retroactive
9-21	C's Storage Unit	\$57.00	Retroactive
9/21	Special Districts Insurance Services	\$561.75	Retroactive
9/21	OTECC	\$315.21	Retroactive
9/21	OTECC	\$260.93	Retroactive
9/21	OTECC	\$1,473.57	Retroactive
9-21	Payroll & Accounting Services	\$37.95	Retroactive
9-21	Payroll & Accounting Services	\$1.47	Retroactive
9-21	Payroll & Accounting Services	\$150.00	Retroactive
9-21	Payroll & Accounting Services	\$70.00	Retroactive
9-21	Payroll & Accounting Services	\$70.00	Retroactive
9-21	Payroll & Accounting Services	\$82.00	Retroactive
9-21	Payroll & Accounting Services	\$180.00	Retroactive
9/22		\$57.00	Retroactive
9/25	Payroll & Accounting Services, PC	\$189.42	Retroactive

Blue Mountain Translator District 44

9/25	Payroll & Accounting Services, PC	\$140.00	Retroactive
9/25	Payroll & Accounting Services, PC	\$262.00	Retroactive
9/28		\$581.00	Retroactive
9-29	Baker City	\$125.00	Retroactive
N/A	Baum Smith	\$280.00	Unpaid
N/A	SDAO	143.\$64	Unpaid
N/A	TechnaLogix	\$9,395	Unpaid
N/A	TechnaLogix	\$9,395.00	Unpaid

Blue Mountain Translator District 45

Appendix G: Reimbursements

Recipient	Purpose	Expenditure
Tim Wallender	magicJack Phone Service	\$107.53
Christina Wood	Table	\$24.97