

Blue Mountain Translator District

Board of Directors

February 6, 2018 Regular Meeting Board Packet

Blue Mountain Translator District 1

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Blue Mountain Translator District 2

Regular Meeting at 12:00 PM
Community Bank, Conference Room
2313 Adams Avenue
La Grande, OR 97850

Board of Directors Regular Meeting Agenda February 6, 2018

1. Call to Order and Roll Call Vote - 1:00
2. Declaration of Conflict of Interest - 1:00
3. Approval of Minutes
 - a. Minutes for January 9, 2018 Regular Meeting of the Board of Directors - McHaddad - 5:00
4. Reports
 - a. Directors - Wallender - 10:00
 - b. Staff - McHaddad - 10:00
5. New Business
 - a. Inter-Fund Transfer Resolution - 10:00
 - b. Approval of Expenditures - McHaddad - 5:00
 - c. Travel Authorization - 5:00
 - d. Advertising Authorization - 5:00
 - e. Change of Bank - 10:00
 - f. Fee for OPB Broadcast - 10:00
 - g. EONI Contract Update - 10:00
 - h. Nordic Club Snocat Contract Update - 10:00
 - i. Reminder Letter Campaign - 10:00
6. Communications from the Floor - 10:00
7. Public Comment - 10:00
8. Scheduling of Next Meeting and Adjournment - 5:00

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Item 4.b. Staff Report

			1/3/18	1/4/18	1/5/18	1/6/18
			10:00 AM - 3:00 PM	10:00 AM - 3:00 PM		
1/7/18	1/8/18	1/9/18	1/10/18	1/11/18	1/12/18	1/13/18
	10:00 AM - 3:00 PM	9:00 AM - 2:00 PM	10:00 AM - 3:00 PM	10:00 AM - 3:00 PM		
1/14/18	1/15/18	1/16/18	1/17/18	1/18/18	1/19/18	1/20/18
		10:00 AM - 3:00 PM	10:00 AM - 3:00 PM	10:00 AM - 3:00 PM		
1/21/18	1/22/18	1/23/18	1/24/18	1/25/18	1/26/18	1/27/18
	10:00 AM - 3:00 PM	8:45 AM - 1:45 PM	10:00 AM - 3:00 PM	10:00 AM - 3:00 PM		
1/28/18	1/29/18	1/30/18				
	10:00 AM - 3:00 PM	10:00 AM - 3:00 PM				

External Government Communication

Presented quarterly update to the Baker County Board of Commissioners on January 17. I reviewed our budget, new Board Policies addressing properties entirely surrounded by the District, refunds extended to residents, completion of channel repack operations, and long-term legislative needs requiring their assistance. Assessor Kerry Savage also attended the meeting to discuss the resolution to improper translator district service charges. Will attend the Union County Board of Commissioners meeting on February 7 to provide a quarterly update addressing the same topics.

Internal Activity

Met with President Wallender, Director Thomas, and Payroll & Accounting Services, PC on January 23. The District will not need to pass a supplemental budget because no line item will change by more than 10%, and the District will use funds from the surplus to fund these changes.

Media Communication

The *La Grande Observer* referenced the District website in an article about the history of local television (1/15). Update to Baker County made the *Baker City Herald's* front page (1/24).

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Item 5.a. Inter-Fund Transfers Resolution

Resolution Authorizing Inter-fund Transfers

Whereas the Federal Communication Commission's sale of the 600 Mhz spectrum during the 2017 Incentive Auction resulted in the transfer of control of this spectrum in Baker and Union Counties from the District to T-Mobile,

Whereas following the District's reception of eleven 120-day *Commencement of Operation* notices from T-Mobile in June and August, 2017, the District was forced to repack all channels by November 27, 2017,

Whereas repacking these channels required performing channel interface studies, filing applications for Special Temporary Authority and Displacement with the FCC, purchasing new equipment, paying a technician to replace and re-tune existing equipment, and reimbursing the technician for mileage,

Whereas payment of invoices to firms performing these services necessitates the transfer of \$20,197.50 from the District's surplus into the appropriation categories listed below.

Be it resolved that the Board of Directors of the Blue Mountain Translator District of Baker and Union Counties hereby adopts the following Inter-fund Transfers for the fiscal year of 2017-2018 in the sum of \$20,197.50.

Be it resolved that the amounts for the fiscal year beginning June 1, 2017 and for the purposes shown below are transferred here as follows:

Original Fund	Amount	Amount	Receiving Fund	New Fund
Surplus	\$41,487.91	\$3,375	Professional Services	\$5,375
Surplus	\$38,112.91	\$1,575.00	Consultant	\$6,575.00
Surplus	\$36,537.91	\$6,297.50	Equipment	\$16,297.50
Surplus	\$30,240.41	\$8,950.00	Technicians	\$24,950
TOTAL TRANSFERRED		\$20,197.50		

The above were approved and adopted this 6 day of February 2018.

Tim Wallender-Board President-BMTD

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Item 5.b. Approval of Expenditures

Firm	Service	Cost
C's Storage	March Rent	\$30.00
Chaves Consulting LLC	Database Enhancements	Up to \$500.00
Davis Computing	magicJack troubleshooting, January 2018	\$47.50
Oregon Government Ethics Commission	Annual Local Government Payment	\$76.02
OTECC	Beaver Mountain power	\$211.69
OTECC	Mt. Fanny power	\$1,801.87
OTECC	Mt. Harris power	\$217.98

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Item 5.c. Travel Authorization

Item	Expenditure
Mileage La Grande to Seaside	\$180.62
Mileage Seaside to Salem	\$63.07
Mileage Salem to La Grande	\$163.71
Seaside, OR Hotel (3 nights)	\$202.32
Salem, OR Hotel (1 night)	\$60.00
Per Diem	\$128.25
Total with one-way mileage	\$634.26
Total with two-way mileage	\$797.97

SDAO Bylaws Amdendments

Section 3- Nominating Committee

The Board of Directors shall annually appoint a Nominating Committee, at least one which shall be a member of the Board of Directors. The Nominating Committee shall be responsible for making recommendations to the President of individuals to fill vacancies on the Board of Directors, ~~on the SDIS Board of Trustees~~ and in the offices listed in Article VI. The President shall consider the recommendations from the Nominating Committee. ~~The SDIS Board of Trustees shall be responsible for choosing its own officers.~~

Section 2 - Membership Fees

The membership fees based on the Association's approved budgetary requirements will be assessed to the membership **based on a formula approved by the Board of Directors.** ~~On the basis of the amount of operation budgets of the members. The Board shall adopt fees for all membership categories and adjust fees in exceptional circumstances.~~

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Item 5.d. Advertising Authorization

Advertiser	Service	Cost
Baker City Herald	District & State Tournament Basketball Publication. 5x3 ad in both advertisements for 1 year.	\$146.63
BenchCraft	Course Guide Advertisement: 2 years, Buffalo Peak Golf Course 1 year, La Grande Country Club	\$790.00
Brent Clapp Media Services	Video production. 1 hour of video recording, 3-4 hours of editing, recruitment of cast.	\$600.00

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Item 5.h. Nordic Club Snocat Contract Update

In 2016, the Blue Mountain Translator District signed the attached user agreement for the Snocat vehicle sold to Blue Mountain Nordic Club/Oregon Nordic Club in 2015. The following contract must be updated to reflect changes in the District's engineering program. The Boards of the District and the Club may respectively propose new terms of use to reflect these changes.

User Agreement Between Blue Mtn. Nordic Club/Oregon Nordic Club, OPB & Blue Mtn. translator District

Blue Mtn. Nordic Club/Oregon Nordic Club, owner of Super Imp (hereafter designated as Snocat), agrees to allow OPB/Blue Mtn. translator District the use of their Snocat with these agreed upon conditions:

Use on an irregular basis, 2 times a year; with OPB transporting the machine, to & from where ever the Nordic Club has the machine stored and transporting the snocat with the Oregon's Club's snocat trailer.

2. Only the designated driver's of OPB, Steve Hendrix & Mike be permitted to operate the Snocat, unless previous written authorization has been obtained by Nordic Club.
3. OPB/Blue Mtn. Translator District are entirely responsible for any and all damages that might occur thru their using of the Snocat. This includes, but is not limited to negligent use resulting in property damages and personal liability, both to the operator, passengers, bystanders, the Snocat, and any adjoining property the Snocat has physical contact with. Damages to the Snocat would include theft and physical damage to the machine, other then reasonable wear & tare.
4. OPB & Blue Mountain Translator District well indemnify Blue Mtn. Nordic Club/Oregon Nordic Club for any and all damages and liability for their using the Snocat by listing Blue Mtn. Nordic Club/Oregon Nordic Club as an additionally insured with their property & liability insurance for \$1,000,000 property damage and \$2,000,000 personal liability amounts.
5. Blue Mountain Nordic Club/Oregon Nordic Club enters into this agreement with good faith and intends to utilize the Snocat for their long term ski grooming operations and associated uses. The Blue Mtn. Nordic Club/Oregon Nordic Club though does reserve the right in the future, if unforeseen need arises, to be able to sell the Snocat and withdrawal from this agreement.

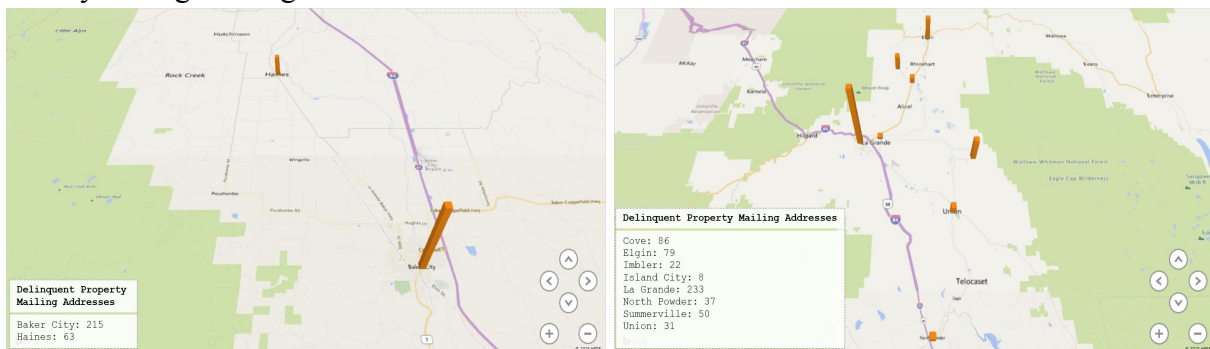
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Item 5.i. Reminder Letter Campaign

Board Policies Regarding Statements, Exemption Forms, Updates, and Tax Lists for Properties Located Within the Boundaries of the Blue Mountain Translator District

C. If no response is received by February of the following year, a Reminder Letter is sent. The Reminder Letter is a courtesy not a requirement.

As of January 22, 2017, the district has not received service charge letters from the owners of 326 properties in Baker County and 606 properties in Union County. 48 properties in Baker County having mailing addresses outside of the District, while 60 properties in Union County having mailing addresses outside of the District



Board Decisions

1. Should the District print and send its own reminder letters, or should Chaves Consulting, Inc. print and send the reminder letters?
2. Should the District modify the reminder letter?

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Reminder Letter Sample

BLUE MOUNTAIN TRANSLATOR DISTRICT
REMINDER LETTER - FISCAL YEAR 2013-2014

REFERENCE # : 1-000134
COUNTY : BAKER

VIEWER AT
3675 8TH DRIVE
BAKER CITY OR 97814

Our records indicate you have not paid your Blue Mountain Translator District annual service fee--\$100 per Fiscal Year (the Fiscal Year ends on May 31, 2014).

Many of you have asked to be "billed" for your yearly use of the Blue Mountain Translator District television signal. We appreciate your continued support.

Please complete and return this letter by April 30, 2014.

(_____) Enclosed is my check for \$100.00 for the Fiscal Year 2013-2014 service fee balance due.

REFERENCE # : 1-000134
COUNTY : BAKER
VIEWER AT
3675 8TH DRIVE
BAKER CITY OR 97814

BLUE MOUNTAIN TRANSLATOR DISTRICT
P. O. BOX 901
LA GRANDE, OR 97850
UNION COUNTY: 541-963-0196
BAKER COUNTY: 541-406-4900