

Blue Mountain Translator District
Board of Directors
April 5, 2018 Regular Meeting Board Packet

Blue Mountain Translator District 1

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Blue Mountain Translator District 2

Regular Meeting at 10:00 AM
Community Bank, Conference Room
2313 Adams Avenue
La Grande, OR 97850

Board of Directors Regular Meeting Agenda April 5, 2018

1. Call to Order and Roll Call Vote - 1:00
2. Declaration of Conflict of Interest - 1:00
3. Old Business
 - a. Safety - 5:00
4. New Business
 - a. Approval of Expenditures - 5:00
 - b. Travel Authorization - 5:00
 - c. Property Refund Requests - 5:00
 - d. Director Refund - 5:00
 - e. Initial Budget Review - 10:00
5. Public Comment - 5:00
6. Scheduling of Next Meeting and Adjournment - 5:00

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6.A. Approval of Expenditures

Payee	Purpose	Line Item	Amount
C's Storage	May 2018 Rent	Rent Expense	\$33.00
Chaves Consulting, Inc.	Software Enhancements	Consultant	\$652.50
Chaves Consulting, Inc.	Reminder Letter Mailing	Postage	\$843.73
City of Baker City	May 2018 Rent	Rent Expense	\$125.00
OTECC	March 2018 Power Mt. Harris	Power Line Fee	\$193.10
OTECC	March 2018 Power Beaver Mtn.	Power Line Fee	\$236.78
OTECC	March 2018 Power Mt. Fanny	Power Line Fee	\$1,629.94
Payroll & Accounting Services, PC	September-December 2017 Services	Professional Services	\$180.00
RS Technology	February 2018 Services	Technicians	\$1,875.00
RS Technology	Replacement Web Power Switch	Equipment	\$190.00
Ryder Brothers Stationery	Printer Ink	Office Supplies	\$30.99
Statewide Publishing Corporation	Bolded Listing in Phonebook Government Section	Advertising	\$93.60
Union County Chamber of Commerce	Banquet Table Sponsorship	Advertising	\$78.00
US Postal Service	PO Box Renewal	Postage	\$112.00

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6.B. Travel Authorization

SDAO Board Duties, Responsibilities, and Liabilities Regional Training

Join SDAO Consulting Services Administrator George Dunkel for a session reviewing board duties, responsibilities, and liabilities. Management staff and board members will benefit from this overview of the varied and often complex laws governing Oregon's special districts.

The cost for SDAO members is \$50. Course materials and a boxed lunch will be provided.

This course is Best Practices eligible. Director April Simpson has put in a request to attend this workshop.

May 1: Red Lion Hotel | Pendleton * 9 am - 12 pm. Doors will open at 8:30 am.

Item	Cost
Two-way Mileage, Summerville to Pendleton	\$72.05
Attendance	\$50.00
Total	\$122.05

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6.C. Property Refund Requests

31-002680

This property is entirely surrounded by the District. The property owner asserted that there were no reasonable grounds to believe that the property was intentionally receiving or using the signal, and staff confirmed this following a physical inspection on March 24, 2018. The property owner also claims that they did not receive a verified report disclosing that the property had been physically inspected in winter 2017. Furthermore, the property owner recounted that while they had received this letter several years ago, a former District employee had assured that no reply was required in order to ensure that the charge was not placed on the following year's property taxes.

Staff Recommendation: Refund property owner \$100.00.

31-018462

The property owner received the translator district fee on their 2017-2018 Property Taxes. However, the property owner has affirmed that they made a good faith effort to ensure that the District received their exemption letter. It is possible that a former employee of the District misplaced the letter, resulting in improper placement of the service charge on their property taxes.

Staff recommendation: Refund property owner \$100.00.

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6.D. Director Refund

The Board of Directors authorized funds for the purchase of materials for the Baker County Chamber of Commerce Banquet in January 2018. Director Christina Wood purchased these materials but only has receipts for \$12.00 worth of the \$70.00 spent during the process. The Board of Directors must approve a refund authorization of \$58.00 for Director Wood in lieu of provision of the receipts.

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6.E. Initial Budget Review

Process

The Blue Mountain Translator District must pass the budget for the 2018-2019 Fiscal Year by June, 2018. This Budget must be proposed to the Budget Committee in May 2018 and passed by the committee before consideration by the Board of Directors. BMTD's Budget Committee should have ten seats with one vacancy, including all four Directors and five residents registered to vote in the District. The Budget must be approved by the Board of Directors at the June 2018 meeting. The Oregon Department of Revenue recommends that the District use an LB-30 for drafting the 2018-2019 Budget.

Revenue Changes

The District's 2017-2018 Budget projected Membership income of \$86,860, resulting from direct-paid dues and property tax charges. However, the District's actual Membership income for 2017-2018 has exceeded \$130,000.00, including over \$45,000.00 in direct dues and \$85,000 in charges placed on property taxes.

Following the District's March 2018 reminder letter campaign, the number of property owners on the District's LB-50 will shrink from 926 to at least 681. If no other exemption requests are submitted by July 15, the District can expect revenue of \$70,361.52 from property tax charges during the 2018-2019 fiscal year. If direct membership dues do not change, the District can expect \$45,527.66. Direct dues and property tax charges allow the District to project membership income of \$115,889.18 during FY 2018-2019.

Other revenue includes income from property leases and powerline access on Mt. Fanny that has exceeded projections by \$1,900.00.

Budget Changes

Staff recommends the following changes in budget: creation of a dedicated travel and education Line Item, and increases in Wages, Workers Comp. Insurance, and Payroll Taxes; Power Line Fees; Elections; and Membership Fees. The District should also create two budget programs for organizational purposes, as required by state law.

The District's 2017-2018 Budget did not include a Line Item for travel and education. Two trips taken by the Secretary/Treasurer in December 2017 (Department of Revenue budget training) and February 2018 (SDAO conference and legislative advocacy) have cost the District \$1,365.51 in mileage, lodging, and per diem. In addition, the Secretary/Treasurer plans to take another trip in April 2018 to a trade show, and a Director has requested funding to attend a workshop. In 2018-2019, travel and education expenses should include funding for staff and directors to attend up to two workshops, two conferences, and three advocacy trips in order to ensure that the District can advocate for statutory revision during the 2019 session of the Oregon Legislative Assembly. Staff recommends an allocation of \$2,500.00 for a new Travel and Education Line Item.

Oregon's minimum wage for non-urban counties will increase by \$0.50 per hour in July 2018. The Secretary/Treasurer will include a wage increase request of \$0.50 in an annual performance review in August 2018, which would total \$520.00. The Workers Comp. Insurance Line Item must increase accordingly.

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In addition to the possible wage increase for the Secretary/Treasurer, the District should allocate funding for the payment of an on-call support technician at a rate of \$11.00 per hour. Funding for this position should include proper Payroll Tax allocations, along with increases in the Workers Comp. Insurance Line Item.

The budget for power on all three translator sites must be increased from \$4,200.00 to \$24,000.00. The “Power Line Fee” Line Item should be renamed “Power Usage.”

The District will have to hold elections for all 5 Director seats in 2019. Staff recommends an election budget of \$2,000.

Finally, staff recommends increasing the Membership Dues Line Item by \$790.00 in order for the District to join the National Association of Broadcasters, an organization that provides advocacy support and other services for broadcasting entities in the United States, along with the Chambers of Commerce for Elgin and Union.

The Board should determine which if any of the recommended changes should be included in the proposed FY 2018-2019 Budget presented to the Budget Committee in May 2018.

Budget Programs

Oregon state law requires budgets to be organized by department or program. Since the District has only one permanent employee, staff recommends that the budget be organized by program. The two programs should be “Administration” and “Engineering.”

- Administration: This Program will encompass the bulk of our expenditures. Along with the new “Travel and Education” Line Item, this Program will include existing allocations for *Advertising, Antenna Cost, Consultant, Election Cost, Fees, Insurance, Leases, Membership Dues, Office Supplies, Payroll Taxes, Phone & Internet, Postage, Power Line Fee (Power Usage), Professional Services, Rent Expense, Wages, and Workers Comp Insurance.*
- Engineering: This Program will encompass expenditures related to the maintenance, operation, and repair of the District’s translators. Existing Line Items will include *Equipment, Repairs & Maintenance, and Technicians.*