

Blue Mountain Translator District 1

Budget Committee **Regular Meeting Provisional Minutes** **May 23, 2018**

<p>1. Call to Order and Roll Call Vote¹</p>	<p>Chair Christina Wood called the meeting to order at 1:34 PM. The meeting was held at the nearest practical location, the Misener Room in the Daniel Chapin Building at 1001 4th Street in La Grande, Oregon. Committee Members: Chair Christina Wood, Mary McCracken, April Simpson, Katy Thomas (by phone), Helen Tucker, Tim Wallender, Walt Wood. Staff: Secretary/Treasurer Alex McHaddad. Members of the Public: Ms. Betty Hughes.</p>
<p>2. Declaration of Conflict of Interest</p>	<p>Asked and none declared.</p>
<p>3.a. FY 2018-2019 Proposed Budget</p>	<p>Secretary/Treasurer McHaddad reviewed the contents of the item. Secretary/Treasurer McHaddad reviewed the section entitled “Budget Message.” Secretary/Treasurer McHaddad reviewed the section entitled “Major Differences from the Previous Budget.” Secretary/Treasurer McHaddad reviewed the section entitled “Budget Priorities for FY 2017-2018 and summary of recent activities.” Mr. Wallender clarified that PBS is not going to provide the District with funds, rather reimburse the District for the expense of moving a channel. Secretary/Treasurer McHaddad reviewed the section entitled “Membership Revenue Over Time.” Secretary/Treasurer McHaddad reviewed the section entitled “Peer Institution Revenue.” Ms. McCracken asked how the Membership revenue had been projected. Secretary/Treasurer McHaddad announced that the projection was calculated by maintaining the same number of</p>

¹ Election of President Pro-Tem scheduled due to uncertain attendance by President. Attendance of President negated election.

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members from the current fiscal year and examining the number of delinquent properties on the LB-50's. Mr. Wallender clarified refinements that had been made to the process of assembling the LB-50. Chair Wood expressed that advertising will be useful for improving revenue, and Ms. Tucker concurred. Ms. McCracken noted that several people use the service without paying. Ms. Tucker added that online antenna TV advertisement portray all over-the-air signals as free to view. Committee Members discussed methods for interacting with antenna vendors, along with other advertising opportunities.

Secretary/Treasurer McHaddad reviewed the section entitled "2018-2019 Revenue," and expressed that the Board of Directors would approve a budget with slightly different amounts once the LB-50's had been completed. Ms. Simpson noted a misplaced decimal point in the property tax revenue estimation and asked that the final draft approved by the Board of Directors include the proper notation.

Secretary/Treasurer McHaddad reviewed the section entitled "General Fund," and clarified with Mr. Wallender the source of the \$55,300.00 projection.

Secretary/Treasurer McHaddad reviewed the section entitled "General Fund Administration Program Requirements."

Secretary/Treasurer McHaddad reviewed the section entitled "General Fund Administration Program Detailed Expenditures." Committee Members commended the quality of the section. The Committee received clarification on Insurance and Worker's Comp Insurance amounts and uses.

Secretary/Treasurer McHaddad reviewed the section entitled "General Fund Engineering Program Requirements." Ms. Simpson asked that the increased appropriations for Engineering and the resulting increased ability to fix translator problems be made known to Members.

Secretary/Treasurer McHaddad reviewed the section entitled "Non-Allocated Funds."

Secretary/Treasurer McHaddad reviewed the section entitled "Reserve Funds."

Secretary/Treasurer McHaddad reviewed the Resolutions included in the Committee Packet. In response to a query from Mr. Wallender, Secretary-Treasurer McHaddad clarified that creating the Reserve Funds

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by Resolution would not result in changes to existing bank accounts where the funds are held.

The Committee discussed the resources that make up the total requirements. Secretary/Treasurer McHaddad explained that total resources of \$246,836.00 are composed of beginning cash on hand, Membership revenue from dues and property taxes, lease income, and projected tenant power reimbursement.

Secretary/Treasurer McHaddad reviewed form LB-1, "Notice of Budget Hearing." Mr. Wallender noted that the LB-1 section entitled "FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM" had not been filled out correctly by a former employee of the District and commended the Secretary/Treasurer for correctly the document properly; in the future, Mr. Wallender would like the position to be full-time.

Secretary/Treasurer McHaddad reviewed both included LB-11 forms, "Reserve Fund Resources and Requirements."

Secretary/Treasurer McHaddad reviewed form LB-20, "Resources."

Secretary/Treasurer McHaddad reviewed form LB-30, "Requirements Summary." In response to a query from Mr. Wallender, the Secretary/Treasurer clarified that the budget document and worksheets had been reviewed and approved by the District's contract accountant.

Secretary/Treasurer McHaddad reviewed form LB-31, "Detailed Requirements."

Mr. Wallender noted that the Board had not been able to review these details properly in the past. Committee Members commended the Secretary/Treasurer for the quality of the budget.

Ms. Simpson asked for clarification on the next steps.

Secretary/Treasurer McHaddad clarified the motion to be made to take action on the budget.

Ms. April Simpson moved to approve the staff recommendations for the 2018-2019 Budget, second by Ms. Tucker.

Chair Wood asked if there was further input on the budget. Chair Wood called the question.

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	<p>Motion to approve staff recommendations for the 2018-2019 Budget. Aye: Chair Wood, Ms. McCracken, Mrs. Simpson, Ms. Thomas, Mrs. Tucker, Tim Wallender, Walt Wood. Nay: N/A. Abstain: N/A. Appointments to the Budget Committee approved. <i>The Budget Message and Draft Resolutions are listed on Pages 3-12 of the Board Packet available online at http://www.bmtd.org/public-notice/. Worksheets are also available online at http://www.bmtd.org/public-notice/.</i></p>
4. Public Comment	<p>Mr. Wallender thanked Committee Members for attending. This is the first time that the District has had an appropriate Budget Committee. Overseeing the District has been a struggle but the District has turned the corner thanks to the efforts of good people. Committee Members discussed past difficulties in drafting the budget. Secretary/Treasurer McHaddad expressed that this was a personal milestone for him as a civil servant, this being his first local government budget. He was thankful for having excellent partners, especially the District's contract accountant, Mrs. Margo Schlessler of Payroll and Accounting Services, PC, and apologized for a few moments when he allowed stress to result in unprofessional conduct when interacting with the accountant. He was also thankful for the input of President Wallender and Director Thomas in drafting the budget. Chair Wood asked that a thank-you card signed by the Board be delivered to Mrs. Schlessler in recognition of her assistance drafting the budget.</p>
5. Adjournment	<p>Chair Wood adjourned the meeting at 2:11 PM.</p>