

Board of Directors  
Regular Meeting

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January 8, 2019

# Blue Mountain Translator District 1

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## Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>Board of Directors</b>	<b>2</b>
<b>January 8, 2019</b>	<b>2</b>
<b>6.A. Approval of Expenditures</b>	<b>3</b>
<b>6.B. Legislative Update &amp; Travel Authorization</b>	<b>4</b>
<b>6.C. Amendments to Bylaws</b>	<b>6</b>
<b>6.D. Amendments to Board Policies Regarding Service Charge Fees for Property Entirely Surrounded by the District</b>	<b>7</b>

# Blue Mountain Translator District 2

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Regular Meeting at 12:00  
Daniel Chapin Building, Misener Room  
1001 4th St  
La Grande, OR 97850

## **Board of Directors January 8, 2019**

1. Call to Order and Roll Call Vote - 1:00
2. Declaration of Conflict of Interest - 1:00
3. Reports
  - a. Director Reports - 5:00
  - b. Staff Report - 5:00
4. Approval of Minutes
  - a. October 2, 2018 - 1:00
5. Old Business
  - a. Safety - 1:00
6. New Business
  - a. Approval of Expenditures - 5:00
  - b. Legislative Update and Travel Authorization - 10:00
  - c. Amendments to Bylaws - 5:00
  - d. Amendments to Board Policies Regarding Service Charge Fees for Property Entirely Surrounded by the District
  - e. Channel Outage Discussion - 10:00
7. Public Comment - 5:00
8. Scheduling of Next Meeting and Adjournment - 1:00

# Blue Mountain Translator District 3

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## 6.A. Approval of Expenditures

Payee	Description	Line Item	Expenditure
C's Storage	January 2019 Rent	Rent Expense	\$33.00
Copy Club	Legislative Brief Printing	Office Supplies	\$25.00
District Official	TV Antenna*	Office Supplies	\$40.00
Frontier Communications	Internet Payment	Phone & Internet	\$215.00
Payroll & Accounting Services, PC	Accounting Services	Professional Services	\$534.50
Oregon Secretary of State	Report Filing Fee	Fees	\$40.00
RS Technology	New transmitter	Equipment	\$8,000
Special Districts Insurance Services	Annual Insurance	Insurance	\$2,664.00

\*TV Antenna: BMTD lacks a method of reliably checking signals transmitted from Beaver Mountain. The District should purchase an antenna that will allow an official in Baker City to test signals on a personal computer or mobile device.

# Blue Mountain Translator District 4

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## 6.B. Legislative Update & Travel Authorization

### **Legislative Support**

As of January 4, 2018, the emergency alert provision of SB 394 is supported by the Union County Farm Bureau, as well as the Rural Fire Protection Districts serving Imbler, Keating, Medical Springs, and North Powder. The Union County Commissioners reached a consensus in December to ask the Association of Oregon Counties to consider supporting SB 393 and SB 394.

BMTD representatives will attempt to follow up or initiate support conversations with the following agencies in January:

- January 7: City of Imbler, City of North Powder; Haines RFPD.
- January 8: City of Baker City, City of Elgin, City of Haines, City of Summerville; La Grande RFPD, Union RFPD.
- January 9: City of La Grande.
- January 13: Cove RFPD.
- January 14: City of Island City, City of Union.

### **EAS Equipment**

RS Technology researched solutions for local emergency alert technology. BMTD will need to finance equipment from Sage Alert Systems, Inc., to receive emergency alerts from Union County transmitted with equipment from the same firm, for a cost of \$3,000.00. A separate exciter must be purchased for each Mt. Fanny station, for a cost of \$5,000.00 each. Alerts will only be displayed on Portland channels.

### **Travel Authorization**

Purpose: Discuss legislation with State legislators.

Location: Salem, OR.

Dates: 1/27-1/31

Category	Cost
Hotel Stay - 1/27 - 1/30	\$227.96
Mileage	\$377.00
Per Diem	\$228.00
TOTAL*	\$832.96

## Blue Mountain Translator District 5

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\*TOTAL: Staff will endeavor to ensure lower costs than presented; these numbers are intended to cap total costs. The lowest cost motel was chosen for the duration of the stay. Per Diem rates set by the state include costs for dinner Sunday-Thursday, and breakfast & lunch Monday-Thursday; staff intends to purchase and store food in the motel room fridge rather than dine at a restaurant for every meal, resulting in substantially lower costs. Mileage rates are set by the federal government; staff intends to submit gas receipts for reimbursement rather than mileage.

# Blue Mountain Translator District 6

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## 6.C. Amendments to Bylaws

### **First Reading, BMTD Bylaws Section IV.**

PRESIDENT - The President shall preside at all meetings of the corporation. He/she shall have a vote only when a tie exists on a matter under consideration. When the President is unable to chair the meeting, the attending Directors shall elect a "chair Pro-Tem" to conduct the meeting.

SECRETARY/TREASURER - He/she shall have charge of the corporation records; keep minutes of all board meetings; be responsible for publication of official notices for board meetings and budget committee meetings; shall have charge of the corporation books of account; shall prepare the corporate income tax return; prepare and send out billings and information to customers; prepare monthly and quarterly reports; prepare records for yearly audit by accountant; prepare the budget document for yearly budget meeting; will be responsible for accounting of all fiscal activities; will be responsible for administrative duties for the District.

The functions of the Secretary/Treasurer shall be fulfilled by a paid staff person. Such person shall be bonded in an amount determined by the Board of Directors. **The official title of the office may be stylized at the discretion of the Board of Directors.**

# Blue Mountain Translator District 7

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## 6.D. Amendments to Board Policies Regarding Service Charge Fees for Property Entirely Surrounded by the District

TITLE. "Board Policies Regarding Service Charges ~~Fees~~ for ~~Property Properties~~ Entirely Surrounded by the District."

F. If **prior to February 1** the District does not receive a verified declaration under Policy C within **a period of 30 days prior to the** of mailing ~~the~~ **of a** verified report and service charge letter, **the property shall be placed in the District's account billing database.** Following the disbursement of Reminder Statements in February, **the owner of a property inspected prior to February 1 must return a verified declaration to the District by May 31 in order to remove their property from the account billing database. The District shall not physically inspect the property or send a service charge letter for 5 years unless solicited by the property owner.** ~~the District shall mail a second letter to the property owner. The District shall not mail a verified report and service charge letter 60 days prior to the completion of the LB-50 for the Member Tax Year.~~

G. If the District sends a service charge letter to the owner of a property entirely surrounded by the District inspected after February 1, the District shall allow 30 days to pass before the service charge letter is returned or placed in the District's account billing database. After 30 days, a Reminder Statement shall be mailed to the owner of the property, and the property owner must return a verified declaration to the District by May 31 in order to permanently remove their property from the account billing database. The District shall not mail a verified report and service charge letter 60 days prior to the completion of the LB-50 for the Member Tax Year.



# Cash Flow - 07/01/2018 to 12/31/2018

## Selected Accounts

- [Assets](#)
- [Assets:Current Assets](#) and selected subaccounts
- [Imbalance-USD](#)

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Money into selected accounts comes from

<a href="#">Equity:Checking Opening Balance</a>	\$115,809.33
<a href="#">Equity:Money Market Opening Balance</a>	\$49,168.09
<a href="#">Equity:Mt. Fanny Opening Balance</a>	\$25,801.41
<a href="#">Income:Interest Income:MF Interest</a>	\$7.68
<a href="#">Income:Interest Income:MM Interest</a>	\$12.39
<a href="#">Income:Lease Income</a>	\$7,300.00
<a href="#">Income:Other</a>	\$2,895.00
<a href="#">Income:Power Reimbursement</a>	\$8,353.63
<a href="#">Income:Powerline Leases</a>	\$7,000.00
<a href="#">Income:Property Taxes</a>	\$36,724.66
<a href="#">Income:Service Charges</a>	\$46,759.00
Money In	<b>\$299,831.19</b>

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Money out of selected accounts goes to

<a href="#">Expenses:Advertising</a>	\$2,681.94
<a href="#">Expenses:Consultant</a>	\$2,441.60
<a href="#">Expenses:Election Cost</a>	\$1,132.77
<a href="#">Expenses:Engineering:GF Equipment</a>	\$1,207.00
<a href="#">Expenses:Engineering:GF Technicians</a>	\$7,855.00
<a href="#">Expenses:Fees</a>	\$821.02
<a href="#">Expenses:Insurance:Worker's Comp.</a>	\$564.90
<a href="#">Expenses:Leases</a>	\$3,487.27
<a href="#">Expenses:Membership Dues</a>	\$1,043.04
<a href="#">Expenses:Office Supplies</a>	\$28.29
<a href="#">Expenses:Payroll Expenses</a>	\$5,822.33
<a href="#">Expenses:Postage</a>	\$1,905.63
<a href="#">Expenses:Professional Services</a>	\$2,232.53
<a href="#">Expenses:Refunds</a>	\$400.00
<a href="#">Expenses:Rent Expense</a>	\$946.71
<a href="#">Expenses:Taxes</a>	\$2,364.24
<a href="#">Expenses:Travel &amp; Education</a>	\$50.00
<a href="#">Expenses:Utilities:Phone &amp; Internet</a>	\$619.40

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Expenses:Utilities:Power

\$12,816.05

Money Out

**\$48,419.72**

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Difference

**\$251,411.47**

# Profit & Loss For Period Covering 07/01/2018 to 12/31/2018

## Revenues

<u>Income</u>		\$0.00
<u>Antenna Sale</u>		\$0.00
<u>Interest Income</u>	\$0.00	
<u>MF Interest</u>	\$7.68	
<u>MM Interest</u>	\$12.39	
<u>Lease Income</u>		\$7,300.00
<u>Other</u>		\$2,895.00
<u>Power Reimbursement</u>		\$8,353.63
<u>Powerline Leases</u>		\$7,000.00
<u>Property Taxes</u>		\$36,724.66
<u>Service Charges</u>		\$46,759.00
<b>Total Revenue</b>		<b>\$109,052.36</b>

## Expenses

<u>Expenses</u>		\$0.00
<u>Advertising</u>		\$2,681.94
<u>Antenna Cost</u>		\$0.00
<u>Consultant</u>		\$2,441.60
<u>Election Cost</u>		\$1,132.77
<u>Engineering</u>	\$0.00	
<u>GF Equipment</u>	\$1,207.00	
<u>GF Repairs &amp; Maintenance</u>	\$0.00	
<u>GF Technicians</u>	\$7,855.00	
<u>MF Powerline Maintenance</u>	\$0.00	
<u>MM Equipment</u>	\$0.00	
<u>Fees</u>		\$821.02
<u>Insurance</u>	\$0.00	
<u>Liability</u>	\$0.00	
<u>Worker's Comp.</u>	\$564.90	
<u>Leases</u>		\$3,487.27
<u>Membership Dues</u>		\$1,043.04
<u>Office Supplies</u>		\$28.29
<u>Payroll Expenses</u>		\$5,822.33
<u>Postage</u>		\$1,905.63
<u>Professional Services</u>		\$2,232.53

<u>Professional Services</u>		\$2,252.55	
<u>Refunds</u>		\$400.00	
<u>Rent Expense</u>		\$946.71	
<u>Taxes</u>		\$2,364.24	
<u>Travel &amp; Education</u>		\$50.00	
<u>Unknown Expenses</u>		\$0.00	
<u>Utilities</u>	\$0.00		
<u>Phone &amp; Internet</u>	\$619.40		
<u>Power</u>	\$12,816.05		
<b>Total Expenses</b>			<b>\$48,419.72</b>
Net income for Period			\$60,632.64