

Board of Directors
Regular Meeting Hearing Provisional
Minutes
January 8, 2019

1. Call to Order and Roll Call Vote	President Wallender called the meeting to order at 12:08 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. Directors Present: President Tim Wallender, Director April Simpson (via phone), Director Christina Wood. Staff Present: Secretary/Treasurer Alex McHaddad.
2. Declaration of Conflict of Interest	Asked and none declared.
3.a. Director Report	Director Wood announced that she had attended meetings of the Haines Rural Fire Protection District and North Powder City Council the night before to discuss legislation; both governing bodies voted to support presented District legislative proposals. Haines City Council would meet that night for a similar vote. Director Simpson had recently signed checks.
3.b. Staff Report	Secretary/Treasurer McHaddad discussed recent legislative presentations. He would be discussing bills with the Elgin Administration Committee that afternoon and Baker City Council that evening.
4.a. Approval of Minutes	Secretary/Treasurer McHaddad noted that minutes had not been completed and would be delayed for the next regular meeting.
5.a. Safety	President Wallender asked if the Secretary/Treasurer had maintained a safe workplace environment since the last meeting.

	<p>Secretary/Treasurer McHaddad confirmed that he had maintained a safe workplace environment since the last meeting.</p>
<p>6.a. Approval of Expenditures</p>	<p>Secretary/Treasurer McHaddad reviewed the expenditures.</p> <p>Director Wood moved to approve the expenditures, second by President Wallender.</p> <p>Yes: President Wallender, Director Simpson, Director Wood.</p> <p>No: N/A.</p> <p>Abstain: N/A.</p> <p>Expenditures approved.</p>
<p>6.b. Legislative Update & Travel Authorization</p>	<p>Secretary/Treasurer McHaddad reviewed the item, including a summary of local government outreach and support. Potential expenditures to add a local emergency alert to channels from Portland were noted.</p> <p>Travel authorization expenditures were calculated based on the maximum allowance for travel expenditures, but efforts would be made to cut back, including by purchasing food from a grocer rather than restaurants, and only submitting receipts for gas.</p> <p>Director Simpson opposed only submitting receipts for gas due to wear and tear on personal vehicles. Renting a car for travel would be better.</p> <p>President Wallender entertained a motion to approve the travel authorization, so moved by Director Wood.</p> <p>Yes: President Wallender, Director Simpson, Director Wood.</p> <p>No: N/A.</p> <p>Abstain: N/A.</p> <p>Travel authorization approved.</p>
<p>6.c.</p>	<p>Secretary/Treasurer McHaddad reviewed the proposed</p>

<p>Amendments to Bylaws</p>	<p>amendment, requested at the previous board meeting. Director Wood asked that the Secretary/Treasurer provide a list of duties related to the title of "Executive Director" at the next meeting.</p> <p>Director Simpson moved to approve the first reading as amended, second by Director Wood. Yes: President Wallender, Director Simpson, Director Wood. No: N/A. Abstain: N/A. First reading approved.</p>
<p>6.d. Amendments to Board Policies Regarding Service Charge Fees for Property Entirely Surrounded by the District</p>	<p>Secretary/Treasurer McHaddad reviewed the item. Board Policies had been drafted with the intention of inspecting city properties every five years and offering five-year exemptions to the owners of properties where signals were not viewed. Existing language also required the District to send a second letter to city property owners 30 days after the first if no reply had been received. This cuts very close to the District's second mailing every February, and allowing the second notice to these properties to be part of the February mailing would save money. Properties inspected after the February mailing would still get a second notice after 30 days passed without a reply being sent.</p> <p>Directors noted opposition to the 5-year exemption for city property owners that had been approved in 2017.</p> <p>The following amendments were made to the Board Policies after discussion.</p> <p style="padding-left: 40px;">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</p>

	<p>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 ANNUALLY THEREAFTER TO PREVENT THE ADDITION OF THE SERVICE CHARGE TO THEIR TAX ROLL.</p> <p>(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 annually thereafter in order to prevent the addition of the service charge to their tax roll. 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.</p>
6.e. Channel Outage Discussion	President Wallender tabled discussion on the item.
7. Public Comment	President Wallender asked if any member of the public wished to comment on a matter not on the agenda. No public comment was offered.
8. Scheduling of Next Meeting and Adjournment	The next meeting was tentatively scheduled for February 5th at noon. President Wallender adjourned the meeting at 1:00 PM.