

Board of Directors
Jul 12, 2019 Regular Meeting
Board Packet

Blue Mountain Translator District 1

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Blue Mountain Translator District 2

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

Board of Directors Regular Meeting June 26, 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. Old Business
 - a. Safety - 1:00
5. New Business
 - a. Oath of Office - 5:00
 - b. Expenditures - 5:00
 - c. Professional Services & Audit - 5:00
 - d. Seismic & Wildfire Monitoring - 5:00
6. Public Comment - 5:00
7. Scheduling of Next Meeting and Adjournment - 1:00

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5.b. Expenditures

Payee	Description	Line Item	Amount
Baker County Clerk	Election Costs	Election Cost	\$552.83
Chaves Consulting	Summer Mailing Bill	Consultant	\$3,634.25
Union County Clerk	Elections Costs	Election Cost	\$859.19
Retailer	Canopy	Advertising	\$100.00.
Retailer	3 DVR's - Raffle Prizes	Advertising	\$75.00
Retailer	Fair Supplies	Advertising	\$100.00

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5.c. Professional Services & Audit

In fall 2018, BMTD discussed finding a new accounting service. However, outstanding paperwork with the state had to be completed and filed, and the Executive Director delayed the transition process until paperwork had been filed.

In tangent with an audit, the Executive Director recommends that the firm responsible for the audit be asked to take over accounting services. In the interim, the Executive Director also recommends transferring the duty of writing checks from Payroll & Accounting Services, PC, to staff because checks are regularly not written in a timely manner. Permanently transferring this responsibility, as well as the duty of maintaining the official ledger, is further recommended, in order to save costs to contract with a future accounting service. Other duties, including filing annual reports with the Oregon Secretary of State, can be filed by staff this year because we kept an internal office ledger in 2018; ultimately this would reduce an accounting service's workload to monthly payroll reports, quarterly tax payments, and annual tax reporting.

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5.d. Seismic & Wildfire Monitoring

Introduction

BMTD reviewed a presentation from ShakeAlert in fall of 2018 about installing seismic monitoring stations and sites leased from the US Forest Service and Hancock Forest. The Executive Director resumed this conversation with ShakeAlert in July, and an additional partnership with AlertWildfire was made part of the conversation.

Partner Needs

- AlertWildfire Camera: The camera data uses approximately 10 Mb/s and is transmitted at 4.9 and 5.8 GHz. We use 2-3 ft dishes in cases where we need to install our own telemetry system. The camera itself is mounted as high up on the tower as possible to provide the best view shed; the camera weighs ~8 lbs and is 9" x 11" in size. The AlertWildfire system uses ~17W continuous draw.
- The seismic stations use between 20-40 kb/s, depending on whether it is a 3-channel (strong motion sensor only) or 6-channel (strong motion + weak motion sensors) site. The ShakeAlert stations use ~8W continuous draw. The 3-channel site can be installed indoors within a 20-cubic-inch aluminum box, taking up an approximately 2' x 2' floor space. Data and power cables would need to be routed to and from the box. The 6-channel site requires a 3-5 ft deep, 8-in-wide borehole to host the seismic sensor. Therefore, this installation needs to be outside and would require data and power cables to be routed to and from the shelter via a buried conduit. In the case where we cannot use an existing telemetry system or internet connection, we would need to install antennas (900 MHz, 2-3 ft YAGI antennas) to transmit the seismic data.
- System buildout for both systems would occur in summer 2020.

BMTD Offerings

BMTD has land available on Mt. Fanny and Mt. Harris for seismic monitoring stations. The USFS Commsite billing team notified BMTD that there would be no additional cost for a seismic monitoring station; as long as ShakeAlert clears regulatory hurdles, they can use the property. ShakeAlert and AlertWildfire may also be able to make use of BMTD's facility and tower on Beaver Mtn. Hancock Forest will require ShakeAlert and AlertWildfire to purchase their own access passes, but the firm has permitted BMTD to house additional tenants in the past.

Both entities have requested site visits with BMTD's technician to evaluate suitability of Mt. Fanny and Mt. Harris for these sites. Each entity wants to know about the costs for using facilities, land, Internet, and power. Given the minimal needs for Internet access and power, BMTD could consider providing both to these entities at no cost. The nonprofit rate of \$83.00 for facility use can be offered as

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well, though BMTD could consider reducing or waiving the fee given the public safety benefits. The seismic monitoring stations generate local emergency alerts, which may ultimately be a value added benefit to our viewers and increase revenue.

Profit & Loss For Period Covering 07/01/2018 to 06/30/2019

Revenues

<u>Income</u>		\$0.00
<u>Antenna Sale</u>		\$0.00
<u>Interest Income</u>	\$0.00	
<u>MF Interest</u>	\$16.06	
<u>MM Interest</u>	\$24.59	
<u>Lease Income</u>	\$13,509.40	
<u>Other</u>	\$2,930.25	
<u>Power Reimbursement</u>	\$16,415.97	
<u>Powerline Leases</u>	\$8,000.00	
<u>Property Taxes</u>	\$45,512.24	
<u>Service Charges</u>	\$53,419.00	
Total Revenue		\$139,827.51

Expenses

<u>Expenses</u>		\$0.00
<u>Advertising</u>		\$4,286.63
<u>Antenna Cost</u>		\$0.00
<u>Consultant</u>		\$3,277.40
<u>Election Cost</u>		\$1,132.77
<u>Engineering</u>	\$0.00	
<u>GF Equipment</u>	\$13,490.26	
<u>GF Repairs & Maintenance</u>	\$0.00	
<u>GF Technicians</u>	\$12,170.00	
<u>MF Powerline Maintenance</u>	\$0.00	
<u>MM Equipment</u>	\$0.00	
<u>Fees</u>		\$1,021.02
<u>Insurance</u>	\$0.00	
<u>Liability</u>	\$2,664.00	
<u>Worker's Comp.</u>	\$564.90	
<u>Leases</u>		\$4,687.27
<u>Membership Dues</u>		\$1,143.04
<u>Office Supplies</u>		\$84.12
<u>Other</u>		\$55.52
<u>Postage</u>		\$2,017.63
<u>Professional Services</u>		\$4,431.74

<u>Professional Services</u>		\$1,151.11
<u>Refunds</u>		\$400.00
<u>Rent Expense</u>		\$2,651.97
<u>Taxes</u>		\$4,250.47
<u>Travel & Education</u>		\$2,116.69
<u>Unknown Expenses</u>		\$0.00
<u>Utilities</u>	\$0.00	
<u>Phone & Internet</u>	\$939.30	
<u>Power</u>	\$28,659.34	
<u>Wages</u>		\$11,914.96
Total Expenses		\$101,959.03
Net income for Period		\$37,868.48

Cash Flow - 07/01/2018 to 06/30/2019

Selected Accounts

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

Money into selected accounts comes from

Equity:Checking Opening Balance	\$115,809.33
Equity:Money Market Opening Balance	\$49,168.09
Equity:Mt. Fanny Opening Balance	\$25,801.41
Expenses:Engineering:GF Equipment	\$750.00
Income:Interest Income:MF Interest	\$16.06
Income:Interest Income:MM Interest	\$24.59
Income:Lease Income	\$13,509.40
Income:Other	\$2,930.25
Income:Power Reimbursement	\$16,415.97
Income:Powerline Leases	\$8,000.00
Income:Property Taxes	\$45,512.24
Income:Service Charges	\$53,419.00
Money In	\$331,356.34

Money out of selected accounts goes to

Expenses:Advertising	\$4,286.63
Expenses:Consultant	\$3,277.40
Expenses:Election Cost	\$1,132.77
Expenses:Engineering:GF Equipment	\$14,240.26
Expenses:Engineering:GF Technicians	\$12,170.00
Expenses:Fees	\$1,021.02
Expenses:Insurance:Liability	\$2,664.00
Expenses:Insurance:Worker's Comp.	\$564.90
Expenses:Leases	\$4,687.27
Expenses:Membership Dues	\$1,143.04
Expenses:Office Supplies	\$84.12
Expenses:Other	\$55.52
Expenses:Postage	\$2,017.63
Expenses:Professional Services	\$4,431.74
Expenses:Refunds	\$400.00
Expenses:Rent Expense	\$2,651.97

<u>Expenses:Taxes</u>	\$4,250.47
<u>Expenses:Travel & Education</u>	\$2,116.69
<u>Expenses:Utilities:Phone & Internet</u>	\$939.30
<u>Expenses:Utilities:Power</u>	\$28,659.34
<u>Expenses:Wages</u>	\$11,914.96
Money Out	\$102,709.03

Difference **\$228,647.31**