

**Blue Mountain Translator District**  
**Board of Directors Regular Meeting**  
**February 20, 2020**

Regular Meeting at 10:00 AM  
Meeting Room, Umpqua Bank  
1215 Adams Ave.  
La Grande, OR 97850

## **Agenda**

1. Call to Order and Roll Call Vote
2. Declaration of Conflict of Interest
3. Reports
  - a. Director Reports
  - b. Staff Report
4. Old Business
  - a. Safety
5. New Business
  - a. Expenditures
  - b. Strategic Plan
  - c. RFP 2020-1 Sponsor Recruitment and Ad Sales
  - d. RFP 2020-2 OTT Streaming
  - e. Legislative Update
  - f. Goal Session
  - g. Approval of Minutes
  - h. Second Reading, Bylaws Amendments
6. Public Comment
7. Scheduling of Next Meeting and Adjournment.

## 5.a. Expenditures

Payee	Description	Requirement	Amount
OPEC	January Power Bills	Power	
Baker County Chamber of Commerce	Miner's Jubilee early registration	Advertising	\$60.00
SDIS	Annual Liability Insurance	Insurance	\$3,094.00

### **SDAO Conference**

The Executive Director, Vice President Innerarity, and Director Kenny attended the annual conference of the Special Districts Association of Oregon in February 2019. Travel costs were under budget, and expenses were incurred at the following levels:

- Conference Registration: \$690.00
- Parking Pass: \$6.00
- Meals: \$144.50
- Vehicle: \$179.85
- Gas: \$119.53
- Lodging: \$444.18
- TOTAL: \$1595.24

## 5.b. Local Channel Strategic Plan

### **Staff Summary**

The Draft Strategic Plan has been provided as an appendix to the Board Packet. This plan is written based on staff research, Board comments, and public input.

## 5.c. RFP 2020-1 Sponsor Recruitment and Ad Sales

### **Staff Summary**

The Draft RFP for Sponsor Recruitment & Ad Sales has been provided as an appendix to the Board Packet. This plan is written based on staff research, Board comments, and public input.

## 5.d. RFP 2020-2 OTT Streaming

### **Staff Summary**

The Draft RFP for OTT Streaming has been provided as an appendix to the Board Packet. This plan is written based on staff research, Board comments, and public input.

## 5.e. Legislative Update

### **Staff Summary**

During the 2020 Session of the Oregon Legislative Assembly, BMTD officials discussed capital funding for improvements to the Mt. Fanny broadcasting facility. \$10,000.00 for capital improvements may be available during the 2021 Legislative session.

Conversations with legislators focused on funding for a pre-fabricated structure to replace BMTD's building on Mt. Fanny, housing existing tenants and creating a new space for the District's transmitters. Focus on a new building was suggested by Director comments at previous meetings.

Replacement of the Mt. Fanny building is not supported by one current tenant due to massive costs expected for this operation. BMTD's engineering service, RS Technology, believes that the operation of replacing the facility on Mt. Fanny will cost at least \$100,000.00, which may be more than the Legislative Assembly is willing to fund. Staff will pursue the capital request sought by the Board of Directors. As an alternative to the new building, BMTD can consider other improvements to the site that can improve safety and resilience at or near the \$10,000.00 level.

## 5.f. Goal Session

### **Staff Summary**

President Wallender asks that the Board discuss goals for the 2020 Calendar Year. Current action items for 2020 include:

- February: Second service charge notice mailing. Approve Local Channel Strategic Plan and RFP's.
- March: Interviews for RFP's. Draft Legislative funding request for Mt. Fanny facility improvements. Potential site visit with legislative staff.
- April: Approval of RFP's. Begin writing budget. Finalize legislative funding request for Mt. Fanny facility improvements.
- May: Budget Committee approves first draft of budget.
- June: Board approves budget. Service charge letters approved. Property tax information sent to County Assessors.

## Blue Mountain Translator District 3

- June-August. Temporary Office Assistant hired to assist with filing service charge letters and other administration.
- June-September. Potential EOU student internship for media production. Record and edit public events.
- July. Launch streaming service.
- August-October. Annual antenna census.
- September. Annual performance review.
- October. Property tax season.
- Unknown Dates. File construction permit for LPTV station and purchase new equipment to begin local channel. Create Cable TV version of BMTD channel.

### 5.g. Approval of Minutes

#### **Staff Summary**

The Board will consider approval of minutes from the following meetings:

- January 10, 2020 Regular Meeting
- January 28, 2020 Special Meeting

### 5.h. Second Reading, Bylaws Amendments

#### Staff Summary - Meeting Schedule

The Bylaws include a mandate for all regular meetings to occur the first Tuesday of every month, though the Board often meets on a different day. The Board approved the first reading of an amendment creating a flexible meeting schedule for Board meetings.

#### III. Board of Directors Meetings

Board of Directors Meetings will be held ~~the first Tuesday of every month~~ **on dates chosen by the President in consultation with Directors and the Secretary/Treasurer.** These meetings are open to the public.