

Board of Directors
Regular Meeting
Minutes
April 16, 2019

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| <p>1. Call to Order and Roll Call Vote</p> | <p>President Wallender called the meeting to order at 12:01 PM. Directors: President Tim Wallender, Director Jean Innerarity, Director Mike Kenny, Director Christina Wood. Staff: Executive Director Alex McHaddad. Members of the Public: N/A.</p> |
| <p>2. Declaration of Conflict of Interest</p> | <p>Asked and none declared.</p> |
| <p>3.a. Director Report</p> | <p>Director Wood discussed attempts to inform the community of the need to pay the service charges. Directors asked that a plan to attend local community events during summer be prepared.</p> |
| <p>3.b. Staff Report</p> | <p>Executive Director McHaddad discussed work on legislation and the 2019-2020 budget. President Wallender recessed the meeting at 12:07 PM. President Wallender ended the recess at 12:12 PM. Executive Director McHaddad discussed efforts to calculate district property values and potential property tax rates.</p> |
| <p>4.a. Safety</p> | <p>President Wallender asked if the Executive Director had maintained a safe workplace environment since the last meeting. Executive Director McHaddad confirmed that he had maintained a safe workplace environment since the last meeting.</p> |
| <p>5.a. Expenditures</p> | <p>Executive Director McHaddad reviewed the expenditures. He clarified that the listed costs</p> |

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| | <p>for a travel reimbursement and legal notices from Western Communications were correct.</p> <p>Director Wood moved to approve the expenditures, second by Director Innerarity.</p> <p>Yes: President Wallender, Director Innerarity, Director Kenny, Director Wood.</p> <p>No: N/A.</p> <p>Abstain: N/A.</p> <p>Motion passes.</p> |
| <p>5.b. Legislative Update</p> | <p>Executive Director McHaddad reviewed the information included in the board packet.</p> |
| <p>5.c. Bylaws Amendments & Officer Election</p> | <p>Executive Director McHaddad reviewed the information included in the board packet regarding amendments to Section IV of the BMTD Bylaws. In response to a query from Director Innerarity, Executive Director McHaddad explained that amendments had two readings, one to solicit public comment, and a second to make possible changes based on public comment. Director Innerarity noted that the district had not received any public comment on the proposed amendment.</p> <p>Director Innerarity moved to approve the second reading of the amendment, second by Director Kenny.</p> <p>Yes: President Wallender, Director Innerarity, Director Kenny, Director Wood.</p> <p>No: N/A.</p> <p>Abstain: N/A.</p> <p>Motion passes.</p> <p>Director Innerarity nominated herself for the office of Vice President, second by President Wallender.</p> <p>Yes: President Wallender, Director Innerarity, Director Kenny, Director Wood.</p> |

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| | <p>No: N/A. Abstain: N/A. Motion passes.</p> <p>Executive Director McHaddad reviewed the information included in the board packet regarding amendments to Section II of the BMTD Bylaws. Director classes would be officially labeled "A" and "B" going forward to clarify the eligible seats on the Board of Directors.</p> <p>Vice President Innerarity moved to approve the first reading of the amendment, second by Director Wood. Yes: President Wallender, Vice President Innerarity, Director Kenny, Director Wood. No: N/A. Abstain: N/A. Motion passes.</p> |
| <p>5.d. Budget Overview</p> | <p>Executive Director McHaddad reviewed the information included in the board packet. Vice President Innerarity asked whether BMTD every performed audits. President Wallender confirmed that regular audits are required, and Executive Director McHaddad clarified that financial policies require annual audits.</p> <p>Director Wood moved to perform an audit within 6 months, second by Director Kenny. Discussion: VP Innerarity suggested that audits occur on a biannual basis thereafter. Yes: President Wallender, Vice President Innerarity, Director Kenny, Director Wood. No: N/A. Abstain: N/A. Motion passes.</p> <p>Executive Director McHaddad proposed hiring a temporary office assistant during June and July</p> |

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| | <p>to assist with filing service charge letters. Total wages and taxes, depending on experience, would likely be around \$1,200; the most recent temporary assistant was paid above minimum wage due to the employee's professional experience in a broadcast environment. Offering this position to a college student potentially offers public benefit by giving valuable experience to a new member of the workforce. President Wallender asked if a relative of a board member could fill this position. Executive Director McHaddad clarified that such a board member would be required to recuse themselves from matters related to such an employee.</p> <p>Executive Director McHaddad discussed enrolling the District in a healthcare plan due to ineligibility for his current plan beginning during the next fiscal year. A low-cost plan with a 30% contribution by the District would likely cost around \$1,000 for the fiscal year. This benefit plan is offered by Special Districts Insurance Services. Due to overspending on insurance expenditures and the need to begin making employee health insurance payments during the fiscal year, the Executive Director will prepare a supplemental budget to increase the Insurance Line Item.</p> |
| <p>5.e. USFS Special Use Permit</p> | <p>Executive Director McHaddad reviewed the information included in the board packet.</p> <p>Director Wood moved to adopt Resolution 2019-1, second by Vice President Innerarity.</p> <p>Yes: President Wallender, Vice President Innerarity, Director Kenny, Director Wood.</p> <p>No: N/A.</p> <p>Abstain: N/A.</p> <p>Motion passes.</p> <p>Vice President Innerarity requested an update on</p> |

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| | <p>the Mt. Fanny sublease discussion. Executive Director McHaddad recalled that the legal opinion on BMTD's status as a municipal utility had been sent to OPB and was under review by their legal counsel. The USFS received the opinion and at first claimed that the opinion would be sent to their legal counsel, but the Forest Service contact quickly claimed that the opinion may be sent to their legal counsel. BMTD is awaiting correspondence from both entities.</p> |
| 5.f. Lease Agreement | <p>Executive Director McHaddad reviewed the information included in the board packet. No representative from Grande Ronde Christian Radio/First Baptist Church attended. President Wallender asked for a revision to the contract requiring that GRCA's equipment be labeled.</p> |
| 6. Public Comment | <p>Alex McHaddad delivered remarks as the Executive Director of United Way of Eastern Oregon. UWEO needs to end its current sublease contract for use of the office due to changes in finance. Directors discussed revising the existing arrangement to permit UWEO to pay a fee for use of the office as an official headquarters and additional use fees. A proposal based on these fee schedules will be delivered by UWEO.</p> |
| 7. Scheduling of Next Meeting and Adjournment | <p>Directors discussed establishing a date for the next meeting based on extended availability in order to hold a budget committee hearing. President Wallender adjourned the meeting at 1:15 PM.</p> |

Author: Alex McHaddad, Executive Director

Approval: 10/22/19