

Blue Mountain Translator District
Board of Directors Regular Meeting
July 7, 2020

Regular Meeting: 6:30 PM
Conference Number: 253-215-8782
Meeting ID: 82983285808

Public Participation: BMTD is required by law to permit participation at a public location. In compliance with Executive Order 20-16, members of the public may participate via phone. The meeting will be streamed online at www.bmtd.org/now, and is tentatively scheduled to be broadcast over-the-air on Channel 16-4.

Agenda

1. Call to Order and Roll Call Vote
2. Declaration of Conflict of Interest
3. Reports
 - a. Director Report
 - b. Staff Report
4. Old Business
 - a. Safety
5. New Business
 - a. Expenditures
 - b. Minutes
 - c. 2020-21 Supplemental Budget
 - d. RFP 2020-3
 - e. Employment
 - f. Blue Mountains Now
6. Public Comment
7. Scheduling of Next Meeting and Adjournment

5.a. Expenditures

Payee	Expenditure	Requirement	Amount
Always Connect Solutions	Beaver Mtn. Internet \$25.00 p/month	Engineering - Internet	\$300.00
EONI	Office Internet \$69.99 p/month	Administration - Internet	\$839.88
OTEC	June Power	Power	\$2,149.49
Retailer	Folders, Tissue, PPE	Office Supplies	Up to \$100.00
SDIS	Health Insurance \$258.57 p/month through 5/21	Health Insurance	\$2,844.27
USPS	100 Stamps	Postage	\$55.00

Expenditures at this meeting will include 12-months of payments of recurring expenses for the year. The Board may elect to discontinue payment of an unused service at any time during the year.

5.b. Minutes

Minutes

- 6/16/2020 Regular Meeting Minutes

5.c. 2020-21 Supplemental Budget

Staff Summary

BMTD was reimbursed for local channel expenses by the State of Oregon using CARES Act Funding due to the COVID-19 National Emergency. Deliberations by the Board during this item will direct the Executive Director's drafting process for a Supplemental Budget to be presented to the Board of Directors in August. Funds were awarded in the following amounts:

- Fees: \$5,400.00. Covered TelVue setup services.
- Equipment: \$21,325.93. Covers the purchase of the TelVue HyperCaster, TelVue TeleCast, Trilithic EASyCAP, and BlackMagic Design SDI Distribution 4K device (for playout system feed splitting).
- Wages: \$1,700.00. Covers additional hours for the Executive Director that the District could not afford to compensate in the 2019-20 Budget.
- TOTAL: \$28,425.93

BMTD has some restrictions on the use of funds. The below uses are suggested based on existing Board priorities keeping in mind restrictions. The Board may discuss alternative uses for funds to guide the Executive Director in preparing a Supplemental Budget.

- Fees: \$5,400.00. These Materials & Services Funds can be utilized in the Administration Program. Funds should be added to the Fees requirement for this year, with the ultimate goal of retaining carryover funds for an audit during the 2021-2022 fiscal year.
- Equipment: \$21,325.93. It is recommended that these funds be transferred to the Money Market Reserve Fund during the 2020-21 Fiscal Year, then transferred back into the General Fund during the 2021-22 Fiscal Year to cover construction costs on Mt. Fanny.
- Wages: \$1,700.00. The funding request was made specifically to compensate the Executive Director for additional hours worked on local channel operations between March-May that BMTD could not afford to compensate in the 2019-20 Fiscal Year Budget. The Board should determine whether these funds should be used to compensate the Executive Director for additional hours worked due to the COVID-19 National Emergency, or another purpose. The funds must remain in the Administration Program, and they can be used to accommodate additional hours beyond the Executive Director's standard 30-hour work week when required by extenuating circumstances. It must be noted that if the District does not intend to use the funds to compensate the Executive Director for wages it could not afford to provide, the funds may need to be returned to the State of Oregon.

5.d. RFP 2020-3

Staff Summary

BMTD's RFP 2020-1 was formatted for use with the State's Procurement Policies and did not receive any bids. RFP 2020-3, intended to monetize local channel activities, will conform to BMTD's new procurement policies. Changes in the RFP reflect staff experience in managing a playout system that negate the need for provisions in 2020-1. The RFP will be open until filled. A selection panel consisting of two Directors and the Executive Director will meet with any interested bidders for a pre-conference prior to the submission of a bid. The Selection Panel will meet for a second time with selected bidders to review submissions. The Board of Directors will award a bid based on the recommendation of the Selection Panel. The bid will be open until filled, and BMTD will attempt to attract at least two bids before closing. The Scope of Work necessary for approval is as follows:

SECTION IV BACKGROUND AND SCOPE OF WORK

Background: SB 394 (2019 Oregon Legislative Assembly) authorizes translator districts to operate their own TV stations and distribute signals over the air and via alternative methods. Such a TV station is intended to provide translator districts with an additional source of revenue. A strategic plan approved by BMTD in February 2020 calls for the creation of a viable version of a TV station serving Baker and Union Counties by Q3 2020.

Purpose of Request for Proposals: BMTD does not possess the resources to recruit sponsors for noncommercial TV broadcasts, or advertising clients for an online streaming service. The District seeks a firm with pedigree in advertising sales to recruit broadcast sponsors and sell streaming advertisements with the goal of generating revenue for said firm, BMTD, and the creators of content distributed by BMTD locally and in syndication.

Services to be provided:

- Firm will recruit donors/underwriters for a noncommercial TV station distributed over the air and on Cable TV. Donors and underwriters will receive enhanced recognition in BMTD broadcasts.
- Firm will sell advertisements on a streaming version of a noncommercial TV station. Advertisements will specifically be incorporated in on-demand video streamed over-the-top.
- Firm will solicit the financial support of partners and clients in a variety of locations in descending order of preference for: Baker and Union Counties; northeast Oregon; Treasure Valley, Idaho and southeast Washington; Oregon; Pacific Northwest; and US.
- Firm will assist BMTD in creating and approving a cost schedule for noncommercial station sponsorship and streaming advertising.

- Firm may create sponsor recognition and advertising media in a variety of formats, including videos, graphics, and audio; firm will not owe any revenue from media production to BMTD. Alternative (1): a firm with a pedigree in advertising may offer a joint bid with a firm specializing in media production. Alternative (2): a firm with a pedigree in advertising may offer proof that they can recruit partners to create sponsor recognition and advertising media as needed, without presenting a joint bid.

Suggested Motion: *I move to approve RFP 2020-3.*

5.e. Employment

Staff Summary - Temporary Office Assistant

Mr. Curtis Carson was hired by the Executive Director for a probationary period to fill the temporary Office Assistant position in lieu of a Board vote to prior to hiring. His employment through August 25 is recommended and requires a vote of the Board for approval.

Suggested Motion: *I move to hire Curtis Carson as Temporary Office Assistant through August 25.*

Staff Summary - Employee Handbook Amendment First Reading

BMTD's Employee Handbook was not written with the District's workforce in mind. The Executive Director is part-time and thus not entitled to benefits under the handbook Section II.B.2.

Suggested changes to Section II.B.2.: "Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are not eligible for benefits including paid time off, leaves or medical insurance except those mandated by applicable law **or authorized by the Board of Directors.**"

Suggested motion: *I move to approve the first reading of the amendment to Section II.B.2 of the employee handbook.*

Staff Summary - Sick Pay

In order to improve working conditions, it is requested that the Employee Handbook grants sick pay to part-time employees when authorized by the Board.

III.C.: Employers that employ fewer than 10 employees working anywhere in this state shall implement a sick time policy that allows an employee to earn and use up to 40 hours of unpaid sick time per year. Unpaid sick time shall accrue at the rate of at least one hour of unpaid sick time for every 30 hours the employee works or 1-1/3 hours for every 40 hours the employee works. Sick days may be used after they are earned, following Blue Mountain Translator District's regular call-in policy. Any more than three consecutive days of absence due to illness must be supported by a doctor's statement and a release to allow the employee to return to work.

The Board may implement a sick time policy that allows full and part-time employees to earn and use up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works or 1-1/3 hours for every 40 hours the employee works. Sick days may be used after they are earned, following Blue Mountain Translator District's regular

call-in policy. Any more than three consecutive days of absence due to illness must be supported by a doctor's statement and a release to allow the employee to return to work.

Sick leave is not accumulated while an employee is on a leave of absence without pay.

Employees are not entitled to be paid for earned but unused sick days, either before or when their employment is terminated for any reason.

Employees who abuse sick leave or violate this policy will be subject to discipline, up to and including termination.

Suggested Motion: I move to approve the first reading of the amendment to Section III.C. of the Employee Handbook.