

Blue Mountain Translator District
Board of Directors Regular Meeting & Supplemental Budget Hearing
December 8, 2020

Regular Meeting: 6:00PM
Conference Number: 515-518-6374
Meeting ID: 584 242 486#
Google Meet URL: meet.google.com/mfh-crrj-nha

Agenda

1. Call to Order and Roll Call Vote
2. Declaration of Conflict of Interest
3. Reports
 - a. Director Report
 - b. Staff Report: Employees and Contractors
4. Old Business
 - a. Safety
 - b. Contract Review Board
 - c. HR Complaint
5. New Business
 - a. Expenditures
 - b. Meeting Minutes
 - c. Supplemental Budget
6. Public Comment
7. Scheduling of Next Meeting and Adjournment

4.b. Contract Review Board

Staff Summary - Oregon Wireless Contract

BMTD subleases a broadcast facility on Mt. Harris to Cavin Wireless, Inc. for the purpose of operating wireless Internet delivery equipment owned by Oregon Wireless. The most recent contract expired 8/31/2016, but Cavin Wireless has continued making facility use payments. It is in the best interest of BMTD and Cavin Wireless, Inc. to maintain a contractual relationship that safeguards both entities from the liability of not maintaining a formal relationship. Cavin Wireless, Inc., requests that the current monthly rent of \$400 increase no more than 20% monthly, or \$480.00. The contract needs an effective date and execution period, and both parties may consider whether automatic renewal should be included. This item is for discussion purposes only.

4.c. HR Complaint

Staff Summary

The Board of Directors will consult with counsel regarding HR complaint resolution services provided by HR Answers.

5.a. Expenditures

Staff Summary I. Expenditures

Payee	Expenditure	Requirement	Amount
Baum Smith	Legal Services	Professional Services	\$1,237.50
OTEC	Beaver Mtn. Power	Power	\$198.60
OTEC	Mt. Fanny Power	Power	\$291.64
OTEC	Mt. Haris Power	Power	\$1,561.35
Payroll & Accounting Services, PC	Accounting Services	Professional Services	\$1,393.55
RS Technology	Beaver Mtn. Facility Visit	Technicians	\$958.75
RS Technology	Mt. Fanny Visit	Technicians	\$1,240.00
RS Technology	Mt. Fanny Visit	Parts	\$90.00

Staff Summary II. Refunds

Staff recommends refunds for the owners of the following properties:

- Property 31-011348. The owner paid the service charge but it was not properly recorded in the database during the June 2019-May 2020 billing year.
- Property 31-001675. The owner of this property, located in the City of La Grande, removed the antenna prior to the June 2019-May 2020 billing year. This property has been permanently exempted in the District's property database.

Suggested Motion: *I move to approve the refund requests.*

5.b. Meeting Minutes

Staff Summary

The following meeting minutes are presented for approval:

- 11/10 Regular Meeting

5.c. Supplemental Budget

Staff Summary

Two large expenses have been requested by the Board of Directors that were not incorporated during the budget-writing cycle: conducting an audit of the 2019-2020 fiscal year, and HR complaint resolution services arranged through the Special Districts Association. The District also incurred legal expenses that were not authorized by the Board of Directors. As a result, a supplemental budget must be adopted by the Board of Directors to finance these expenditures.

Recent Expenditure Breakdowns:

- Audit by Connected Professional Accountants, LLC: \$10,150.00
- Unauthorized legal expenses: \$975.50
- Legal expenses related to HR complaint resolution: \$200.00
- Estimated additional legal expenses related to HR complaint resolution: \$5,000.00
- Estimate HR complaint resolution expenses: \$2,500.00

\$20,000.00 will be appropriated from the "Reserved for Future Expenditure" Resource in the General Fund. These funds will be transferred to the Professional Services and Fees Requirement in the General Fund. This item is informational only and is intended to precede the adoption of a supplemental budget in January 2021.