

Blue Mountain Translator District
Board of Directors Regular Meeting
February 9, 2021

Regular Meeting: 6:00PM
Conference Number: 740-337-6762
PIN: 428 924 826#
Google Meet URL: meet.google.com/efb-greq-gcm

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. USFS Special Use Permit
 - c. Contract Review Board
 - d. 2021 Goals
5. New Business
 - a. Expenditures
 - b. Staff Transition
 - c. Break Policy
6. Public Comment
7. Scheduling of Next Meeting and Adjournment

4.b. USFS Special Use Permit

Staff Summary

In April 2019, the Board of Directors by resolution applied for a 20-year renewal of the existing but lapsed Special Use Permit for the telecommunications facility on Mt. Fanny. The renewed Permit was addressed to the Executive Director as the signing authority selected by the US Forest Service, and signed scans were sent to the US Forest Service in February 2020.

On January 28, 2021, the Forest Service informed the District that the original document must be returned with a signature. President Wallender maintains that he is the signing authority for the renewed Special Use Permit, but has written that he will not sign the document at this time. It is thus recommended that the Board of Directors authorize the Executive Director to sign the renewed Special Use Permit to avoid eviction from the facility.

Suggested Motion: *I move to authorize the Executive Director to sign the Special Use Permit for Mt. Fanny.*

4.c. Contract Review Board

Staff Summary - Oregon Wireless Contract

The Board has received a copy of additional revisions to the Oregon Wireless contract suggested by legal counsel. The Board may choose to adopt the contract as amended unless Oregon Wireless has additional comments. Changes suggested by counsel are in bold and italics.

4.d. 2021 Goal Session

Staff Summary

The following goals have been requested by Directors and staff and will be reviewed and assigned for implementation with the consent of the Board of Directors.

- Purchase new transmitter for use on Mt. Fanny and repair the old transmitter for use as a spare. (April 2018, ongoing annually)
- Achieve fee parity for tenants, specifically EONI; contract ends 9/30. (Various times beginning Fall 2018)
- Write a handbook for new Directors. (2018)
- Complete emergency alert installation project on Mt. Fanny. (August 2019)
- Write debit card policies. (Fall 2019)
- Get First Baptist Church to pay a site use fee. (2019)
- Ensure tree trimming around old Mt. Fanny helicopter area. (December 2019)
- Build a perimeter fence on Mt. Fanny. (January 2020)
- Fill RFP 2020-3 by March. If unfilled, create a new position responsible for performing the work of the RFP to begin in July 2021. (February 2020)
- Obtain and distribute printed tri-fold promotional materials. (February 2020)
- Modify Board seats from at-large to numbered positions. This makes conducting elections easier for the Baker County Clerk. (March 2020)
- Transition K31GN-D or K23DB-D to a low power TV station. (June 2020)
- Repurpose K31NG-D and K23DB-D as transmitters of other stations. (June 2020)
- Complete Standard Operating Procedures book. (April 2020)
- Begin contractual direct deposit of employee wages violated by the District since August 2017. (July 2020)
- Revise the Employee Handbook. (November 2020)
- Repair exposed portions of the Mt. Fanny powerline. (January 2021)
- Conduct an audit of the 2020-2021 fiscal year. (January 2021)
- Clarify the role/purpose of this Board of Directors. Suggested - 1) provide high level vision and accountability, 2) empower and equip the ED (and subsequent employees) to carry out the District's mission and vision. (January 2021)
- Implement internal controls suggestions by 2019-2020 audit. (January 2021)
- So that it's not missed - increase ED to full time, increase compensation to appropriate level, address benefits, layout proposed future increases. (January 2021)

- Revisit the increasing need for a second employee, set timeline for hiring and basic skill set needed. (January 2021)
- Develop non-arbitrary and self-correcting SOP for calculating leases with sub-tenants. (January 2021)
- Develop streamlined HR complaint reporting process. (January 2021)
- Begin distributing holiday greetings to paying viewers. (January 2021)
- Increase executive director hours to full time and increase compensation. (January 2021)
- Begin paying for a district video conference service. (January 2021)
- Review recommendations in the 2019-2020 fiscal year audit and correct all errors prior to the end of the 2020-2021 fiscal year. Some errors in the 2019-2020 audit document cannot be repaired by the end of the 2020-2021 fiscal year as they were repeated prior to the document, so they will be targeted for correction for the 2021-2022 fiscal year. (January 2021)
- Build a helicopter pad on Mt. Fanny since OPB demolished the broken pad, and apply for grants to pay for it. (January 2021)
- Eliminate the debit card. (January 2021)
- Revisit local channel strategic planning. (January 2021)
- Enact term limits for Board officers. (January 2021)

5.a. Expenditures

Payee	Expenditure	Requirement	Amount
Alex McHaddad	Antenna census mileage	Travel & Education	\$361.69
Alex McHaddad	Powerline survey mileage	Travel & Education	\$20.70
Alex McHaddad	Tech Support Mileage - Union 1/21 & Elgin 1/22	Travel & Education	\$42.55
Town Square Publications	Annual UC Chamber of Commerce map ad	Advertising	\$395.00
RS Technology	Transmitter Reset	Technicians	\$95.00

Advertising Authorization

Community Connections of Northeast Oregon, Inc. is raising funds to build a new food bank building. Contributions greater than \$500 will entitle donors to a plack in the building thanking the donor by name. A donation of \$501 is suggested if the Board is interested in funding this endeavor.

Suggested Motion: *I move to sponsor the Community Connections Food Bank Building with a \$501 donation.*

5.b. Staff Transition

Staff Summary - Executive Director Resignation

Executive Director Alex McHaddad submitted a two-week's notice of resignation on February 2. The Board of Directors will deliberate over whether to accept his resignation.

Staff Summary - Job Description

A revised job description for the position of Executive Director providing a more technical overview of the work performed by this position is proposed for approval in order to submit information to employment agencies.