

**PRIEST LAKE TRANSLATOR DISTRICT**  
**Minutes of Quarterly Board Meeting**  
**August 8, 2016**  
**Pending Board Approval**

**CALL TO ORDER:** The meeting at Outlet Bay Sewer District Building was called to order at 4:00 PM by Galen Miller.

**DISTRICT TRUSTEES ATTENDING:** Chairman Galen Miller, Larry Ayer, Karl Duncan, Bruce Yocum, and Rob Ward. **Absent:** Don Pratt and Doug Baker. Also attending was Rosemary Yocum as recording secretary.

**AGENDA REVIEW:** The agenda was reviewed. Larry moved and Bruce seconded to approve it with the addition of "MooseBytes work on LVM" under New Business. Motion passed.

**APPROVAL OF MINUTES**

Larry moved and Rob seconded to approve minutes of the May 9, 2016 quarterly meeting, Motion passed.

**FINANCIAL REPORTS:**

Checking Account Balance: \$4,023 as of 8/1/16

Savings Account Balance: \$97,468 as of 8/1/16

Rosemary presented the Budget vs. Actual report for quarter ended 6/30/16. *See attached.*

Rob reviewed the checking, savings, and visa statements for the same quarter.

**Bill Payments approval:**

Rosemary presented the "Checks/Deposits/Visa charges last quarter" report for period ending 6/30/16. Rob moved and Bruce seconded to approve the items listed. Motion passed. *See attached.*

**Check signers:** Rosemary requested that another signer be added to the checking account in order to facilitate bill payments. Doug Baker was volunteered. Rosemary will ask him if he is willing, and if so, Galen will take care of the required paperwork.

**OLD BUSINESS**

**Eltopia Communications/Intermax Network update:** Larry reported that we have not heard from either on the possibility of co-location at KP or LVM. Subject closed for now.

**Polaris snow machine update:**

**a. New rearview mirror purchased (approved in May)** – Karl showed the new mirror which will be mounted inside the Polaris cab.

**b. Request for trailer tongue jack with wheel** – this was requested in order to make it easier to move the trailer while in storage.

**c. Request for rack assembly to protect rear bed from weather** – Karl showed a picture of this, which is available at Sandpoint Marine. The board agreed it is needed. Rob moved and Larry seconded to approve spending up to \$1,000 for the jack and rack. Motion passed.

**Generator (LVM) servicing:** Steve Stoyanac of NW Power Systems, LLC had recommended regular annual servicing (oil & filter changes, battery check, etc.) Due to a scheduling conflict, this has not yet happened. It will be scheduled soon.

**Conduit removal at LVM site:** The board had a work party in early June and removed 550' of PVC conduit lying on top of the ground at LVM. One piece was inadvertently left. During the work party, Bruce inspected the floor joists in the equipment shed and reported that it needs to be shored up in one spot. There is also an old, unused satellite dish on the ground which needs to be removed. The board will have another work party to address these tasks. Larry will ask KSPS if they are interested in the satellite dish.

## **NEW BUSINESS**

**Forest Service site lease to PLTD for 2017-2046:** The board discussed the new lease. Larry moved and Rob seconded to approve and sign it. Motion passed.

### **Approve purchases:**

- a. Surge protector at KP (already purchased)** – this item was needed in a timely manner and pre-approved by Galen.
  - b. Meter socket surge arrester** – Larry recommends one for each site. Karl will talk to Dan Davis of Northern Lights about installing them.
  - c. New sign for door at LVM** – an identification sign is needed at LVM.
- Galen moved and Bruce seconded to approve the above purchases. Motion passed.

### **2017 lease rates for tenants**

- a. Set rates** – We base our rate increases on the previous year's Consumer Price Index increase. This was 0.1% in 2015, which the board deemed too small to bother with. Larry moved and Rob seconded to set the 2017 rates at the same as 2016. Motion passed.
- b. Discount on 2017 lease for MooseBytes & Your T1 if paid in full by 1/1/17** – Rob moved and Larry seconded to offer the 10% discount again this year. Motion passed.
- c. Authorize trade with MooseBytes for Larry's Internet Service** – Karl moved and Rob seconded to approve the trade for the full amount again this year. Motion passed.

**T1Wifi 2017 leases for LVM and KP** - Larry and Galen prepared 2017 lease drafts which were reviewed by an attorney. The board reviewed them and some changes were discussed. Larry moved and Rob seconded to approve them with the changes. Motion passed.

**NTA National Convention May 2016:** Larry attended the convention in Spokane and reported that most attendees were small for-profit TV stations, and much did not apply to Translators.

The biggest item discussed was the FCC will be auctioning off channels above 29 eventually. This could potentially put Translators out of business and we could lose our licenses for Channels 31, 44 and 50 at Kinner Point. In this case, we would have to find replacement channels below 28, which would incur a large expense with new antennas, recoding equipment, etc. Larry recommends we spend no more funds on Kinner Point equipment until we know if we'll lose those channels. Then again, our channels may not even be part of the auction.

**Attorney for district:** The board discussed choosing a permanent one. Josh Hickey from Berg & McLaughlin in Sandpoint was suggested, as was William Herrington of Herrington & Associates with offices in Moscow and Sandpoint. Mr. Herrington is the attorney who reviewed the 2017 Your T1 lease, and was recommended by Mike Mahoney, our insurance agent. Bruce moved and Rob seconded to retain Mr. Herrington for future legal needs. Motion passed.

**Prepare budget for 2016-17 fiscal year:** Rosemary distributed work sheets and the board went through the budget line by line to determine income and expenditures for next year. Rosemary will finalize the numbers and send a copy to the Bonner County Commissioners before September 1, as per Idaho law.

**Customer tax exempt affidavits:** Make determination on the following:

1. John and Lydia Hungate (Sourdough Chateau LLC) – Sandpiper Shores  
This affidavit was discussed at the May meeting, but tabled until it could be determined if they are located in a signal area. Bruce reported that he surveyed the area from his boat and saw no TV antennas, but did see satellite dishes. Larry thinks this property is most likely on the very edge of our transmission area, so the board approved the exemption.

**Board Contact List:** Rosemary distributed updated copies with Galen's landline number included.

**MooseBytes work on LVM:** Larry reported that MooseBytes recently did some cleanup work at the site.

**NEXT MEETING:** Next regular meeting is set for Monday, November 7, 2016 at 4:00 PM at the Outlet Bay Sewer District building.

**ADJOURNMENT:** Rob moved and Galen seconded to adjourn the meeting at 6:25 PM. Motion passed and meeting was adjourned.

Respectfully submitted,

*Rosemary Yocum*

Rosemary Yocum, Recording Secretary