



## **NOTICE OF CONDUCTING MEETING BY TELEPHONE**

FOLLOWING A DETERMINATION BY THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) COMMISSION CHAIR, DAVE THIEDE, AND EMERGENCIES DECLARED BY THE UNITED STATES, THE STATE OF MINNESOTA, THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) MEETING SCHEDULED FOR THURSDAY, SEPTEMBER 24, 2020 AT 6:30 P.M., WILL, PURSUANT TO MINN. STAT. § 13D.021, OCCUR BY TELEPHONIC MEANS. MEMBERS OF THE PUBLIC WHO WISH TO ATTEND THE MEETING MAY ATTEND BY TELEPHONE.

IF YOU WISH TO ATTEND BY TELEPHONE, PLEASE CALL **651-300-1528** AT THE SCHEDULED MEETING TIME, WHICH IS **THURSDAY, SEPTEMBER 24, 2020 AT 6:30 P.M.**

IF THERE ARE ANY QUESTIONS ABOUT THIS NOTICE OR PARTICIPATING IN THE MEETING, PLEASE CONTACT THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) OFFICE AT 651-458-9241 EXT.1 OR BY EMAIL AT [MARK@SWCTC.ORG](mailto:MARK@SWCTC.ORG)

**MEETING TIME, THURSDAY, SEPTEMBER 24, 2020 AT 6:30 P.M**

Join the call: <https://www.uberconference.com/swctc>

**Optional dial-in number: 651-300-1528**

**No PIN Necessary**



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**  
**Commission Executive Committee Meeting**  
**SEPTEMBER 24, 2020 06:30 PM Central Time (US and Canada)**

Join the call: <https://www.uberconference.com/room/swctc>

**Optional dial-in number: 651-300-1528**

**No PIN Necessary**

**A G E N D A**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
  - a. July 23 Executive Committee Meeting Minutes
  - a. August 27 Commission Meeting Minutes
6. Reports
  - a. Executive Director
  - b. Legal
7. Unfinished Business
  - a. 2021 draft budget
8. New Business
9. Commission Comments and Requests
10. Adjournment

***Please notify the SWCTC office if you are unable to attend the meeting***



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**

JULY 23, 2020

**EXECUTIVE COMMITTEE MEETING MINUTES**

**A G E N D A**

1. Call to Order

Chair, Dave Thiede, called the meeting to order at 6:30 p.m. via telephonic means pursuant to Minnesota Statutes Section 13.D.021. Members are meeting via telephonic means due to the COVID-19 pandemic.

2. Roll Call

Present: Dave Thiede  
Rob James  
Brian Bluhm  
Tracy Rahm

Also, Present: Mark Martinez, SWCTC Executive Director  
Mike Bradley, Bradley Law  
Andrea Date  
Tom Ingemann  
Randy Olson  
Pat Downs  
Ann Schweisguth

3. Approval of Agenda

*MOTION 07.23.20.1 to approve the agenda James/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.*

4. Public Comment

None

5. Consent Agenda

- a. May 28 Executive Committee Minutes
- b. June 25 Commission Meeting Minutes

*MOTION 07.23.20.2. to approve the Consent Agenda consisting of the May 28, 2020 Executive Committee Meeting Minutes and June 25 Commission Meeting Minutes. Bluhm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.*



## 6. Reports

### a. Executive Director

Draft report of the 2019 audit from Harrington, Langer & Associates was received late Wednesday, July 22. The auditors had questions about insurance coverage for the checking account as the balance was greater than \$250,000 at the end of the year. (FDIC insurance only covers up to \$250,000.) Executive Director Martinez is following up with Bank of America on insurance coverage and will report his findings to the auditors for the final report.

Chair Thiede requested “administrator” be changed to “executive director” in the final report.

Chair Thiede also requested language acknowledging progress made by the Commission on correcting repeat findings by the auditors.

Martinez will take these comments back to the auditors to include when writing the final report.

The Water documentary is nearing completion. Release date goal is early September.

Martinez is working with NATOA president Brian Roberts on adding a session on racial equity at the national virtual conference. Martinez stated if it will not fit into the national conference schedule, it will definitely be included in MACTA’s conference scheduled for October.

MACTA legislative wrap will be included in the next ebrief.

The Comcast fee audit is in negotiation.

Comcast wrote up a franchise renewal draft. Attorney Bradley and Martinez read over the draft and are adding recommendations.

Q3 capital projects are underway in Woodbury and Cottage Grove.

Martinez is still waiting on the Q2 revenue distributions. Martinez and Treasurer Bluhm will meet to create budget actual reports to report back to member cities. Martinez remarked that he is interested to see if there will be any in-kind deductions in Q2.

Martinez reported resolutions for the Protecting Community Television Act have been drafted for all of the member cities. Newport has received the resolution. Martinez will email the remaining member cities.

Martinez has sent out Google polls to determine meeting dates for the HR Committee and Strategic Planning Committee. Meetings will commence within the next two weeks.



The HR Committee will include benefits broker Michael Coleman to start conversations about benefit plans in 2021.

Martinez reported that the state broadband application process is open and will be accepting applications now through September 30. An application will be submitted for unserved areas, in particular Grey Cloud Island Township. Martinez has reached out to CenturyLink regarding this project and will reach out to other providers as well. Also looking to include a provision for unserved areas in the Comcast agreement.

COVID-19 Update: Office continues to be open by appointment only through August 31. Martinez is looking at the state mask mandate to determine how it may impact day to day operations.

b. Legal

Attorney Bradley had three items to report.

The cable franchising appeal of the FCC franchising order is currently on hold. The FCC and interveners are compiling briefs to be submitted in August. Bradley expects to write replies to the briefs in August and September.

The Comcast franchise fee review continues to progress. Comcast submitted a written proposal. Bradley reviewed the proposal with the five participating jurisdictions executive directors and they came up with a counter proposal. Bradley had a phone conference with Steve Holmes, Vice President of Western Division of Government Affairs, local General Manager Ron Orlando, and Comcast corporate attorney Jeff Jacobs to review the counter proposal. Bradley will write up the counter proposal for Comcast's consideration. Bradley expects a response from Comcast by the end of July. The goal is to resolve the matter within 30 days from the phone conference call.

Comcast submitted a proposal for the franchise renewal. Bradley and Martinez met to review the proposal. They are now putting together a red line document of the Comcast proposal. Bradley and Martinez will review the document with executive leadership before presenting the proposal with changes to Comcast.

7. Unfinished Business

None

8. New Business

a. 2021 Budget Schedule

Martinez created a 2021 budget schedule to provide clarity and ensure the process stays on track. A draft budget for review and recommendations will be presented at the August Commission meeting. The September Executive Committee meeting will review recommendations and finalize the budget. The budget will be presented for approval at



the October Commission meeting. If a final approval cannot be reached, a meeting will be held in November or December.

9. Commission Comments and Requests

Commissioner James mentioned his city, Woodbury, enjoyed the video created with the police chief on social distancing. Several council members are interested in producing and participating in a similar type of video on wearing masks.

Commissioner Date mentioned Woodbury's council is also interested in producing and participating in a video on wearing masks.

Attorney Bradley mentioned he found the piece on the bike park in Woodbury interesting. Bradley was unaware Woodbury's Carver Park had such a space.

Martinez noted that staff and communications teams from the cities have been working more collaboratively now that SWCTC was integrated into the workflow and ideation, leading to videos such as the Carver Park bike park piece.

10. Adjournment

*MOTION 07.23.20.3. to adjourn at 7:08 pm. James/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.*



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION  
THURSDAY, AUGUST 27, 2020  
COMMISSION MEETING MINUTES

1. Call to Order

Chair, Dave Thiede, called the meeting to order at 7:00 p.m. via telephonic means pursuant to Minnesota Statutes Section 13.D.021. Members are meeting via telephonic means due to the COVID-19 pandemic.

2. Roll Call

Present: Dave Theide

Rob James

Brian Bluhm

Tracy Rahm

Andrea Date

Paul Dieffenbach

Tom Ingemann

Also, Present: Mark Martinez, SWCTC Administrator

Mike Bradley, Bradley Law, LLC

Ann Schweisguth, Operations Manager

Lonnie Garland, Master Control Specialist

Anna Anderson, Harrington, Langer, & Associates

3. Approval of Agenda

MOTION 08.27.20.1 Motion to approve the agenda. Bluhm/MOVED, Rahm/SECONDED.  
MOTION CARRIED UNANIMOUSLY.

4. Public Comment

None

5. Consent Agenda

- a. June 25 Commission minutes
- b. July 23 Executive Committee minutes
- c. June/July Checks Written report (Non-Payroll)

MOTION 08.27.20.2 Motion to approve the consent agenda. James/MOVED,  
Date/SECONDED. MOTION CARRIED UNANIMOUSLY.

6. Reports



- a. Executive Director
  - i. Activity and Committees

The newly formed HR and Strategic Planning committees met in the past month. The HR committee spoke with the benefits broker. They looked at the current plan and expected premiums for 2021. Premiums will increase slightly ( approx. \$20/month). The draft budget is \$500/month total. The committee recommended looking at and comparing plans from other providers to ensure subscribed to the most competitive plan available. The Strategic Planning Committee reviewed the GAPS chart. There are several projects still to be completed. Projects will be consolidated and next steps discussed at the next meeting. The committee discussed community engagement activities implemented this year. The committee is also weighing future steps towards diversified funding and work for hire options. Finally, the committee is considering ways SWCTC can fill the void left by the closure of the local newspaper. There are definite opportunities to provide much needed information to local communities.

Informational water documentary wrapping up. The initial feedback has been positive. It is moving into the final phase of production.

NATOA virtual conference is August 31-September 3. MACTA virtual conference is October 20-21.

MACTA is working on a pricing structure to keep registration fees low to ensure local PEG stations around Minnesota can attend. Since the conference is virtual, there is also a focus on marketing to out of state attendees. Also looking at pricing that would cover the cost of entire commissions attending. The two day conference will have a production track for producers and a legislative policy track.

Comcast fee audit and renewal discussions are moving forward and going well.

Lonnie Garland, the cities, and external vendors have completed all of the major projects for 2020.

Executive Director Martinez reached out to CenturyLink and Comcast to assess interest in partnering on a Minnesota state broadband grant application. The application would address an area in Grey Cloud island that is unserved. CenturyLink declined, but Comcast agreed. Martinez forwarded the affected address to Comcast. The Comcast engineer team is looking at the affected area to see if it will meet applications requirements.

- ii. Production

SWCTC is up for six national awards through NATOA. The award ceremony is Thursday, September 3 at 6:00 pm and is open to the public.





SWCTC is looking at providing election coverage, especially local elections as there is no local newspaper. They are focused on introducing communities to candidates for city council, county board, and state senate and house seats. SWCTC is teaming up with the League of Women Voters and Woodbury Chamber of Commerce to hold several candidate forums. The forums will be live on channel 18 and the website (swctc.org). Also working on promos on absentee voting and mail in voting, and a piece on women and voting (2020 is the 100 year anniversary of passage of the 19th amendment granting women the right to vote). Finally, SWCTC will be producing 2 ½ minute candidate profile videos in the studio. Staff and candidates will be taking COVID precautions (only the candidate is allowed in the building, wearing masks, sanitizing between candidate visits.)

The water documentary is the first time SWCTC has done a large, collaborative video project and it has been a learning experience. Production will be completed in September. Distribution date is yet to be set.

Productions of note:

“Stay a Lee Vague Away” -- Lee Vague is the public safety director of Woodbury and is a little over six feet tall. If you stay a “Lee Vague away” you are practicing safe social distancing. The production is a fun way to encourage people to employ safe practices during the COVID pandemic.

Production covering the new Carver Lake bike playground

Piece on Settler’s Island in Cottage Grove, featuring a Tom Hank’s film “Castaway”

Heartwarming story of a Newport woman’s Little Free Library

iii. Technical

SWCTC has a good technical crew that backs each other up and fills in when needed. This has allowed for the completion of the following projects:

Public safety room upgrades in Woodbury

Public works upgrades in Cottage Grove

Newport now works with Zoom

St. Paul Park public works added a monitor and chair -- increased employee trainings required better equipment

Ice arena in Cottage Grove is finally complete

Woodbury Chamber added a web camera and sound bar allowing for workshops in the back of the chambers

Discussions have begun of possible purchase of a production van. A production van would fit all the necessary gear needed for an assignment, allow for easy mobility for on-site assignments, and could be a potential source of advertising.

b. Treasurer

i. Q2 Half YTD P&L



This time last year the Commission decided to decrease revenue outlook by 10% due to FCC ruling on franchise fees. As the report shows, there has not been an in kind revenue reduction, nor has SWCTC been notified there will be any such reduction. There has still been a slow loss of revenue due to consumer choices, including cord cutting/streaming. That being said, revenue is approx. \$70,000 higher than listed in expected budget revenues.

Some of the bigger projects were not yet complete at the end of Q2 and are not included in this report. Those expenses will be reflected in the Q3 report.

c. Legal

Attorney Mike Bradley is presenting at the NATOA conference on Wednesday, September 2 at 12:15 pm.

The 621 appeal of cable franchising order continues to move forward. Bradley has received FCC appellate brief and NCTA's intervenor's brief. Bradley is reviewing the briefs and preparing a reply brief. Bradley expects to submit the reply brief around September 24.

Franchise fee review settlement is progressing. Comcast submitted a new proposal. Bradley is working with executive directors on a response. Bradley expects to have more to report at the September executive committee meeting.

The franchise renewal is also progressing. Comcast has submitted a new proposed franchise agreement. Bradley has put together a new document to share with Comcast. Once Executive Director Martinez and Chair Thiede review, Bradley will submit to Comcast.

Finally, Bradley noted that Executive Director Martinez might want to contact Ramsey-Washington as they are looking at purchasing a new production van. Depending on condition, SWCTC might want to consider buying the old van.

7. Unfinished Business

a. 2019 Audit

i. Harrington Langer & Associates

Anna Anderson of Harrington, Langer & Associates reviewed the 2019 audit.

The audit found SWCTC has a strong net position with approximately 10 months in reserves.

There were two findings:

1. Lack of segregation of duties

Due to the size of the organization, there is no separate department dedicated to financial oversight. This is not uncommon for organizations of this size. The auditors recommend management and board of commissioners continue to provide oversight over the financial reporting process as well as review accounting policies and procedures as well as financial statement information.

2. Financial reporting process

Due to the size of the organization, the Commission has requested assistance from the auditors in drafting financial statements and notes. Again, this is not uncommon for organizations of this size. The auditors recommend management and board of



commissioners continue to monitor financial activities and provide oversight to financial reporting process.

MOTION 08.27.20.3 Motion to approve Harrington, Langer & Associates 2019 audit. Bluhm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.

8. New Business

a. 2021 Budget Draft

The 2021 budget will be approved at the October Commission meeting.

The 2021 budget does not reflect another 10% cut in revenue due to decreased franchise fees.

Instead, revenue is based on franchise fees received in Q4 of 2019 and Q1 and Q2 of 2020.

2021 expenses show a 5% increase, including a 3.5% increase in wages. Executive Director Martinez recognizes this number may change due to financial effects from the COVID pandemic.

Capital projects expenditures are based on historical budget data and are budgeted for \$500,000 for 2021. That number will likely change once all project requests from the cities are received. The largest expected project for 2021 is the City of Newport's new city hall, which includes council chamber upgrades.

This is the first draft of the 2021 budget. The HR and Strategic Planning Committees will provide input as well as city administrators. A final draft will be completed at the September executive committee meeting.

9. Commission Comments and Requests

Would the Commission and Executive Committee like to continue meeting virtually for the remainder of 2020?

On the whole, yes. When the Commission does start in person meetings again, the recommended first step would be a hybrid model of some members in person in the chambers with other members joining virtually.

The next Executive Committee meeting is September 24 at 6:30 pm. Members will meet virtually.

The next Commission meeting is October 22 at 7:00 pm. Members will meet virtually or use a hybrid model.

10. Adjournment

MOTION 08.27.20.4 Motion to adjourn at 8:01 pm. Date/MOVED, Rahm/SECONDED. MOTION CARRIED UNANIMOUSLY.

Next Regular Meeting  
THURSDAY, OCTOBER 22, 2020



EXECUTIVE DIRECTOR REPORT  
SEPTEMBER

GREY CLOUD ISLAND TOWNSHIP BROADBAND GRANT FEASIBILITY UPDATE

Application deadline: September 30

The Township and I determined that there are four addresses in the area that could potentially qualify as “underserved.” Comcast expressed interest in partnering to build out to those four residences but not in full. They estimated that the total cost would be over \$110,000. They also said that, based on their business practices, the customer and grant would need to fund approximately \$92,450 of the \$110,000. I confirmed that this is for all addresses in total.

Looking through the grant application, an application has more success at qualifying if the applicant can match funds at 55% or more. If we received 45% of the \$92,450 in grant funds, or \$41,603, Grey Cloud would have to match at 55% or \$50,847.

Recommendations for application window next year:

- Consider matching with general funds or reserves
- Ask residents, at the proposed addresses, to contribute
- Work with a corporate or private partner to match at a significant level
- Work with a community partner, such as SWCTC, to fund partially

The grant is expected to remain funded by the state for another two years.

COMMITTEE WORK

Next committee topics:

HR Committee:

- Medical benefits cost comparisons
- Beginning compensation and org development

Strategic Planning Committee:

- GAPS consolidation
- Work for hire feasibility

INFORMATIONAL WATER DOCUMENTARY UPDATE

The Water Doc is nearing completion. Work has begun on our marketing, press release, and distribution plan. Initial feedback has been positive.

MACTA UPDATE

Currently planning for MACTA virtual conference October 20-21.



## COMCAST FEE AUDIT AND FRANCHISE RENEWAL

Work in progress with Comcast.

### 2020 COMMISSION GOALS

#### CAPITAL PROJECTS

- Q1
  - Woodbury - Valley Creek Room at Central Park (COMPLETED)
- Q2
  - Cottage Grove Public Works (COMPLETED)
  - Cottage Grove Minnesota and Roll Call at Public Safety (COMPLETED)
  - Virtual Meeting Upgrades (COMPLETED)
  - PZ Camera Upgrade to Training Room (NO GO)
- Q3
  - Woodbury Chambers- Installing web camera and sound bar at the back of the chambers to be utilized for workshop and team meetings (COMPLETED)
  - Woodbury Public Safety Training room A/V upgrade. After seven years, we are updating the entire system. This room will also have the ability to do Teams Meetings and other remote training (COMPLETED)
  - St. Paul Park has asked for a New Monitor and Barco ClickShare for their Public Works Building. Getting quotes from AVI and Z systems (COMPLETED)
- Q4
  - Newport Council Chambers Project Design
  - Commission office remodel (Pushed to early 2021)
    - Additional storage server and automated delivery systems
    - Audio, Video, and Lighting tools (as needed)

#### ONGOING 2018-2021

- Comcast Franchise Renewal and Fee Audit (ONGOING)
  - Received renewal letter from Comcast (4/13/18)
  - Resolution 20180413 beginning formal renewal proceedings adopted (5/24/18)
  - Comcast fee audit with Ashpaugh & Sculco (6/6/18)
    - Initial findings (9/30/19)
  - CenturyLink - A franchise exit plan is being considered
    - CL fee audit completed (9/30/19)
  - Mark to set up meetings with each city
    - Initial member city franchise meetings completed (9/16/19)
  - Draft franchise completed in October 2019
  - Executive Committee continues plan (10/24/19)
  - Ok'd to proceed amid Fee audit and 621 Order (2/17/20)
  - Met with Bradley Law to determine next steps (5/21/20)
  - Met with Comcast. Comcast will review and provide franchise doc by (6/19/20)



- Received Comcast draft franchise (7/7/20)
- Initial review with Bradley Law (7/14/20)
- **Reviewed revisions with Woodbury and CG (9/14/20)**
- **Meeting with Comcast (9/28/20)**
- ROV formula implementation
  - First template created for review (8/23/18)
  - Individual city P&L concept presented (10/25/18)
  - Q1 anticipated implementation
  - Formula partially completed in October/November 2019
  - Presented some Production pieces of ROV to Cottage Grove (5/27/20)
  - New analysis after Q2 revenue is received (8/27/20)
- Policy, Procedures, and Resolutions
  - Budget and reserve funding level policy proposed for 2020 (Q3-Q4)
  - Schweisguth drone license renewal (5/18/20)
  - Supporting the Protecting Community Television Act (5/28/20)
- Organizational Structure and Compensation (Ongoing)
  - Q2 - Revision of staff job descriptions
  - Q2 - Compensation analysis
  - Human Resource Committee (4/23/20 OK'd)
  - HR Committee meeting schedule set (5/28/20)
  - HR Committee met (8/6/20)
- Strategic Planning/Rebranding/Diversified Revenue (ONGOING)
  - Q1 prototype logo design development
  - Q2 website update
  - Q2 Production Services official launch
  - New SWCTC logo designed (4/25/19)
  - Facilitated discussion re: branding (6/27/19)
  - Executive Committee asks for strategic planning consultant estimate (6/27/19)
  - Met with Aurora Consulting (9/20/19)
  - Commission meeting with Aurora (12/5/19)
  - Commission SWOT/GAPS meeting (1/16/20)
  - GAPS Consolidation (2/27/20)
  - COVID-19 Stay Home Order (3/18/20)
  - Strategic Planning Committee (4/23/20 OK'd)
  - SP meeting schedule set (5/28/20)
  - SP Committee met (7/29/20)
- 2020 LEASE PLAN (COMPLETED TO 8/31/21)
- Broadband Grant feasibility for Grey Cloud Island Township
  - Q2-Q3
  - Broadband grant application pushed back to 2020 (8/22/19)
  - [Application window for 2020 has not been set](#) (5/28/2020)
  - Emailed Diane Wells of Office of Broadband Development (7/22/20)
  - 2020 application window set to be open July 23 through September 30, 2020 (7/22/20)
  - Comcast has agreed to partner with SWCTC to pursue the GCIT broadband grant along Geneva and a part of Grey Cloud Trail. They've begun the process of grant qualification with their engineering team. (8/25/20)
  - **Matching grant partnership needed to continue (9/10/20)**

to: Executive Committee

from: Mark Martinez, Executive Director

subject: 2021 Proposed Budget rev.3 memo

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### 2021 BUDGETED INCOME

Budgeting a 5% reduction in total income for 2021

2018 = \$1,812,644 actual  
2019 = \$1,724,617 budget    \$1,705,347.68 projected actual    -1% approximately    -6% from PYA  
2019 = \$1,776,901 actual  
2020 = \$1,552,155 budget    -10% reduction from 2019 budget  
2020 = \$842,792 at end of Q2  
2021 = \$1,584,546 budget (rev3)    -5% reduction from original

### 2020 BUDGETED EXPENSES (REVISED)

	2020	2021	%	NOTES
ADMINISTRATIVE:	\$179,081	\$182,350	+1.83%	Auto
BUILDING:	\$132,450	\$137,685	+3.5%	Rent
FURNITURE/EQUIPMENT:	\$450,000	\$780,000*	+73%	Capital
MASTER CONTROL & PRODUCTION:	\$86,500	\$82,500	-4.62%	Maint.
PAYROLL:	\$682,967	\$702,727	+2.9%	Comp
RETURN:	\$0	\$0	0%	Return
TOTAL:	\$1,530,998	\$1,885,262*	+23 %	Capital

### 2020 CAPITAL ESTIMATES

COMMISSION OFFICE \$160,000  
WOODBURY \$365,000  
COTTAGE GROVE \$65,000  
St. PAUL PARK: \$0  
NEWPORT: \$190,000  
GREY CLOUD ISLAND TOWNSHIP: \$0  
TOTAL: \$780,000

**ACTION REQUESTED:** Recommend approval to the full Commission at the October meeting.

# 2021 REVENUE

2020 Budget = \$1,549,143 (\$842,793 actual through Q2 or 54%)

2021 Draft Budget = \$1,667,943

**2021 Revised Draft Budget = \$1,584,546 (Reduced by 5%)**

Difference = \$83,097



# 2021 EXPENSES

Most expenses status quo except noticeable increases for the following:

- Production Vehicle (Maintenance, Repair, Insurance, Gas) = \$20,000
- Insurance (Liability, Property, Workers Comp) = Up about 30%
- Wages - Up 3.62%

**2021 Draft Budget Expenses = \$1,885,262 (Up 23% on High End)**

**2021 Draft Budget Expenses = \$1,685,262 (Up 10% on Low End)**

2020 Budget Expenses = \$1,530,998

# 2021 REVENUE - EXPENSES

2021 Revised Draft Budget Revenue = \$1,584,546

## **Scenario I**

2021 Draft Budget Expenses = \$1,885,262 (with \$780,000 in capital expenses)

2021 Draft Budget Net = (\$300,716)

## **Scenario II**

2021 Draft Budget Expenses = \$1,685,262 (with \$580,000 in capital expenses)

2021 Draft Budget Net = (\$100,716)

# 2021 CAPITAL PROJECTS

## Commission Office

Channel Servers = \$80,000

- Cable television channels and scheduling automation

Archiving and Cloud based shared editing system = \$80,000

- Remote workflow and lease considerations

Closed Captioning = \$50,000 (TBD - rapidly changing technology)

**Total = \$160,000**

*2020 budget availability = \$200,000*

# 2021 CAPITAL PROJECTS

## Woodbury

Eagle Valley = \$150,000

Public Safety = \$150,000

Conference Room = \$50,000

Maintenance = \$15,000

**Total = \$365,000**

# 2021 CAPITAL PROJECTS

## Cottage Grove

River Oaks = \$50,000

Maintenance = \$15,000

**Total = \$65,000**

# 2021 CAPITAL PROJECTS

## Newport

City Hall (New Construction) = \$150,000

Misc = \$40,000

Total = \$190,000

**TOTAL COMMISSION CAPITAL PROJECTS = \$780,000**

## South Washington County Telecommunications Commission

09/21/20

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

January through September 2020

	Jan - Sep 20	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>FRANCHISE FEES</b>		
CenturyLink		
6060 · Cottage Grove	2,226.13	3,024.00
6070 · Grey Cloud Island Township	373.14	3,158.25
6080 · Newport	282.88	316.50
6090 · St. Paul Park	1,026.30	1,428.00
6100 · Woodbury	3,879.68	5,286.00
<b>Total CenturyLink</b>	<b>7,788.13</b>	<b>13,212.75</b>
Comcast		
6010 · Cottage Grove	212,484.27	288,003.00
6020 · Grey Cloud Island Township	1,636.51	2,238.75
6030 · Newport	19,864.84	26,679.75
6040 · St. Paul Park	27,778.36	38,130.00
6050 · Woodbury	437,602.41	603,666.75
<b>Total Comcast</b>	<b>699,366.39</b>	<b>958,718.25</b>
<b>Total FRANCHISE FEES</b>	<b>707,154.52</b>	<b>971,931.00</b>
<b>PEG FEES</b>		
Century Link		
6160 · Cottage Grove	270.00	936.00
6170 · Grey Cloud Island Township	23.00	82.50
6180 · Newport	37.00	124.50
6190 · St. Paul Park	149.00	456.75
6200 · Woodbury	554.00	2,208.00
<b>Total Century Link</b>	<b>1,033.00</b>	<b>3,807.75</b>
Comcast		
6110 · Cottage Grove	40,908.87	56,663.25
6120 · Grey Island Township	326.87	446.25
6130 · Newport	4,000.13	5,510.25
6140 · St. Paul Park	5,508.69	7,766.25
6150 · Woodbury	83,860.56	117,990.75
<b>Total Comcast</b>	<b>134,605.12</b>	<b>188,376.75</b>
<b>Total PEG FEES</b>	<b>135,638.12</b>	<b>192,184.50</b>
<b>Total Income</b>	<b>842,792.64</b>	<b>1,164,115.50</b>
<b>Expense</b>		
<b>ADMINISTRATIVE EXPENSE</b>		
7410 · Bank Fees & Charges	51.00	374.99
7420 · Cafeteria Supplies	620.31	374.99
7430 · Commission Meetings	575.63	750.01
7435 · Commission Directors Per Diem	3,000.00	3,749.99
7440 · Contributions	0.00	374.99
7470 · Insurance - Liability/Property	-727.00	5,509.49
7490 · Insurance - Workers Comp.	10,994.00	791.24
7505 · IT Services	5,124.32	22,500.00
7510 · Legal Notices	0.00	374.99
7520 · Maint. Office Equipment	0.00	374.99
7530 · Memberships/Dues/Subscriptions	5,460.00	5,250.01
7540 · Misc. Expense	1,234.60	675.00
7560 · Office Supplies & Expense	10,488.70	4,050.00
7570 · Photo Copy	1,194.84	810.00
7575 · Postage	939.64	1,350.00
7581 · Promotional	2,200.00	3,375.00
7590 · Pro. Services- Accounting/Audit	11,460.25	11,250.00
7610 · Pro. Services- Legal	26,973.75	37,499.99
7620 · Pro. Services- Other	3,673.00	14,999.99
7630 · Seminars/Conferences	4,711.00	13,500.00

## South Washington County Telecommunications Commission

## Profit &amp; Loss Budget vs. Actual

January through September 2020

	Jan - Sep 20	Budget
7640 · Staff Development	6,451.43	5,999.99
7710 · Payroll Processing Fees	302.75	374.99
<b>Total ADMINISTRATIVE EXPENSE</b>	<b>94,728.22</b>	<b>134,310.65</b>
<b>BUILDING EXPENSE</b>		
7810 · Housekeeping Services	2,625.00	3,000.01
7811 · Housekeeping Supplies	0.00	75.01
7830 · Rent	64,281.28	76,874.99
7840 · Repairs and Maintenance	377.50	1,875.01
7850 · Security System	877.35	1,012.50
7860 · Telephone	11,448.44	8,249.99
7870 · Utilities	7,304.73	8,249.99
<b>Total BUILDING EXPENSE</b>	<b>86,914.30</b>	<b>99,337.50</b>
<b>FURNITURE/EQUIPMENT</b>		
7300 · Furniture/Fixtures/Equipment		
7310 · Commission Office	18,649.37	
7320 · Cottage Grove	51,816.91	
7340 · St. Paul Park	2,252.71	
7360 · Woodbury	182,123.96	
7300 · Furniture/Fixtures/Equipment - Other	0.00	337,500.00
<b>Total 7300 · Furniture/Fixtures/Equipment</b>	<b>254,842.95</b>	<b>337,500.00</b>
<b>Total FURNITURE/EQUIPMENT</b>	<b>254,842.95</b>	<b>337,500.00</b>
<b>MASTER CONTROL &amp; PRODUCTION</b>		
7220 · Maintenance of Equipment	1,765.71	7,500.01
7230 · Music License Fees	1,200.00	1,125.00
7240 · Outside Technical Assistance	6,742.98	11,250.00
7260 · Professional Services	14,833.50	11,250.00
7270 · Video Production Supplies	35,652.83	26,249.99
7290 · Software	13,957.85	7,500.01
<b>Total MASTER CONTROL &amp; PRODUCTION</b>	<b>74,152.87</b>	<b>64,875.01</b>
<b>PAYROLL EXPENSES</b>		
7100 · Wages	344,431.90	373,500.00
7110 · Payroll Taxes		
7170 · Medicare	4,880.53	
7180 · Social Security	20,868.48	
7110 · Payroll Taxes - Other	0.00	29,880.00
<b>Total 7110 · Payroll Taxes</b>	<b>25,749.01</b>	<b>29,880.00</b>
7120 · P.E.R.A.	24,435.71	28,012.50
7130 · Health Insurance	26,114.19	46,071.00
7135 · Dental Insurance	9,049.20	13,761.76
7140 · Auto Mileage	4,704.49	3,749.99
7150 · MN Unemployment	0.00	5,999.99
7160 · Compensation Reserve	1,831.51	11,250.00
<b>Total PAYROLL EXPENSES</b>	<b>436,316.01</b>	<b>512,225.24</b>
<b>Total Expense</b>	<b>946,954.35</b>	<b>1,148,248.40</b>
<b>Net Ordinary Income</b>	<b>-104,161.71</b>	<b>15,867.10</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
<b>OTHER INCOME</b>		
6620 · Interest Income	5,398.80	
<b>Total OTHER INCOME</b>	<b>5,398.80</b>	
<b>Total Other Income</b>	<b>5,398.80</b>	



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South Washington County Telecommunications Commission

09/21/20

Profit & Loss Budget vs. Actual

Accrual Basis

January through September 2020

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	<u>Jan - Sep 20</u>	<u>Budget</u>
Other Expense		
Ask My Accountant	-1,475.00	
Total Other Expense	-1,475.00	
Net Other Income	6,873.80	
Net Income	<u>-97,287.91</u>	<u>15,867.10</u>

## South Washington County Telecommunications Commission

## Balance Sheet

As of August 31, 2020

09/21/20

Accrual Basis

	Aug 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash and Investments	
1010 · US Bank Checking	381,565.27
1020 · 4M Fund	1,513,595.23
<b>Total Cash and Investments</b>	1,895,160.50
<b>Total Checking/Savings</b>	1,895,160.50
<b>Other Current Assets</b>	
Prepaid Insurance	4,055.00
Prepaid Rent	7,476.17
<b>Total Other Current Assets</b>	11,531.17
<b>Total Current Assets</b>	1,906,691.67
<b>Fixed Assets</b>	
<b>CAPITAL ASSETS</b>	
<b>Equipment</b>	
Accumulated Depreciation	-3,039,037.42
Purchase Value	3,984,120.36
Equipment - Other	346,703.01
<b>Total Equipment</b>	1,291,785.95
Hero Center	839,205.08
Leasehold Improvements	196,520.78
<b>Total CAPITAL ASSETS</b>	2,327,511.81
<b>OFFICE EQUIPMENT</b>	
Computer Hardware	41,688.99
Computer Software	54,865.72
<b>Total OFFICE EQUIPMENT</b>	96,554.71
<b>Total Fixed Assets</b>	2,424,066.52
<b>Other Assets</b>	
Deferred Outflow	67,872.00
<b>Total Other Assets</b>	67,872.00
<b>TOTAL ASSETS</b>	<b>4,398,630.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	129,391.39
<b>Total Accounts Payable</b>	129,391.39
<b>Credit Cards</b>	
Capital One Credit Card	193.38
Chase	6,286.49
<b>Total Credit Cards</b>	6,479.87
<b>Other Current Liabilities</b>	
Accrued Vacation	80,751.70
Deferred Inflow	90,446.00
Deposits	13,221.00
<b>Total Other Current Liabilities</b>	184,418.70
<b>Total Current Liabilities</b>	320,289.96

South Washington County Telecommunications Commission

**Balance Sheet**

As of August 31, 2020

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	<u>Aug 31, 20</u>
Long Term Liabilities	
Net Pension Liability	332,855.00
<b>Total Long Term Liabilities</b>	<b>332,855.00</b>
<b>Total Liabilities</b>	<b>653,144.96</b>
Equity	
32000 · Retained Earnings	3,781,979.75
Net Income	-36,494.52
<b>Total Equity</b>	<b>3,745,485.23</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,398,630.19</u></b>