



PLEASE POST

**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
EXECUTIVE COMMITTEE MEETING**

THURSDAY, JUNE 28, 2018

6:30 p.m.

SWCTC COMMISSION OFFICE

6939 Pine Arbor Drive South, Suite 106

Cottage Grove, MN 55016

651-458-9241

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
 - A. April 26, 2018 Executive Committee Meeting Minutes
6. Reports
 - A. Administrative
 - B. Legal
7. Unfinished Business
 - A. Scope of Services update
 - B. Drone policy update
 - C. Closed Captioning update
 - D. 2018 ROV update
8. New Business
 - A. Discussion regarding HERO Center investment and reserve drawdown
 - B. Discussion regarding financial support for external board memberships
 - C. Discussion of 2019 Working Budget
 - D. Discussion to move future Executive Committee Meetings to the Cherry Room at Woodbury
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
APRIL 26, 2018
EXECUTIVE COMMITTEE MEETING MINUTES

1. CALL TO ORDER

Chair, Rich Irvine, called the meeting to order at 6:30 p.m. in the SWCTC studio.

2. ROLL CALL

Present: Rich Irvine
Dave Thiede
Tracy Rahm
Virginia Keenan
Julie Ohs
Brian Bluhm
Kevin Franke
Raymond Kaiser
Jack Lavold
Craig Johnson

Also, Present: Mark Martinez, SWCTC Administrator
Michael Bradley, Bradley Hagen & Gullikson, LLC

3. APPROVAL OF AGENDA

Administrator Martinez added resolution 0418 for discussion regarding official notification to Comcast to commence formal renewal proceedings.

MOTION 4.26.18.1 To approve the agenda as amended. Rahm/MOVED, James/SECONDED.
MOTION CARRIED UNANIMOUSLY.

4. PUBLIC COMMENT

None

5. CONSENT AGENDA

MOTION 4.26.18.2. to approve the Consent Agenda consisting of the February 22, 2018 Meeting Minutes. Rahm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.

6. REPORTS

A. Administrator

Administrator Martinez discussed work that was done at the state capitol during the month of April. As MACTA Board member and co-chair of the MACTA Legislative Policy Committee, Administrator Martinez led the MACTA Day at the Capitol event on April 11th. SWCTC also produced 2 of the new "On the Hill" series that interviews the legislative representatives from both District 53 and 54.

Update on the 2018 goals: We are in process with the SWCTC Drone Policy and Closed Captioning work that was commenced with our attorney Mike Bradley.

Administrator Martinez has started revising the job descriptions.

SWCTC is participating in a compensation study with QCTV and the report is being put together by the City of Andover HR team. Commissioner Rahm asked if we are receiving the report at no cost due to our participation and Administrator confirmed that there was no cost. Chair Irvine asked if any personal information would be shared in the study. Administrator Martinez confirmed that no personal information would be shared.

The annual financial audit is in process and will be presented at the May 24 regular Commission meeting.

The 2017 SWCTC annual report is in process and will be presented at the May 24 regular Commission meeting.

A number of new staff projects are in process or have been completed. Commissioner Lavold commented that the Cottage Grove Volunteer of the Year video was appreciated and well received at the annual event.

The CG Central Fire department is nearing completion with a grand opening scheduled for June 2nd. The SWCTC investment for this project includes basic conference room AV and digital signage and is approximately \$150,000

Commissioner Irvine asked Administrator to explain how the commission is utilizing YouTube. Martinez stated that SWCTC works with Woodbury and Cottage Grove to manage their city channel and that the St. Paul Park, Newport and GCIT do not utilize YouTube. SWCTC has discussed social media with the Administrator's of those cities and are in the process of helping them to be more active on social media.

Administrator Martinez encouraged the commissioner to attend the MACTA Annual Conference and Trade Show on June 13th. Cottage Grove will presenting in the "Crisis Communication" portion of the conference. The NATOA conference in Philadelphia was moved up to August this year from September so registration is earlier than in the past.

B. ATTORNEY

No report. Items to discuss in New Business

7. UNFINISHED BUSINESS

A. Scope of Services guidelines discussion

Administrator Martinez confirmed work with volunteer group of Commissioner Keenan and James will start in May.

B. Drone Policy update

Handouts from the NATOA session on drone policy were distributed in the packet. Administrator Martinez stated the he the policy work with attorney Bradley was still in progress and that he had not received any interest from the cities regarding the Bradley ordinance template that was presented at the previous EC meeting.

Commissioners Bluhm, Ohs and Thiede confirmed they had not received any interest from administration that they would be interested in a city ordinance. SWCTC operating as a licensed operator under FAA laws is sufficient for now. Additional rules around privacy and personal property are expected.

C. 2018 ROV Update

Administrator Martinez met with Commissioner Irvine and Thiede to begin the ROV formula structure. Much of which will dependent upon additional accounting of expenditures against revenues by member city cable distribution.

Commissioner Thiede stated that creating "mini P&L's" for each city would account for fixed and variable expenditures against revenues and any net income found in the equation per city would be distributed back to the city. Potentially, a city would not receive any distribution back if there was a net loss of expenditure to distribution.

Commissioner Johnson mentioned that the methodology was stated in the 2016 Front Range report and that depreciation has to figured in over 5 years or so. Johnson recommended that the first step should be to determine what the formula and then send to the administrators for comment.

Chair Irvine invited Commissioner Johnson to join the volunteer committee to determine the formula. A meeting will be set-up in the near future to discuss.

Commissioner Thiede asked Martinez to provide him actuals for the last five years. Commissioner John said to consider the impact this formula will have on the 2019 budget. Chair Irvine added that perhaps we will have an idea on what the HERO Center impact on the budget will be by the next meeting.

8. NEW BUSINESS

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- B. Resolution Attorney Bradley discussed the “626 letter” from Comcast formally beginning the renewal rights and procedure defined in the Federal Cable Act. The Commission should adopt resolution to determine needs, interest, and a performance review. Bradley and Martinez are asked the Executive Committee to refer the resolution for approval to the full commission in May.

Discussion followed about CenturyLink’s future about they’re renewal potential. Bradley stated there is still a lot of uncertainty about what direction CL will go in the future.

MOTION 4.26.18.3. to recommend an approval to the full Commission Thiede/MOVED, Rahm/SECONDED. MOTION CARRIED UNANIMOUSLY.

C. Joint Franchise Fee Review: Attorney Bradley stated that he had received interest from other commissions and SWCTC to gather three bids for audits of Comcast franchise and PEG fees. After a conference call with the Executive Directors and Administrators of the commissions Ashpaugh & Sculco had been selected to conduct the fee review.

Bradley and Martinez are asking the Executive Committee to recommend to the full Commission approval to engage Ashpaugh & Sculco (A&S) to review franchise and PEG fee paid to SWCTC by Comcast at the next full commission in May.

MOTION 4.26.18.4. to recommend to the full Commission approval to engage Ashpaugh & Sculco (A&S) to review franchise and PEG fee paid to SWCTC by Comcast. Thiede/MOVED, Ohs/SECONDED. MOTION CARRIED UNANIMOUSLY.

Amended to recommend a fee audit every 5 years. Thiede accepted amendment.

Commissioner Johnson asked what the timeline would be on this review. Attorney Bradley said A&S will get started in June but could get delayed on how fast Comcast provides the financial data.

9. COMMISSION COMMENTS AND REQUESTS

Information Item: Commissioner Keenan nomination to NATOA Board of Directors.

Administrator Martinez informed the Executive Committee that he nominated Commissioner Keenan after she expressed interest in running and that the primary voting member designation would have to be moved from the Administrator to Commissioner Keenan so she could run.

There was discussion about how being on how the NATOA Board would benefit SWCTC and if expenses would be incurred for travel as a board member. Martinez confirmed additional costs to the budget but did not have an estimate at this time. The Commission supported Keenan having the voting authority for NATOA and expressed their good luck in her nomination.

10. ADJOURNMENT

MOTION 4.26.18.5. to adjourn at 7:40 p.m. Thiede/MOVED, Rahm/SECONDED. MOTION CARRIED UNANIMOUSLY.



ADMINISTRATIVE REPORT

JUNE 2018

5/24: Annual financial audit was presented at the regular Commission meeting.

5/24: Annual report was presented at the regular Commission and will be presented to member cities starting in July.

6/13: Attended the MACTA Annual Conference and Trade Show

6/15: Jon Lyksett resigned his position as Government Producer as is now a Communications Specialist for the City of Shakopee. SWCTC thanks him for his work over the last 4 years and wishes him the best of luck in the future. A search will begun for the vacant position.

6/19 and 6/26: The ROV committee met to draft a formula structure.

2018 GOALS UPDATES

- Cottage Grove Central Fire Station grand opening was on June 2nd
- Working with attorney Mike Bradley on staff drone policy
- ADA closed captioning review in progress with attorney Mike Bradley
- Revision of staff job descriptions in progress
- Resolution 20180413 regarding beginning formal renewal proceedings with Comcast were approved at the regular Commission meeting on May 24th

STAFF PROJECTS

- The HERO Center received bonding from the Governor and State of Legislature. The project will proceed after a final approval from the City of Cottage Grove and Woodbury. SWCTC's investment will be discussed in New Business
- [A Survival Story: Julie Conner \(produced by Jon Lyksett\) for the Woodbury "First Response" series](#)
- SWCTC produced a recruitment videos for the City of Woodbury. The video was to help find candidates for the Engineering Department head position
- Some internal training videos were also recently produced for Woodbury
- [On the Hill \(produced by Jon Lyksett\) recorded its final episode for this session](#)
- An estimate for upgrades to the council chamber in St. Paul Park was received from AVI. The estimated investment cost is **\$165,000** and will includes video upgrades in the chamber and a migration to HD for live cablecast
- Newport, St. Paul Park, Woodbury and Cottage Grove Mayor updates

OUTLOOK

7/12: SWCTC will be hosting the East Metro Communicators Group event and video seminar

7/10-7/13: Ann and Brian will be recognized at the Alliance for Community Media Hometown Media Awards for receiving first place in the Sports Coverage Category for their Cottage Grove Pickleball video. [Link here.](#)

SWCTC: Proposed HERO Expenses for Virtual Training CONSTRUCTION

AVI HERO Center Completed AV System Budgetary Estimate	6/5/2018
Areas supported by SWCTC: A101 Lobby, A103 Office, A104 Open Office, A107 Office, A111 Pre-Function Area, A112 Small Breakout, A114 Large Breakout, A116 Classroom A & B, A132 Classroom C, B105 Pre-Training, TIGHTROPE System, AV System Design, Scope of Work, and Supporting AV Drawings, AV System Integration, Programming and Commissioning. All control, display and audio systems are professional grade. Larger classrooms feature Crestron Control Systems, as well as Digital Sound Processing Systems.	
HERO Center AV System Estimated Design/Engineering Costs Include: AV System Scope of Work, Build of Materials, Completed AV System Drawings Architectural Drawings, AVI Engineer and AVI Project Manager attendance at weekly construction meetings, AVI Engineering Final Acceptance Testing.	\$18,750.00
HERO Center AV System Estimated: Equipment, Materials, and Shipping and Handling Costs	\$206,000.00
HERO Center AV System Estimated: Project Management, Final Engineering, System Programming Costs	\$97,000.00
AVI Systems Estimated AV Budget for the HERO Center	\$321,750.00

Room	Square Footage	Construction Cost Cost to build the rooms	Construction Cost Even cost share of entire project
Virtual Reality	1025	\$148,000	\$391,168
Film room	120	\$42,000	\$45,840
Totals	1145	\$190,000	\$437,008

AVI Systems Estimated AV Budget for the HERO Center	\$ 321,750.00
Proposed HERO Expenses for Virtual Training Construction	\$ 437,008.00
Estimated TOTAL	\$ 758,758.00

Approx Costs for Discussion Purposes Only

Airfare		
MSP-DCA	2 days	890-1260
MSP-DCA	1 wk	850-1460
MSP-DCA	1 mth	576-1150
MSP-MIA	2 days	870-1390
MSP-MIA	1 wk	850-2102
MSP-MIA	1 mth	655-1420
MSP-JFK	2 days	714-1644
MSP-JFK	1 wk	627-1436
MSP-JFK	1 mth	531-1259
Hotel		
DCA	1 night	295+
MIA	1 night	299+
JFK	1 night	230+
PHL	1 night	192+
Taxi/Shuttle		
DCA	1 way	75+
MIA	1 way	75+
JFK	1 way	75+
Food		
	????	
MISC		
	????	

Special rate for conference