



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
JULY 27, 2023 7:00 PM Central**

**CITY of COTTAGE GROVE COUNCIL CHAMBER
12800 Ravine Parkway South, Cottage Grove, MN 55016**

A G E N D A

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
 - a. May 25 Regular and June 22 Executive Meeting Minutes
 - b. May and June Checks Written report (Non-Payroll)
6. Reports
 - a. Executive Director
 - i. Content
 - ii. Technical
 - iii. Conferences
 - b. Legal
7. Unfinished Business
8. New Business
9. Commission Comments and Requests
10. Adjournment



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
MAY 25, 2023
COMMISSION MEETING MINUTES**

A G E N D A

1. Call to Order

Chair Bluhm called the meeting to order at 7:00 pm in the City of Cottage Grove Council Chamber.

2. Roll Call

Brian Bluhm
Andrea Date
Justin Olsen
Pat Downs
Randy Olson
Richard Polta
Tom Ingemann

Also present:

Mark Martinez, SWCTC Executive Director
Mike Bradley, Bradley Law
Lonnie Garland, Technical Director
Damen Price, IT Specialist
Rich Mann, Cablecaster

3. Approval of Agenda

MOTION 5.25.23.1 to amend the agenda by moving item 7A to before the reports. Downs/MOVED, Olsen/SECONDED. MOTION CARRIED UNANIMOUSLY.

MOTION 5.25.23.2 to approve the agenda. Olsen/MOVED, ?/SECONDED. MOTION CARRIED UNANIMOUSLY.

4. Public Comment

None

5. Consent Agenda

- a. March Regular and May 2 Executive Meeting Minutes
- b. March and April Checks Written report (Non-Payroll)



MOTION 5.25.23.3 to approve the consent agenda. Downs/MOVED, Ingemann/SECONDED. MOTION CARRIED UNANIMOUSLY.

6. Reports

a. Executive Director

Executive Director Martinez reported that regarding the franchise renewal, Comcast is working on redlining the current draft.

The Autism Awareness/Acceptance Month videos went very well.

The HR Committee met in March. The recommendation of a salary budget increase will be reviewed later this evening.

The Relocation Committee met several times in April. Martinez has received the draft letter of intent from the City of Woodbury. Late this afternoon, Martinez received some information that will allow the committee to meet next week to begin work on finalizing a recommendation for the Commission.

Q1 revenue was slightly higher than budgeted and expenses were slightly lower than budgeted.

i. Content

Staff attended the Cottage Grove Community Showcase.

Planning continues for SWCTC 40th Anniversary celebration tentatively scheduled for mid-August.

Ann Schweisguth recently received a first place award in the Alliance for Community Media Hometown Media Award. She won for the City of Woodbury Lego budget video. Schweisguth also won a Silver Telly Award for Excellence in Video & TV across all screens.

ii. Technical

Technical Director Garland reported that the crew would be filming several live events in the coming weeks. The events include the Woodbury Memorial Services on Memorial Day, three high school graduation ceremonies, and a Facebook Live event of the Cottage Grove paramedics CPR training.

iii. NAB Show Highlights

IT Specialist Damen Price attended the NAB show in Las Vegas. Items of interest include a frame sync system that is compatible with closed captioning, body worn gimbal system for producers, color grading monitor to perform color correction in-house, storage servers, and media asset management server system. Price also attended a night flight drone workshop.

b. Legal

Attorney Bradley reported that State Senate file 3039 and House file 3261 were introduced in the last legislative session. The legislation is to create a tax on digital projects that would be used exclusively for municipalities creating access channels. Federal bill HR 3537 would allow cable operators to modify franchises and prohibit



municipalities from ever revoking franchises. The bill has passed out of committee and is likely to pass the House.

Bradley followed up with Comcast who indicated they will get something back to SWCTC soon.

As Executive Director Martinez mentioned, a letter of intent was recently received from the City of Woodbury. The letter was missing information. Now that the missing information has been received, Bradley and Martinez will review the document.

- c. HR Committee
- d. Office Relocation Committee

7. Unfinished Business

- a. Harrington Langer & Associates Audit Presentation
 - i. *Audit draft not complete as of 5/19*

Auditor Anna Anderson of Harrington Langer & Associates presented the audit of the 2022 finances through December 31, 2022.

SWCTC's ending net position balance was \$3,412,632. \$2,307,629 of the net amount is invested in capital assets. \$1,400,000 was designated for capital equipment replacement. The net position decreased by \$476,052. The decrease was due to \$571,500 higher than budgeted expenses. The organization continues to have a strong net position with significant liquid assets.

Total revenue was \$1,745,645 and was made up mainly of franchise fees and PEG fees. Total expenses was \$2,221,697 and was made up mainly of wages, benefits, franchise fee reimbursements, and depreciation. Total revenue was \$50,800 higher than expected due to franchise fees and total expenses were \$571,500 over budget due to franchise fee reimbursements. The Commission returned \$667,334 to member cities.

Capital assets totaled \$2,307,629.

When remove member cities reimbursements, the monthly operating cost is \$130,000.

Based on this figure, the organization has 8.5 months of reserves.

Commissioner Olsen asked if there were any conversations regarding investment options of the cash flow. Ms. Anderson stated it was not in the scope of the audit to provide investment suggestions. Whatever choices the Commission chooses need to be fully insured.

The same two deficiencies as previous years were found in the 2022 audit. The two deficiencies are lack of segregation of duties and financial reporting process. Both of these conditions are common for organizations of this size. The recommendation is for the Commission to continue to provide oversight and review policies, procedures, and financial statements on a regular basis.

MOTION 5.25.23.4 to accept the audit. Olsen/MOVED, Downs/SECONDED. MOTION CARRIED UNANIMOUSLY.

- b. Proposed Budget Amendment

The HR Committee recommended a merit increase based on performance reviews,



beginning in 2023. After completing employee review, Executive Director Martinez determined the merit increases for 2023. The increase of wages would be \$29,579.86, taxes and PERA increase by \$4,000 each. Martinez was able to offset some of the increase by reducing other lines under payroll by a total of \$5,482.

MOTION 5.25.23.5 to approve an increase of \$24,097.86 to the payroll expenses line of the budget. Ingemann/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.

8. New Business

None

9. Commission Comments and Requests

None

10. Adjournment

MOTION 5.25.23.6 to adjourn at 7:50 pm. Downs/MOVED, Ingemann/SECONDED. MOTION CARRIED UNANIMOUSLY.



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
JUNE 22, 2023
Executive Committee Meeting**

A G E N D A

1. Call to Order

Chair Bluhm called the meeting to order at 5:00 pm in the City of Woodbury Cherry Conference Room.

2. Roll Call

Present:

Brian Bluhm
Andrea Date
Patrick Downs

Absent:

Justin Olsen

Also present:

Richard Polta
Rob James
Mark Martinez, SWCTC Executive Director
Mike Bradley, Bradley Werner Law

3. Approval of Agenda

MOTION 6.22.23.1 to approve the agenda. Downs/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.

4. Public Comment

None

5. Consent Agenda

- a. May 25 Regular Meeting Minutes
- b. May Checks Written report (Non-Payroll)

MOTION 6.22.23.2 to approve the agenda. Downs/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.



6. Reports

a. Executive Director

Executive Director Martinez reported that the Relocation Committee has not met since the last Commission meeting but the Commission has received an LOI draft from the City of Woodbury. Martinez met with Attorney Bradley and Chair Bluhm to redline the LOI, which was then sent back to the City of Woodbury. The Commission has not received an official response from Woodbury.

Later this evening, Martinez will present the first draft of the RFP for rebranding. Martinez provided an update on the franchise renewal. Comcast sent a revised draft. Martinez and Bradley met with Comcast last Friday to review comments from Comcast. One of the Comcast attendees' internet went out half an hour into the meeting, bringing the meeting to an end. Chair Bluhm and Commissioner James will be meeting after tonight's meeting to review a few questions. The revised draft does look like it's going to work.

Staff transmitted the three ISD 833 high school graduations on June 4.

b. Legal

The Biden administration nominated a fifth commissioner for the FCC. There will be a hearing on the new nominations as well as reappointment hearings for two commissioners in the coming weeks.

There is negative federal legislation in the House. Bradley reached out to executive director to make them aware of the committee hearings. The legislation passed out of Committee.

Bradley reminded the Commission to continue to support state Senate file 3035. Cities are looking at ways to have control over ensuring all citizens within their city are receiving the same quality and cost for broadband services across the city. Bradley recommends using the cable franchise agreement model to create similar agreements for broadband services.

Bradley attended the MACTA conference.

Bradley will be attending a conference in New York next week.

Discussion ensued regarding the cable franchising process and cable access within the Commission cities.

Commissioner James reported that the mayor of Woodbury was approached by a company out of Missouri, Gateway Fiber, interested in providing fiber to the home in the City of Woodbury. James invited Bradley to the meeting with Gateway Fiber to hear the proposal and provide advice if needed. The City of Woodbury indicated interest. It is now upon Gateway Fiber to create a plan to formally present to the city.

Martinez noted that for the Commission to survive, they will need to come to agreements with broadband companies.

7. Unfinished Business

None



8. New Business

a. Channel Policies Review

The original Channel Policy Review was adopted in 2011. The Commission has requested in the franchise agreement to keep channels 14, 15, 16, and 18. Channels 14, 16, and 18 would be in HD. Channel 95 is an underutilized channel and will be removed. Channel 15 is the educational channel and is run by ISD 833.

The policy was originally created to make it clear that South Washington was a government access service, not a public access service. If the Commission agreed, could operate a public access channel.

This is a good time to review the policy as working on the franchise renewal agreement. Social media channels are not addressed in the policy.

The Executive Committee thinks it makes the most sense for the staff to revise the policy and then present the updated policy to the Committee.

b. Commission Rebranding RFP

The RFP for rebranding was created with the help of a consultant. The estimate in the RFP is \$25,000-\$50,000.

Vice-President Date recommended sending the RFP to firm Words at Work and Padilla. Both firms will likely come back with quotes outside of the range listed in the RFP but would provide a good idea of what to expect for a top boundary.

Of the cable commissions that have rebranded in the last 5-6 years, Martinez liked the rebranding done by CCX and NineNorth.

An option would be to hire one company to come up with the name and hire a second company to do the design.

Under the Deliverables section, make it clear that the Commission would need a Word and PowerPoint template as part of the final brand and style guide.

Date recommended changing the Common Voice/Personality and Mission/Value Statements from a required request to an optional request.

The goal is to have a provider selected by end of the year to start in 2024. To that end, it was recommended to include a timeline in the proposal.

9. Commission Comments and Requests

Vice Chair Date thought we were no longer including the Zoom link for Executive Committee and Commission meetings. Martinez couldn't remember for sure what had been decided. The Executive Committee decided to remove the Zoom link for Executive Committee and Commission meetings going forward.

10. Adjournment

MOTION 6.22.23.3 to adjourn the meeting at 5:35 pm. Downs/MOVED, Dote/SECONDED. MOTION CARRIED UNANIMOUSLY.

South Washington County Telecommunications Commission

06/16/23

Checks Written - Non-Payroll

Accrual Basis

As of May 31, 2023

Type	Date	Num	Name	Amount
Cash and Investments				
1010 - US Bank Checking				
Check	05/01/2023	EFT	US Bank	270,000.00
Check	05/01/2023	EFT	Guardian	-3,309.20
Check	05/01/2023	EFT	Verizon	-40.01
Check	05/01/2023	EFT	Merchant Services	-54.23
Check	05/02/2023	EFT	AT&T Mobility	-618.35
Bill Pmt -Check	05/04/2023	25574	To The Penny Bookkeeping, Inc.	-370.00
Check	05/04/2023	EFT	Chase	-5,256.12
Check	05/04/2023	EFT	Capital One, F.S.B.	-2,606.29
Bill Pmt -Check	05/04/2023	25575	JOHNSON AUTOBODY INC	-912.34
Bill Pmt -Check	05/04/2023	25576	B. H. VIDEO	-3,602.11
Bill Pmt -Check	05/04/2023	25577	Bradley Werner, LLC	-8,514.75
Bill Pmt -Check	05/04/2023	25578	Laurie Reineke	-150.00
Bill Pmt -Check	05/04/2023	25579	Park Grove Electric, Inc.	-145.00
Bill Pmt -Check	05/04/2023	25580	Wowza Media Systems	-5,395.00
Bill Pmt -Check	05/04/2023	25581	AVI Systems	-5,600.00
Bill Pmt -Check	05/04/2023	25582	Fixed Assets	-3,512.34
Bill Pmt -Check	05/04/2023	25583	Alliance for Community Media	-2,500.00
Bill Pmt -Check	05/08/2023	25584	Thomas J. Ingemann Jr	-225.00
Bill Pmt -Check	05/08/2023	EFT	Summerhill Crossing LLLP	-8,999.79
Bill Pmt -Check	05/08/2023	25585	Laurie Reineke	-150.00
Check	05/09/2023	EFT	QuickBooks Payroll Service	-8.75
Bill Pmt -Check	05/10/2023	EFT	Andrea Date	-75.00
Bill Pmt -Check	05/10/2023	EFT	Brian Bluhm	-225.00
Bill Pmt -Check	05/10/2023	EFT	Patrick J. Downs	-225.00
Bill Pmt -Check	05/10/2023	EFT	Randy M. Olson	-75.00
Bill Pmt -Check	05/10/2023	EFT	Richard K. Polta	-225.00
Check	05/10/2023	EFT	MEDICA	-5,683.43
Check	05/12/2023	EFT	Xcel Energy	-975.53
Check	05/12/2023	EFT	Analysis Service Charge	-28.95
Bill Pmt -Check	05/17/2023	25587	ALPHA	-5,885.09
Bill Pmt -Check	05/17/2023	25588	Brian Schmidt (Reimbursement)	-43.99
Bill Pmt -Check	05/17/2023	25589	Irish Titan, LLC	-765.00
Bill Pmt -Check	05/17/2023	25590	Premium Waters	-45.76
Bill Pmt -Check	05/17/2023	25591	Z Systems	-2,191.80
Bill Pmt -Check	05/19/2023	25592	Mary Braun	-400.00
Bill Pmt -Check	05/25/2023	25593	Laurie Reineke	-150.00
Bill Pmt -Check	05/25/2023	25594	Nikki Johnson	-42.83
Bill Pmt -Check	05/25/2023	25596	AVI Systems	-25,020.33
Bill Pmt -Check	05/30/2023	25597	Monique Garza	-500.00
Check	05/31/2023	EFT	Verizon	-40.01
Total 1010 - US Bank Checking				175,433.00
Total Cash and Investments				175,433.00
TOTAL				175,433.00

South Washington County Telecommunications Commission

07/21/23

Checks Written - Non-Payroll

Accrual Basis

As of June 30, 2023

Type	Date	Num	Name	Amount
Cash and Investments				
1010 · US Bank Checking				
Check	06/01/2023	EFT	Merchant Services	-54.23
Check	06/01/2023	EFT	AT&T Mobility	-618.35
Check	06/01/2023	EFT	Summerhill Crossing LLLP	-8,999.79
Bill Pmt -Check	06/05/2023	25598	To The Penny Bookkeeping, Inc.	-410.00
Check	06/05/2023	EFT	Chase	-6,087.71
Check	06/05/2023	EFT	Capital One, F.S.B.	-1,217.98
Bill Pmt -Check	06/05/2023	25599	Thomas J. Ingemann Jr	-75.00
Bill Pmt -Check	06/05/2023	25600	Laurie Reineke	-150.00
Bill Pmt -Check	06/05/2023	25601	Lois Estell	-470.00
Bill Pmt -Check	06/05/2023	25605	Pedro Hernandez	-4,000.00
Bill Pmt -Check	06/05/2023	25603	B. H. VIDEO	-4,788.81
Bill Pmt -Check	06/05/2023	25604	Bradley Werner, LLC	-4,384.75
Check	06/05/2023	EFT	Level Communication / CenturyLink	-507.38
Check	06/06/2023	EFT	QuickBooks Payroll Service	-8.75
Bill Pmt -Check	06/07/2023	EFT	Andrea Date	-75.00
Bill Pmt -Check	06/07/2023	EFT	Brian Bluhm	-75.00
Bill Pmt -Check	06/07/2023	EFT	Patrick J. Downs	-75.00
Bill Pmt -Check	06/07/2023	EFT	Randy M. Olson	-75.00
Bill Pmt -Check	06/07/2023	EFT	Richard K. Polta	-75.00
Check	06/12/2023	EFT	MEDICA	-5,683.43
Check	06/13/2023	EFT	Xcel Energy	-1,042.79
Bill Pmt -Check	06/14/2023	25607	Brian Schmidt (Reimbursement)	-355.50
Bill Pmt -Check	06/14/2023	25608	B. H. VIDEO	-1,630.69
Check	06/14/2023	EFT	Analysis Service Charge	-35.95
Bill Pmt -Check	06/19/2023	25609	Alaina Myers (Reimbursement)	-367.48
Bill Pmt -Check	06/19/2023	25610	Harrington Langer & Associates	-11,100.00
Bill Pmt -Check	06/19/2023	25611	Laurie Reineke	-150.00
Bill Pmt -Check	06/19/2023	25612	Mark Martinez (Reimbursement)	-434.50
Bill Pmt -Check	06/19/2023	25613	Mary Braun	-350.00
Bill Pmt -Check	06/19/2023	25614	AV For You	-914.66
Bill Pmt -Check	06/19/2023	25615	DVS Renewal	-70.25
Bill Pmt -Check	06/19/2023	25616	Impression Sign and Graphics	-105.00
Bill Pmt -Check	06/19/2023	25617	Colin Scharf	-500.00
Check	06/21/2023	EFT	CenturyLink (V)	-281.13
Bill Pmt -Check	06/23/2023	25618	EMI Audio	-5,000.00
Bill Pmt -Check	06/23/2023	25619	Premium Waters	-45.76
Bill Pmt -Check	06/23/2023	25620	Ramsey/Wash Suburban Cable Com...	-4,941.25
Bill Pmt -Check	06/23/2023	25621	Colin Scharf	-233.00
Check	06/29/2023	EFT	Verizon	-40.01
Total 1010 · US Bank Checking				-65,429.15
Total Cash and Investments				-65,429.15
TOTAL				-65,429.15



JULY REPORT

CABLE RELATED - CAPITAL PROJECTS

- Q1
 - Commission Office
 - New Website Launched (**COMPLETED**)
 - Woodbury
 - PD Conference Room (**COMPLETED**)
- Q2
 - Woodbury
 - Central Park Design (In Progress)
- Q3
 - Cottage Grove
 - **Glacial Valley Park (Fall)**
- Q4 - TBD

COMMISSION WORK PLAN

- **FRANCHISE RENEWAL (ONGOING)**
 - Comcast
 - Met with Comcast (12/14/22)
 - Meeting with Comcast (Rescheduled date TBD)
 - Requested meeting again (5/18/23)
 - Comcast confirms needing to provide revisions on (5/23)
 - **Franchise renewal meeting with Comcast (6/16/23 - Comcast's call failed midway)**
 - **Request to meet again with further agreements (6/23/23)**
- **STRATEGIC PLAN IMPLEMENTATION**
 - **COMMUNITY/SUBSCRIBER ENGAGEMENT (10%)**
 - Community
 - Community Voices Grant (Complete - No applicants)
 - Strawberry Fest video and drone demo (6/15/23)
 - **SWCTC 40th Anniversary Celebration (8/22/23)**
 - Programming
 - Promote Your Non-Profit (**COMPLETED**)
 - Autism Awareness/Acceptance Month (**COMPLETED**)
 - School District Partnerships
 - SWCTC Hockey Classic (2/2/23)
 - Cablecasting and streaming ISD 833 Graduations (**COMPLETED**)
 - **Educational Channel 15 Meeting (7/20/23)**
 - Educational Outreach
 - Century College Student Job Shadow Hours (Summer-Fall)



JULY REPORT

- Internship Program (TBD)
- Century College Student Program Hours Begin (4/20/23)

- Social Media
 - Facebook Snow Creating Contest (1/9/23)
 - Random Acts of Kindness Day (2/17/23)
 - **Spot The Van Campaign (6/1/23)**
 - **Social Media Intern started (7/10/23)**

- **DIVERSIFIED REVENUE (10%)**
 - Renewal by Anderson (ongoing)
 - ISD 833 school board meetings (ongoing)
 - **Cablecasting and streaming ISD 833 Graduations (COMPLETED - 6/4/23)**

- **2022 FINANCIAL AUDIT**
 - Field Work - March 22
 - HLA presentation - May 25 (**COMPLETED**)

- **SUB-COMMITTEES**
 - HR
 - Staff reviews (**COMPLETED - 4/27/23**)
 - Compensation Philosophy (3/15/23)
 - Employee Handbook revision (4/27/23)
 - Recommended salary budget amendment (4/27/23)
 - Budget amendment (**COMPLETED - 5/25/23**)

 - Technology
 - [AVI](#) tour (1/20/23)
 - [Pixel Farm](#) Tour - staff (3/2/23)
 - Office Meeting (4/28/23)
 - [Splice](#) Tour - staff (**6/7/23**)
 - *North Metro Cable Commission Tour (TBD)*

 - Relocation
 - Central Park (CP) Partner Design (1/16/23)
 - CP HGA Architect Scoping Meeting (1/30/23)
 - Central Park Office Design - Mark and staff (2/22/23)
 - Central Park presentation (3/23/23)
 - Meeting (4/12/23)
 - Meeting (4/19/23)
 - LOI draft received from Woodbury (5/12/23 & 5/25/23)
 - **Commission redline returned to Woodbury (6/9/23)**
 - **Met with Woodbury - nothing received from Woodbury (7/18/23)**

- **REBRANDING**
 - REBRANDING/Name Change Project (Q2-Q3 2023)
 - First Consultant Meeting - (4/24/23)
 - RFP Consultant (6/8/23)



JULY REPORT

- RFP draft presented to Executive Committee (6/22/23)
 - Met with RFP consultant [AE2S Communications](#) (7/21/23)
 - RFP set to publish (Monday, 9/18/23)
-
- CHANNEL POLICIES REVIEW
 - Channel Policy review beginning (06/22/23)

July 20, 2023

To: Mark Martinez, Executive Director
From: Ann Schweisguth, Content Manager
Subject: Content Report July 2023

The majority of staff attended the **40th annual MACTA conference** on June 20 held in Coon Rapids, MN. Sessions included social media engagement, how to “MacGyver” your tech, which was moderated by our own Bob McSherry and how to show your stations value moderated by Executive Director Mark Martinez and speaking on that panel was Government Producer Nikki Johnson.

Our **SWCTC 40th Anniversary celebration** will take place on Tuesday August 22 from 4-8pm. We are planning our largest community engagement event to date by organizing a block party at our office to celebrate this milestone anniversary. We have partnered with the surrounding businesses, Junction 70, Pine Arbor Dental Care, Ellie Mental Health and Belissimo Salon and Day Spa. There will be live music, inflatables and kids activities, tours of our studio, food trucks and more.

We are running a summer contest called **Spot the Van**. To enter a person must spot our SWCTC van around town, scan the QR code on the van and enter the contest. Each month a winner is chosen and given a gift card. The contest will run through August.

The City of Woodbury and Cottage Grove have been going through some communication changes. We have been working alongside both cities as they navigate staffing and future visioning for their departments.

Our crew was at the annual **Cottage Grove Strawberry Fest** in June. We participated in Family Fun Night on Thursday on June 15. IT Specialist and certified drone pilot Damen Price showed residents a view from the sky as he flew one of our drones around and displayed the images on a large monitor. Producers Brian and Nikki also talked with people about SWCTC.

Congratulations to Government Producer Brian Schmidt on becoming a **certified drone pilot**. Brian joins our team of pilots, which includes Alaina, Damen, Bob and myself.

Lead Producer **Bob McSherry** worked with an animator to create a fun and very creative promo called Watering Day to educate residents in Cottage Grove about lawn watering conservation. Government Producer **Brian Schmidt** is working on a video about new police recruit training in Woodbury. Government Producer **Alaina Myers** finished an interesting video showcasing the unique Hope Glen Tree House in Cottage Grove. Government Producer **Nikki Johnson** recently finished a series of golf tips from the Eagle Valley Golf Course.

July 21, 2023

To: Mark Martinez, Executive Director
From: Lonnie Garland, Technical Manager
Subject: Technical Support Update

Current Projects

Woodbury

Central Park - AVI has finished the drawings. Completed a meeting with Woodbury, AVI, SWCTC teams on final needs and designs. Keith from AVI will finalize plans for the August 3rd Deadline. A meeting for the Amphitheatre is scheduled for the week of July 24 to do a deep dive into what is needed for A/V equipment and functionality in this space.

Public Safety - A replacement screen has been delivered for the broken monitor in EOC. It was decided to replace the current monitors with new ones since the current monitors are discontinued. We will repurpose the old monitors in other buildings.

Eagle Valley Golf Course - ASI the A/V contractor is finalizing the design and drawings for moving the equipment to no location to accommodate the remodel. These should be completed by the end of August.

Cottage Grove

City Hall Training Room - Did an update to the system and reconfigured the touch panel to align better for usage in the room.

Newport

City Hall - Things are complete and working. Looking at adding lighting to DIAS for better image quality.

St. Paul Park

City Hall Community Room - Replaced damaged monitor in Community Room. Added and configured repurposed Barco to City Hall Conference room.

SWCTC & Master Control

Damen installed and configured and new ROSS frame sync in our Open Gear Card Frame. We have determined that captions will pass. This is good news as we update channels to HD we will now have the hardware to allow captions to show on our new HD channels.

Waiting for a Comrex demo. Comrex is a system to allow us to stream just about anywhere, and share and receive streams from other PEG facilities.

Still working on in depth inventory record.

Q2 REVENUE NOT RECIEVED AS OF 7/21 POSTING

10:11 AM

South Washington County Telecommunications Commission

07/21/23

Profit & Loss Budget vs. Actual

Accrual Basis

January through June 2023

	Jan - Jun 23	Budget
Ordinary Income/Expense		
Income		
FRANCHISE FEES		
Comcast		
6010 · Cottage Grove	110,047.37	204,999.98
6020 · Grey Cloud Island Township	678.35	1,577.48
6030 · Newport	10,259.34	19,250.02
6040 · St. Paul Park	13,476.84	27,000.00
6050 · Woodbury	219,622.40	425,000.02
Total Comcast	354,084.30	677,827.50
Total FRANCHISE FEES	354,084.30	677,827.50
Outside Services Income	31,015.00	15,000.00
PEG FEES		
Comcast		
6110 · Cottage Grove	17,496.69	39,500.02
6120 · Grey Island Township	106.00	315.00
6130 · Newport	1,630.81	3,875.02
6140 · St. Paul Park	2,125.61	5,349.98
6150 · Woodbury	34,829.48	81,000.00
Total Comcast	56,188.59	130,040.02
Total PEG FEES	56,188.59	130,040.02
Total Income	441,287.89	822,867.52
Gross Profit	441,287.89	822,867.52
Expense		
ADMINISTRATIVE EXPENSE		
7410 · Bank Fees & Charges	823.43	125.02
7420 · Cafeteria Supplies	260.44	375.00
7430 · Commission Meetings	356.63	375.00
7435 · Commission Directors Per Diem	3,450.00	3,750.00
7440 · Contributions	0.00	1,250.02
7450 · Community Voices Grant	0.00	3,000.00
7470 · Insurance - Liability/Property	0.00	7,775.02
7490 · Insurance - Workers Comp.	0.00	750.00
7505 · IT Services	122.49	2,499.98
7520 · Maint. Office Equipment	0.00	125.02
7525 · Meals	1,873.06	900.00
7530 · Memberships/Dues/Subscriptions	5,880.00	2,499.98
7540 · Misc. Expense	127.84	399.98
7560 · Office Supplies & Expense	9,715.62	3,500.02
7570 · Photo Copy	0.00	249.98
7575 · Postage	2,043.92	549.98
7580 · Printing	350.70	150.00
7581 · Promotional	1,258.00	875.02
7590 · Pro. Services- Accounting/Audit	13,584.90	7,500.00
7610 · Pro. Services- Legal	31,798.25	24,999.98
7620 · Pro. Services- Other	23,416.16	5,000.02
7630 · Seminars/Conferences	14,574.25	7,500.00
7640 · Staff Development	7,228.06	5,000.02
7710 · Payroll Processing Fees	276.50	249.98
7720 · Parking	61.70	60.00
7730 · Vehicle Expense		
7731 · Vehicle - Equipment/Repair	72.47	4,250.02
7733 · Vehicle - Maintenance/Gas	1,437.37	750.00
Total 7730 · Vehicle Expense	1,509.84	5,000.02
Total ADMINISTRATIVE EXPENSE	118,711.79	84,460.04

South Washington County Telecommunications Commission

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget
BUILDING EXPENSE		
7810 · Housekeeping Services	1,800.00	2,340.00
7811 · Housekeeping Supplies	0.00	75.00
7830 · Rent	45,688.95	54,000.00
7840 · Repairs and Maintenance	3,657.34	1,250.02
7850 · Security System	257.70	800.02
7860 · Telephone	10,556.18	7,500.00
7870 · Utilities	6,715.93	6,249.98
Total BUILDING EXPENSE	68,676.10	72,215.02
FURNITURE/EQUIPMENT		
7300 · Furniture/Fixtures/Equipment		
7310 · Commission Office	27,825.27	75,000.00
7320 · Cottage Grove	31,480.60	50,000.02
7340 · St. Paul Park	290.00	1,749.98
7350 · Newport	2,316.80	
7360 · Woodbury	30,620.33	99,999.98
Total 7300 · Furniture/Fixtures/Equipment	92,533.00	226,749.98
Total FURNITURE/EQUIPMENT	92,533.00	226,749.98
MASTER CONTROL & PRODUCTION		
7220 · Maintenance of Equipment	8,827.80	2,499.98
7230 · Music License Fees	0.00	750.00
7240 · Outside Technical Assistance	8,375.00	2,499.98
7260 · Professional Services	6,420.00	5,000.02
7270 · Video Production Supplies	14,510.64	17,499.98
7290 · Software	16,108.70	6,000.00
Total MASTER CONTROL & PRODUCTION	54,242.14	34,249.96
PAYROLL EXPENSES		
7100 · Wages	304,977.07	302,976.03
7110 · Payroll Taxes		
7170 · Medicare	4,326.19	
7180 · Social Security	18,498.16	
7110 · Payroll Taxes - Other	0.00	21,999.98
Total 7110 · Payroll Taxes	22,824.35	21,999.98
7120 · P.E.R.A.	21,649.82	21,999.98
7130 · Health Insurance	27,480.85	30,249.98
7135 · Dental Insurance	6,338.77	6,750.00
7140 · Auto Mileage	31.25	125.02
7160 · Compensation Reserve	0.00	3,999.98
Total PAYROLL EXPENSES	383,302.11	388,100.97
Total Expense	717,465.14	805,775.97
Net Ordinary Income	-276,177.25	17,091.55
Other Income/Expense		
Other Income		
OTHER INCOME		
6620 · Interest Income	27,505.97	
Total OTHER INCOME	27,505.97	
Total Other Income	27,505.97	

South Washington County Telecommunications Commission

Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget
Other Expense		
Ask My Accountant	-2.00	
Franchise Fee Reimb. Other Exp.	222,522.05	
Relocation Fund	0.00	50,000.02
Total Other Expense	222,520.05	50,000.02
Net Other Income	-195,014.08	-50,000.02
Net Income	-471,191.33	-32,908.47



MEMORANDUM

To: South Washington County Telecommunications Commission
From: Mike Bradley, Nancy Werner, and Michael Athay
Re: July 2023 Legal Report
Date: July 5, 2023

Bradley Presents at National ACM Conference

In June, Mike Bradley presented the Legal and Legislative Update at the National [Alliance for Community Media](#) conference, which was held in Brooklyn, New York. He presented with attorney Jeff Bayne and ACM President, Mike Wassenaar. The primary focus of the presentation was on federal and state legislation relating to cable franchising and funding for municipal digital media.

Commission DCC Submits Data to State for Development of a Digital Equity Plan

Commission staff created a digital connection committee (DCC) through the Office of Broadband Development (OBD) and was approved to receive a \$4,000 mini-grant to help cover the cost of participating. The Commission's DCC filed all of the data required by the OBD on June 30, 2023. The DCC will be able to continue to participate in the creation of the state's digital equity planning now through the end of November.

ALERT – FCC Releases NPRM on Cable Pricing

In June, the FCC released a [Notice of Proposed Rulemaking](#) on pricing for cable and satellite services. In the NPRM, the FCC proposes,

to require that cable operators and DBS providers aggregate the cost of the video programming service (that is, any and all amounts that the cable operator or DBS provider charges the consumer for video programming, including for broadcast retransmission consent, regional sports programming, and other programming-related fees) as a prominent single line item on subscribers' bills and in promotional materials, if they choose to advertise a price in those promotional materials. We intend for this aggregate amount to include the full amount the cable operator or satellite provider charges (or intends to charge) the customer in exchange for video programming service (such as broadcast television, sports programming, and entertainment programming), but nothing more (that is, no taxes or charges unrelated to video programming). The goal of this proposal is to provide consumers with the video programming service portion of their subscription payment for which they are or will be responsible in clear terms. This will allow consumers to make informed choices, including the ability to comparison shop among competing cable operators and DBS providers; compare programming costs against alternative programming providers, including streaming services; and budget for the actual amount that they will need to pay for cable or DBS video service every month,

similar to the truth-in-billing rules that the Commission has in place to aid common carrier customers in understanding their bills and making informed choices in the market (footnotes omitted).

We recommend that the Commission participate in this proceeding as part of its responsibilities in protecting cable subscribers.

ALERT – New Industry Push to Exempt Streaming Revenues from Cable Franchise Fees

Ten states in the past two years clarified that satellite and streaming needn't pay cable franchise fees. Arizona, Georgia, Louisiana and Ohio passed legislation in 2022, and Arkansas, Iowa, Indiana, Kansas, Oklahoma and Tennessee in 2023. More states could soon join them, including Illinois, Missouri, Nevada, South Carolina and Texas. Fort Scott, Kansas, abandoned litigation against the state earlier this month after an exemptions law was signed.

ALERT - U.S. Conference Of Mayors Adopts Resolution Against H.R. 3557 Preempting Local Authority

Law360 reported in a June 23, 2023 article that Mayors from across the U.S. are opposing a U.S. House bill – H.R. 3557 – that would overhaul federal, state and local broadband permitting procedures (the article is available [here](#)). As reflected in a Resolution adopted at the nonpartisan U.S. Conference of Mayors June meeting in Columbus, Ohio, the Mayors contend the measure was crafted in a hurried process with little debate and that it would run roughshod over local regulatory authority and priorities. According to the Resolution “The proposed bill would bestow on broadband providers an unprecedented federal grant of access to state and local public property, but impose no obligations on those providers to serve ‘unserved’ and ‘underserved’ Americans.” The conference did not record any “no” votes by participating mayors according to the article.

The Resolution also said H.R. 3557:

- “would preempt local governments’ rights-of-way compensation and management authority, zoning powers, cable franchising authority, and property rights”;
- would “make virtually any local government decision not to allow the installation of a proposed wireless facility at a provider’s request a ‘prohibition’ preempted by federal law”;
- would require local governments to draft and publicly release a written explanation for the decision to deny an application on the same day it votes on the decision – “a virtually impossible task because such written decisions typically require the examination and analysis of evidence presented to local council”;
- would provide that broadband permit applications be deemed-granted if not acted on within 60-day “shot clocks” on local review procedures, giving localities only about a quarter of the time allotted to federal agencies (generally up to 270 days) for their own reviews in cases that affect federal property and land (the bill would also impose a deemed-granted requirement in those cases);
- would substitute the Federal Communications Commission for the local federal district court as the reviewing body for challenges to local government decisions regarding wireless facility applications “thus breaking the promise made by Congress in 1996 that

local governments would not be required to travel to Washington to defend local decisions”;

- would limit the ability of state or local franchising authorities to enforce franchise obligations, and “affirmatively grant cable operators the right to use local rights-of-way to provide non-cable services while prohibiting localities from imposing any fees on non-cable services for use of those rights-of-way.”

In addition to substantive objections, the Resolution also objected to the process in the House Energy and Commerce Committee, saying it was introduced with little notice, without full text two days before the committee markup, and after only one panel hearing at which only witnesses in favor of federal preemption appeared “and to which not a single state or local government representative was invited to testify.”

According to Law360, reform of local permitting has picked up traction on both sides of the aisle this year as lawmakers worry that a patchwork of restrictions, from city and county zoning rules to railroad regulations and national historic preservation and environmental reviews, could impede broadband deployment funded through a massive infusion of federal dollars, leading to one of the biggest congressional pushes in years to impose time limits on local reviews of telecom infrastructure projects such as fiber trenches and wireless towers. H.R. 3557 was reported out of the [House Energy and Commerce Committee](#) in late May on a party line vote.

Senate Committee Holds Hearing on New FCC Commissioner Nominee

The Senate Committee on Commerce, Science and Transportation, held a June 22, 2023, hearing to consider Federal Communications Commission Nominees:

1. Anna Gomez to be a Commissioner (New, 5TH) (PN673)
2. Fara Damelin to be Inspector General (PN441)
3. Brendan Carr to be a Commissioner (Reappointment) (PN672)
4. Geoffrey Starks to be a Commissioner (Reappointment) (PN674)

A vote has not been taken yet.

FCC Chair’s Testimony Indicates No Plan To Regulate Over-the-Top Providers As MVPDs

According to a June 22 story in MultiChannel News, FCC Chair Jessica Rosenworcel indicated in testimony to the House Energy and Commerce Committee’s June FCC oversight hearing (in its communications subcommittee) that she has no plans to apply multichannel video programming distributor (MVPD) regulations to streaming video services, and that she does not think the FCC has the authority to do so. The question came from Rep. Jay Obernolte (R-Calif). He said that one of the things that had “really changed” in video delivery was the advent of streaming services and that, as a result, “questions have arisen” about the FCC’s ability to regulate online video distributors as they do traditional MVPDs. Those include rules on program access and carriage regulations. If “MVPD” were redefined to include online video distributors, they would have access to content through the FCC’s program access rules, while also having to negotiate retransmission-consent with broadcasters under the FCC’s MVPD rules. The result

would be that over-the top providers would have FCC-enforced access to vertically integrated programming.

Obernolte's question to Rosenworcel was "Do you believe the FCC has that jurisdiction and do you intend to regulate streaming services the same way that you do other MVPDs?" According to the article, Rosenworcel's response left the clear impression she was not looking to regulate online video services: "I think the answer is that our authority extends only to what Congress provided us in the 1984 Cable Act and 1992 Cable Act," "and I think it is fair to assume that none of us in this room were contemplating the kind streaming services we have today when Congress passed those laws."

Minnesota to Receive \$652M for Federal High-Speed Internet Grant Program

The Department of Commerce's National Telecommunications and Information Administration (NTIA) announced on June 26 how it has allocated funding to the 50 states, the District of Columbia, and five territories under its \$42.45 billion Broadband Equity, Access, and Deployment (BEAD) program to deploy affordable, reliable high-speed Internet service throughout America. The States, D.C. and territories (Eligible Entities) must still submit proposals to NTIA detailing how they will use their allocated amounts, within 180 days of formal notice of their allocations. Minnesota's allocation is \$651,839,368.

The BEAD funding is to be used to deploy or upgrade broadband networks to ensure that everyone has access to reliable, affordable, high-speed Internet service. Once deployment goals are met, any remaining funding can be used to pursue eligible access-, adoption-, and equity-related uses. Details related to the allocations, as well as to state-by-state funding across the Biden-Administration's high-speed Internet portfolio, are available at [InternetForAll.Gov](https://www.internetforall.gov).

\$67 Million in DEED Broadband Expansion Grants To ISPs Announced

Minnesota Governor Tim Walz and Lt. Governor Peggy Flanagan announced on June 28 \$67 million in new grants from the Department of Employment and Economic Development's (DEED) Border-to-Border Broadband Development and Low Population Density broadband funding programs for expansion of broadband access in the state. The grants are to internet service providers to expand broadband coverage to thousands of residents, furthering the administration's commitment to providing high-speed broadband for all Minnesotans. The announcement comes days after the federal government announced a separate \$652 million investment in Minnesota's broadband infrastructure.

In total, 30 broadband expansion projects around Minnesota will receive grants from the two DEED broadband programs, which are administered by its Office of Broadband Development. Providers estimate the funding will extend new high-speed broadband access to more than 13,100 Minnesota homes and businesses in 26 counties. Grant awards by project are identified in the chart and on [DEED's website](#). The grants are to support the state's goal that by 2026 every Minnesota home and business will have access to at least one broadband provider with download speeds of at least 100 megabits per second (Mbps) and upload speeds of at least 20 Mbps.

According to the announcement, this is the eighth time DEED has provided funding through the Border-to-Border program since 2014, with the result that more than 103,000 homes and

businesses have received high-speed broadband access through nearly \$296 million in previous awards to over 270 grantees. In May, Governor Walz signed legislation providing \$100 million to the program in the next biennium. DEED will open its next Border-to-Border grant round this fall.

Border-to-Border Grantees are listed below by County:

County	Applicant Name	Grant
Aitkin	SCI	\$ 794,822
Anoka	Comcast-Xfinity	\$ 2,549,413
Benton	Benton Cooperative Telephone	\$ 2,988,275
Carlton	SCI	\$ 1,271,835
Clay	702 Communications	\$ 2,624,830
Douglas	Gardonville Cooperative Telephone	\$ 857,013
Douglas	Gardonville Cooperative Telephone	\$ 665,950
Fillmore	Harmony Telephone Company	\$ 2,991,038
Fillmore	Harmony Telephone Company	\$ 1,044,436
Hennepin	Midco	\$ 1,519,500
Isanti, Chisago	East Cental Energy	\$ 4,900,000
Jackson	Federated Rural Electric Assoc.	\$ 7,068,222
Kandiyohi	Meeker Coop Light & Power	\$ 533,959
Kandiyohi	Meeker Coop Light & Power	\$ 1,428,066
Kittson, Marshall	Wikstrom Telephone Co.	\$ 2,531,488
Koochiching	Koochiching County	\$ 77,300
Marshal, Polk	Garden Valley Technologies	\$ 1,488,322
Olmsted, Dodge	KMTelecom	\$ 1,931,046
Otter Tail	Otter Tail Telcom	\$ 2,331,792
Sherburne	Arvig (Tekstar)	\$ 182,576
St. Louis	Paul Bunyan Rural Telephone Coop	\$ 5,569,281
Stearns	Runestone Telephone Assoc.	\$ 4,800,000
Washington	Comcast-Xfinity	\$ 2,908,829
Washington	Midco	\$ 1,580,300
Wilkin	Red River Rural Telephone Assoc.	\$ 2,227,363
Wilkin	Red River Rural Telephone Assoc.	\$ 2,035,500
Wright	Arvig (Tekstar)	\$ 879,747
Wright	Frontier	\$ 829,800
Wright	Meeker Coop Light & Power	\$ 1,270,132
Yellow Medicine	Interstate Telecommunications Company	\$ 4,988,174
TOTAL:		\$ 66,869,009

The terms of the two DEED programs that will provide the grants include the following:

- Border-to-Border Broadband Development Grant Program: Grantees can use the funds to reimburse up to half the eligible cost of deploying broadband infrastructure, with

funding for a single project capped at \$5 million. Projects must offer speeds of at least 100 Mbps download and 20 Mbps upload.

- Low-Population Density Program: Funds up to 75 percent of eligible project costs to help providers build out broadband infrastructure in some of the more remote or costly-to-serve areas of the state.

As we have reported previously, DEED also administers the Line Extension Program, which connects residents and businesses that lack broadband to local service providers and then helps pay to extend broadband to those locations. Residents and businesses who believe they are unserved can learn more and apply online [here](#), by calling 651-259-7610, or by emailing DEED.broadband@state.mn.us. To date, nearly 2,500 homes and businesses have registered for this program, according to the announcement.

ACSI Rates Customer Satisfaction With Pay TV providers, Streaming Services, ISPs

The *American Customer Satisfaction Index (ACSI) Telecommunications Study 2022-2023* released its report on June 6, 2023, addressing customer satisfaction benchmarks for three telecommunications industries: subscription TV service, internet service providers (fiber and non-fiber), and video streaming service (streaming apps and live TV apps) (details are available [here](#)).

According to the report, subscription TV service is “No longer the most hated industry in the Index overall” and this year extended a positive ACSI trend for a fourth straight year, rising by 5% to an all-time high score of 69 points on the scale of 100. U-verse TV (DirecTV), available to existing subscribers only, leads the index following a 7% jump to 78. Verizon Fios remains second, up 4% to 74, while Frontier Communications improved 18% to a score of 72 and Xfinity (Comcast) rose by two points over 2022 to a score of 67. At the bottom of the industry, the group of small subscription TV providers and Spectrum each increased 3% to 65, while Optimum was last with an ACSI score of 60.

ACSI reports “Fiber internet [service] beats non-fiber service hands down,” outpacing non-fiber service “by a whopping 9 points – 75 to 66 – for customer satisfaction (on the scale of 0 to 100).” But according to ACSI, well over half of U.S. households do not have access to fiber internet service and many turn to wireless. Of the fiber ISPs, AT&T Fiber is first with a score of 80; CenturyLink Fiber is next at 78, followed by Google Fiber (76), Verizon Fios (75) and Frontier Fiber (74) and Xfinity Fiber (73).

Among non-fiber ISPs, T-Mobile was first, improving 3% to 73. AT&T Internet was second after increasing 4% to 72; Sparklight was third at 71. Kinetic by Windstream has the largest gain, rising 13% to 70, followed by Xfinity (up 3%) at 68. CenturyLink was near the bottom at 62 (up 3%), Frontier Communications scored 61, last-place Optimum, down 2%, scored 58.

The video streaming industry, which includes both streaming apps (at 77 points) and live TV apps (at 76 points), improved overall by 4% to an ACSI score of 77. The smaller group of streaming and live TV apps overall decreased 4% to 75. Amazon Prime Video led after climbing 8% to an ACSI score of 80. Peacock was second following a 10% increase to 79. Hulu (up 4%), Netflix (up 5%), Paramount+ (up 1%), and YouTube Premium all scored 78. HBO Max (now

Max) scored 77 (up 5%), followed by Apple TV+ (up 10%) and Disney+ (down 3%) at 76. ESPN+ slipped 1% to 72, with Crackle last at 70. Hulu + Live TV was first among live TV apps with an ACSI score of 80. Sling TV (up 6%) and YouTube TV (down 1%) scored 76; DIRECTV STREAM decreased 5% to a score of 72.

The *ACSI Telecommunications Study 2022-2023* is based on interviews with 22,061 customers, chosen at random and contacted via email between April 2022 and March 2023. Download the study [here](#). The [American Customer Satisfaction Index](#) (ACSI®) has been a national economic indicator for 25 years. It measures and analyzes customer satisfaction with more than 400 companies in over 40 industries and 10 economic sectors, including various services of federal and local government agencies. For more information, visit www.theacsi.org.

League of Minnesota Cities Releases Its 2023 Guide To Laws Affecting Cities

The League of Minnesota Cities has announced its *2023 Law Summaries: A Guide to the New Laws Affecting Cities*. The publication contains a general recap of laws affecting cities that were enacted during the 2023 Minnesota legislative session and can be found at [2023 Legislative Session Overview](#) and in pdf form here: [View the 2023 Law Summaries \(pdf\)](#). The recap also highlights bills relevant to cities that did not become law.