

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, June 15, 2016 at 7:45 am

***Birmingham Public Schools' Education & Administration Center

Evergreen Room***

31301 Evergreen Rd, Beverly Hills

1. Roll Call
2. Approve Meeting Minutes For Cable Board Meeting of May 18, 2016-M
3. PEG Grant Request-City of Birmingham for Completion of the Outdoor Wireless Access at the Birmingham Museum-M
4. Public Comments
5. Treasurer's Report
6. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
7. Executive Director's Report
8. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
9. BAPA/BAMA Report
10. Old Business
11. New Business
12. Public Comments
13. Board Comments
14. Adjourn

PEG Committee meeting immediately following BACB meeting

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 18, 2016

Present: Bozell, Eick, Heldt (arrived at 7:47 AM), McAlear, McLain – Birmingham
 Burry, Maly, Schneider, Verdi-Hus – Village of Beverly Hills
 Ettenson – Village of Bingham Farms

Absent: Stakhiv – Village of Franklin

Also Present: White – Executive Director
 Currier – Attorney for Cable Board
 Kowalski – Bloomfield Community Television

McLain called the meeting to order at 7:45 AM in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

APPROVE MINUTES OF CABLE BOARD MEETING HELD April 20, 2016

Motion by Heldt, seconded by _____, to approve the minutes of the Regular Cable Board Meeting on April 20, 2016, as presented.

Maly corrected the minutes on page 3, as he is not a Board Member of NEXT. The first sentence of the discussion about the NEXT fundraiser should read, “*McLain, Burry, and Borgon, Board Members of NEXT, relayed the information about its Golf...*”

Motion by Heldt, seconded by _____ to approve the minutes of the Regular Cable Board Meeting on April 20, 2016, as amended.

Motion passed.

PUBLIC COMMENTS

None

PROPOSED FISCAL YEAR 2016-2017 BACB BUDGET

The Board was in receipt of the proposed 2016/2017 Cable Board budget as prepared by Executive Director White. She referred to the budget material and noted changes from the 2015/16 budget in **Board Expenses:** Administrative Grants reduced from \$197,763 to \$137, 639 (an estimate, as requested by the auditors); Advertising/Promotion reduced from \$1000 to \$700 (reduction due to low cost activities through the Birmingham/Bloomfield Chamber of Commerce); Bank Service Charges is a new account; Conferences reduced from \$6,000 to \$4,000; Contract Labor reduced from \$4,800 to \$4,000; Executive Director increased from \$39,000 to \$40,000. **Professional Fees:** Auditing (used to be referred to as Accounting) increased from \$8,200 to \$8,500.

PEG Revenue: Other Income: Interest Income reduced from \$500 to \$250; Other Income reduced from \$11,000 to \$5,000 (BCTV truck usage for non-BACB area community programing).

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PEG Operations: Cable Contractor reduced from \$250,000 to \$233,950; Equipment Purchase reduced from \$45,000 to \$10,000 (for possible studio equipment); Production Truck increased from \$24,000 to \$59,000 (for possible truck equipment); Production Crew Uniforms is a new category.

Verdi-Hus inquired about the Mileage Expense and Office Expense. In response White explained that the Mileage represents her cost to meetings but it usually didn't cost as much as the amount budgeted per year and the Office Expense covers ink, paper, and software updates.

Motion by Bozell, seconded by Ettenson, to approve the Birmingham Area Cable Board Budget for Fiscal Year 2015-2016.

Roll Call Vote
Motion passed (10-0).

COMMITTEE REPORTS

Cable Action Committee

White reported that the committee discussed the Fiscal Year 2016-2017 Budget proposal. Jeff Heldt, Jeff Bozell, Elaine McLain, Frank Maly, and she were present for the meeting. Verdi-Hus stated the next meeting is scheduled for Thursday, June 2, at 5:30 PM upstairs in the Baldwin Library. The meeting is open to the public.

PEG Committee

McAlear, Chairman, stated there would be a PEG meeting following the BACB meeting this morning.

EXECUTIVE DIRECTOR'S REPORT

White referred to her report dated May 11, 2016. Since her last report she has received three (3) complaints and all three (3) are now closed. One was submitted by the Beverly Hills resident who appeared at the last BACB meeting and related to her recent dealing with WOW regarding an offensive letter about some so-called "unpaid" bills that she had received.. The resident has since spoken with a WOW representative who apologized and informed her that her balance was, in fact, paid in full. The representative also gave her one (1) month's credit and stated that he would look into the wording of the letter. McLain mentioned and thanked Ken Parson, WOW's representative to BACB, for personally handling the complaint. The second complaint was from a Birmingham resident who had two (2) problems with AT&T: cutting off his Netflix access on Sunday afternoons and charging him after changing out his modem. Both problems were resolved. The final complaint was from a Birmingham resident who claimed to be unable to receive the audio portions of Birmingham Board and Commission meetings. BCTV investigated the claim and found there was an encoder problem which was then reset.

The account balances for the MBS, BBCU, and Beverly Hills accounts were provided to the Board. Since her last report, White has not written any checks on behalf of the BACB.

The Charter Communications and Time Warner Cable merger has been approved by the FCC with conditions, which White elaborated on in her report. She also included a quoted statement from the opposition group, StopMegaCable, in response to FCC's announcement.

PROVIDER RELATED TOPICS**a. Comcast**

There was no representative present and there were no new announcements.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

Even though the representatives were not at the meeting, McLain noted that all recent complaints were personally handled by the respective representatives.

Ettenson mentioned that WOW has been sending mailings to residents in areas where its service cannot be accessed. He suggested WOW use zip codes. To which McLain explained that WOW does use the zip codes but there is a small residential overlap. She asked that White speak with Ken Parson about this matter.

BAPA/BAMA REPORT

In Steve Rota's absence, Greg Kowalski, BCTV, gave the report. He referred to Rota's Memo to BACB, dated 5/11/16, and pointed out the seven (7) completed **BAMA** Programs which were regularly scheduled municipal meetings, Board of Zoning Appeals meeting, Baldwin Library Board and Trust Meetings, Birmingham Advisory Board Meeting, Multi Modal Board Meeting, the BACB meeting, the Annual Celebrate Birmingham parade, and a Baldwin Library Lecture.

For the **BAPA** Programs, from the BACB area individual producers and organizations, twenty-eight (28) programs were taped. He listed all the programs.

Regarding the **PRODUCER WORKSHOP**, Kowalski reminded the Board that one-on-one sessions are offered for those who are interested in producing their own show and to those who want to experience the "behind the scenes" process. Residents can contact BCTV at 248-433-7790 to schedule an appointment date and time.

Kowalski noted the station submitted a few programs to be judged in the 37th Annual Telly Awards and won two (2) Bronze awards: Soup and Company and Beyond the Box Score 2015 Seaholm Girls Golf Team.

OLD BUSINESS

None

NEW BUSINESS

McLain stated that she had received a phone call from Sharon Tischler, Southfield Township Clerk, who had questions about internet support and possibly coming to the Cable Board for a grant. In the past Southfield Township has received internet access through Oakland County and as of July, 2016 that would no longer be the case. Tischler was curious as to whether the Cable

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Board could provide a Municipal Support Services grant which is a line item in the Franchise Fee budget and is provided to the four (4) communities it serves. Currier will research the technicalities of the request, taking into consideration that Southfield Township is not a member of the agreement of the Birmingham Area Cable Board, does not contribute any funds to the consortium, its boundaries are much greater than this consortium, and more. He will report back to the Board with his findings at its next meeting. McLain noted that the Cable Board might be able to assist Tischler as she investigates different options that might be amenable to the Township. Currier suggested that Tischler begin by contacting BACB's escalation teams of all three (3) providers. White will contact Tischler with the phone numbers.

Eick stated that he had a PEG request from Derby Middle School. This would be discussed at the PEG meeting immediately following this meeting.

PUBLIC COMMENTS

None

BOARD COMMENTS

McLain stated that this would be Pat Schneider's last meeting with the BACB. Due to employment responsibilities, she will be traveling more. On behalf of BACB, McLain thanked her for all her input and expertise over the years, all of which were greatly appreciated.

The meeting was adjourned at 8:19 AM.



MEMORANDUM

DATE: June 15, 2016

TO: Birmingham Area Cable Board

FROM: Leslie Pielack, Museum Director

CC: Joseph A. Valentine, City Manager
Carlos Jorge, Facilities Superintendent

SUBJECT: Birmingham Museum Wireless Addendum

The Birmingham Area Cable Board has provided phased grant funding for outdoor WiFi expansion at the Birmingham Museum (formerly Birmingham Historical Museum & Park) since 2013. The goal of the overall project is to provide wireless access for the public to allow the community to gain access through internet connectivity to content about the site and its history, and Birmingham's history in general. The project has been approached in four phases, as follows:

- two upgrades of obsolete wireless access points (Phases 1 and 2-Allen and Hunter Houses)
 - Phase 1-Allen House, approved October 16, 2013 in the amount of \$5,000.
 - Phase 2-Hunter House, approved August 19, 2015, in the amount of \$887.60,
- two components of extended service to the park grounds (Phases 3 and 4-the lower park and pond area)
 - Phase 3-Provide outdoor wireless to the lower park lawn area, approved August 19, 2015 in the amount of \$30,600.58.
 - Phase 4-Provide outdoor wireless to the area north of the pond, approved October 21, 2015 in the amount of 19,431.77

Phases 3 and 4 have been combined in one construction project, with Netch Inc. (now a Presidio Company) overseeing the project. The construction of the project was initiated early in 2016, but has encountered an additional issue relating to historical features around the park's spring fed pond.

The lower park contains designed elements such as 1) a stone landscape wall built in 1928 by Harry Allen, first mayor of Birmingham, as part of a designed landscape for the Allen House they built at that time, and 2) concrete walls and improvements

around the spring fed pond that originally provided a pool for Harry Allen's son Jim, who had polio. (Walls and steps into the pool made it possible for Jim to get his polio hydrotherapy at home.) It is important to protect and preserve these historic landscape elements for the future and public education and interpretation. To do so involves relocating the wiring for the wireless access around the pond.

Additional funds are needed in the amount of \$3,482.29 to complete the project and connect the system correctly by relocating the wiring because of the pond (see attachments). This will provide for the desired public wireless access while protecting the natural and historical resources in the park.

Suggested resolution:

To approve a grant in an amount not to exceed \$3,482.29 to the City of Birmingham for the completion of the outdoor public wireless access at the Birmingham Museum (formerly Birmingham Historical Museum & Park).

CHANGE ORDER



CHANGE ORDER No. **JCO 1**
 PROJECT NAME: Outdoor Wireless Project 556
 Maple
 PROJECT No. 15526
 CONSULTANT: N/A

CUSTOMER: NETech Corp

Contact: Scott Sutherland

DATE OF ISSUE: 3/9/2016

EFFECTIVE DATE: 5/12/2016

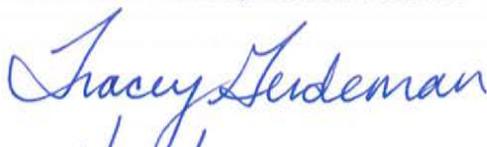
Contractor is hereby directed to make the following changes:

Description: The customer has requested that we go around the pond. This adds 40ft of additional directional boring and 40ft of trenching to complete.

Reason for Change Order: Route change, per the customer's request.

Attachments: (List documents supporting change and justifying cost and time)

Revised B2W number:

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIME:
Original Contract Price \$14,812.05	Original Contract Time: N/A
Net changes from previous Change Order No. \$0.00	Net changes from previous C.O.'s No. N/A
Contract Price Prior to this Change Order: \$14,812.05	Contract Time prior to this Change Order: N/A
Net Increase (decrease) of this Change Order: \$3,482.29	Net Increase (decrease) of this Change Order: N/A
Contract Price with all Approved Change Orders: \$18,294.34	Contract Time with all Approved Change Orders: N/A
ACCEPTED: TurnKey Network Solutions	APPROVED: NETech Corp
By: 	By:
Date: 5/12/16	Date:



TURNKEY Network Solutions

7020 Southbelt Drive SE, Caledonia, MI 49316
Toll Free: 877.376.7681 Fax: 616.455.9845 www.tkns.net

The Single Source for
All Your Telecommunications
Infrastructure Needs

To: NETech Corp	Contact: Scott Sutherland
Address: 4595 Broadmoor SE Ste. 190 Grand Rapids, MI 49512	Phone: (616) 281-8100 Fax: (616) 281-8594
Project Name: Outdoor Wireless Project 556 Maple Option V4-JCO 1	Bid Number: 2016-1259
Project Location: 556 Maple, Birmingham, MI	Bid Date: 5/12/2016

Scope of Work: The customer has requested that we go around the pond. This adds 40ft of additional directional boring and 40ft of trenching to complete.

Thank you for the opportunity to quote this project.

Item #	Item Description	Estimated Quantity	Unit	Total Price
B. Underground				
230	Trench	40.00	LF	\$2,062.40
Total Price for above B. Underground Items:				\$2,062.40
B. Underground				
210	Directional Boring	40.00	LF	\$1,115.20
280	Restoral	80.00	LF	\$232.00
Total Price for above B. Underground Items:				\$1,347.20
F. Materials				
510	Outside Plant Materials	1.00	LS	\$72.69
Total Price for above F. Materials Items:				\$72.69
Total Price for above Items:				\$3,482.29
Total Bid Price:				\$3,482.29

Notes:

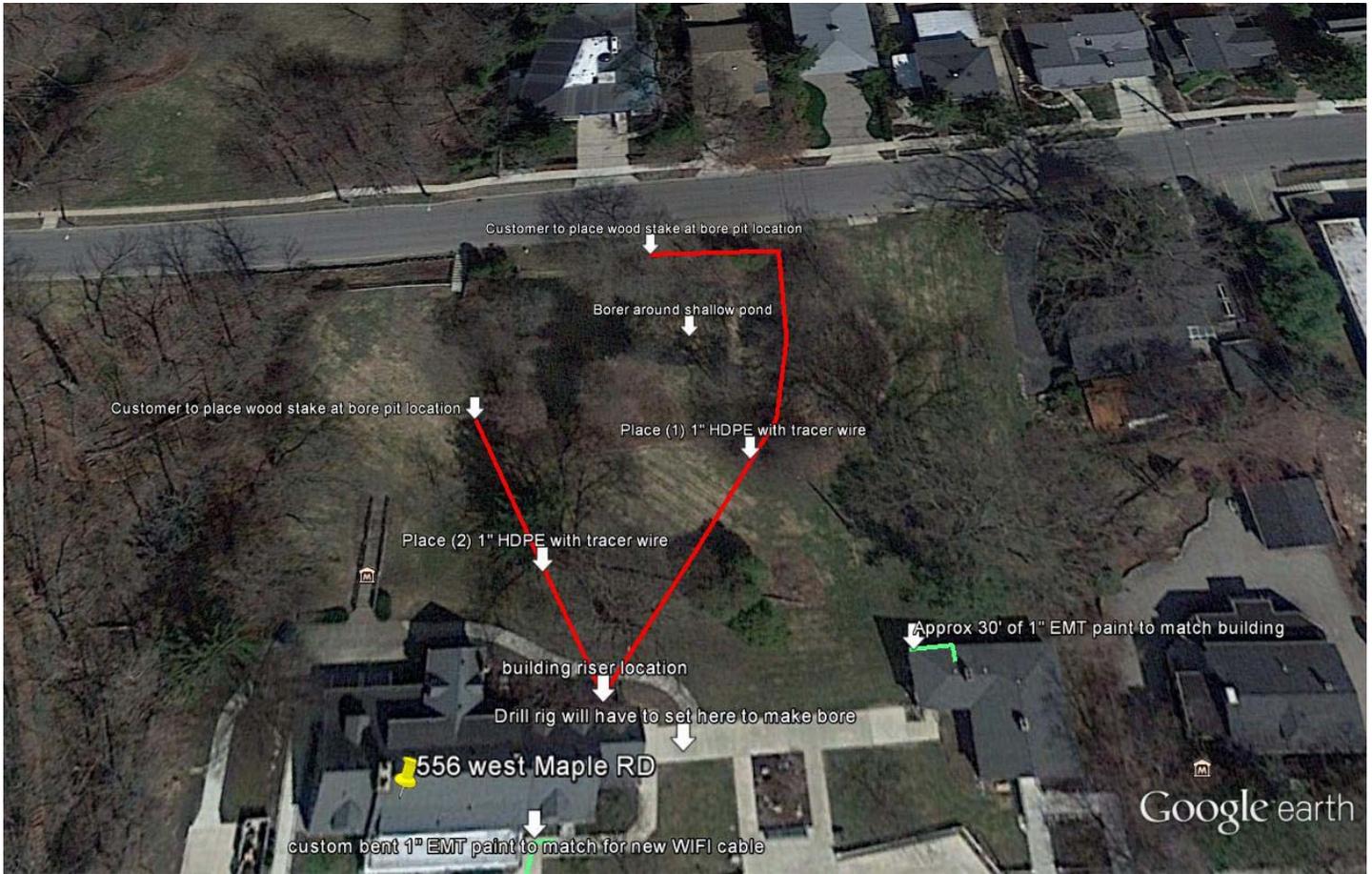
- This quote constitutes an offer by TurnKey Network Solutions (TKNS) to the Customer named on page 1 of this quote for the furnishing of Products and/or Services. The offer made in this quote is subject to the Master Services Terms and Conditions available at <http://www.tkns.net/assets/pdf/TKNSMSTC.pdf>. Customer shall indicate acceptance of this offer by providing TKNS with a return copy of the quote signed by a duly authorized representative of Customer. By accepting this offer Customer accepts TKNS Master Services Terms and Conditions.
- Labor prices are valid for sixty (60) days from the date noted on the quote. Beyond sixty (60) days, please call for current pricing.
- Material prices are valid for thirty (30) days from the date noted on the quote. Beyond thirty (30) days, please call for current pricing.
- All routes will be owned by and permitted under Customer of record listed on quote.
- Customer of record listed on quote is responsible for all structure (pole and conduit) make-ready costs.
- Customer of record listed on quote is responsible for all applicable structure (pole and conduit) permits, fees, make-ready costs, and ROW acquisition/use fees.
- Price does not include any costs for directional boring/plowing through rock or frozen ground (frost) conditions. A price will be agreed upon prior to construction if these conditions are encountered.
- All property disturbed by TKNS will be restored to its original condition.
- Quoted price does not include the cost to modify any TKNS disturbed area to meet The Americans with Disabilities Act (ADA). Any requirement of modifications to disturbed areas outside of restoral to its original condition will be considered a change in the scope of work and a price will be agreed to prior construction.
- Excavated spoils shall be used as backfill. Any requirement for imported backfill will be considered a change in the scope of work and a price will be agreed upon prior to construction.

- TKNS is not responsible for the handling and disposal of Hazardous materials.
- The information contained in this quotation (the "Proprietary Information"), is proprietary to the business of TKNS. Customer agrees to protect as confidential all Proprietary Information provided by TKNS. This provision shall survive the termination of any contractual relationship between TKNS and Customer. Customer shall protect and treat Proprietary Information as it does its own most confidential proprietary information, and shall not share it with any outside person whatsoever. For the avoidance of doubt, the fact and contents of any discussions and the contents and existence of this quotation shall be considered Proprietary Information.
- Fax purchase orders to: 616.825.6131 or email purchaseorders@tkns.net.
- **This quote may or may not include estimated taxes. If taxes are included, the amount reflected is an estimate and the actual amount will be billed at the time of invoice. By accepting this quote Customer agrees to pay in addition to this quote any taxes as required.**

Payment Terms:

Payment in full is due within thirty (30) days of receipt of invoice. Unpaid balances shall bear interest from the due date at the rate of one and one half percent (1 ½ %) per month.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: TurnKey Network Solutions</p> <p>Authorized Signature: _____</p> <p>Estimator: Keith Schierbeek kschierbeek@tkns.net</p>
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Customer to place wood stake at bore pit location

Borer around shallow pond

Customer to place wood stake at bore pit location

Place (1) 1" HDPE with tracer wire

Place (2) 1" HDPE with tracer wire

building riser location

Drill rig will have to set here to make bore

556 west Maple RD

Approx 30' of 1" EMT paint to match building

custom bent 1" EMT paint to match for new WIFI cable

Google earth

Google earth



MEMORANDUM

DATE: June 9, 2016
TO: Board Members
FROM: Cathy White
Re: Monthly Report

CUSTOMER COMPLAINTS

We have received three (3) complaints since the date of our last meeting. Complaint No. 2016-11 was submitted directly to our website by a Birmingham resident who had problems with his Comcast DVR not working properly. After attempts were made to fix the box, he was ultimately informed that Comcast could not fix it and that they would ship him a new box to replace it. Comcast technical support was not able to get the new box working properly but was subsequently able to get the old DVR box working. The subscriber was also informed that his DVR service had been discontinued (without informing him) when he adjusted his rate plan nine months earlier. When he asked for compensation for this, he was told that he would not receive compensation and that his rate would increase by \$10.00 per month because the DVR service was restored. The Comcast escalation team made several attempts to contact him but were unsuccessful. They have sent him a follow-up letter with their direct contact information to assist further if he desires. This complaint is now closed.

Complaint No. 2016-12 was submitted by the Village of Beverly Hills who needed assistance in getting a Comcast box removed outside of their office as part of the ongoing construction project. It turned out that it was actually a box that belonged to WOW and it has now been removed. This complaint is therefore closed.

Complaint No. 2016-13 was received from a Birmingham resident who received assistance in fixing a loose Comcast wire and was told that there would be no charge for the repair. He has since been charged a \$50.00 service charge and contacted Comcast who finally agreed to credit the service fee. He has requested assistance from the escalation team to confirm that the charge will be credited and to review customary service charges in case of future service calls. This complaint is pending.

FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts will be provided via hard copies at the meeting, in addition to budget to actual figures. This information will also be e-mailed to all Board members in advance of the meeting.

CHECK DISBURSEMENT

I have written one check since the date of my last report. A payment was made to Bloomfield Township in the amount of \$10,000.00 for BCTV filming four (4) May sports events.

ADDITIONAL NOTES:

Board Member Frank Maly forwarded an interesting article to me from the Wall Street Journal regarding whether consumers should be permitted to provide their own set-top cable and satellite boxes. I will provide copies of this article to the Board at the meeting. The article presents opposing sides of the issue, noting that the FCC wants to spark competition in providing cable access but that opponents say the market is already doing that.

Memo



To: BACB
From: Steve Rota
cc: Greg Kowalski, Cathy White & Elaine McLain
Date: 6/8/16
Re: Report May 19th, 2016 through June 15th, 2016.

BAMA Programs

During this time period we've completed six regularly scheduled municipal meetings, Board of Zoning Appeals meeting, Birmingham Advisory Board Meeting and the BACB meeting.

BAPA Programs

From BACB area individual producers and organizations we've taped 15 programs. From individuals:

- ❖ Two *Michigan Entrepreneur* hosted by Tara Kachaturoff.
- ❖ Three Patriot Lessons with Judge Michael Warren.
- ❖ Two About You hosted by Ellen Rogers.

From BACB area organizations:

- ❖ Birmingham Bloomfield Symphony Orchestra.
- ❖ *Plant Based Nutrition Support Group* Lecture.
- ❖ Two TCH Women's Club Lecture.
- ❖ Birmingham Concert Band *Memorial Day Concert*.
- ❖ Village of Beverly Hills *Annual Parade and Carnival*.
- ❖ City of Birmingham *Memorial Day Service* in Shain Park.
- ❖ *Spectrum Orchestra*.

PRODUCER WORKSHOP

We are offering a one on one session for those who are interested in producing their own show and to those who want experience behind the scenes. Please call 248-433-7790 and we can schedule a date and time with you.