

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – April 24, 2019

Present: Abraham, Eick, Fenberg, McLain - Birmingham
 Borgon, Delaney, Shand – Beverly Hills
 Stakhiv - Franklin

Absent Gugni – Beverly Hills
 Bresnahan- Birmingham
 Ettenson – Bingham Farms

Also Present: Currier – Attorney for Cable Board
 Rota – Bloomfield Community Television
 Kyle Mazurek – Comcast Representative

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

McLain welcomed back Jim Delaney who had been an Alternate from Beverly Hills and has now been reappointed to BACB.

APPROVE MINUTES OF CABLE BOARD MEETING HELD March 20, 2019.

Motion by _____seconded by Fenberg and Eick to approve the minutes of the Regular Cable Board Meeting on March 20, 2019, as presented.

Motion Passed (8-0).

PUBLIC COMMENTS

None

PEG GRANT REQUEST - NEXT

Cris Braun, Executive Director of Next, commented that about 5 years ago she came before this Board requesting a PEG Grant for a new user-friendly website. The website is very important as it is the main vehicle to communicate with the community and has served them well. It is now outdated and she would like to make it more efficient by adding some software upgrades which were listed in her letter to the Board, dated March 15, 2019. She was requesting a Grant for \$4,887.00 for those upgrades and the cost of licensing. In addition, she was requesting financial support to help defray the annual expenses of maintaining the internet, cable and registration software for the center in the amount of \$5,126.28. Total Grant request was \$10,013.28.

Motion by Borgon, seconded by Stakhiv to approve the PEG Grant Request to Next for an amount not to exceed \$4,887.00 for the website updates and not to exceed \$5,126.28 for annual expenses.

McLain recused herself from voting as she is a Community Representative on the Board of Directors of Next.

There was a discussion about including supplies, such as toner and cartridges for the printers, as part of this grant request for Next.

Roll Call Vote:
Motion Passed (7-0, 1 Recuse).

TREASURER’S REPORT

Fenberg reported the balance in the Multi-Bank Securities account as of March 31, 2019.

REQUEST TO APPROVE FY 2018-2019 BACB BUDGET AMENDMENTS

In the Executive Director’s absence, McLain read White’s detailed final Budget adjustments report which each Board Member had received.

Motion by Borgon, seconded by Fenberg that the Birmingham Area Cable Board does hereby authorize the following final amendments to the FY 2018-2019 BACB Budget:
Administrative Grants – Increase the annual amount from \$102,061.00 to \$293,491.00.
Website Expenses – Increase from \$3,500.00 to \$15,000.00.
Equipment Expenses – Increase from \$10,000.00 to \$40,000.00.
Truck Equipment – Reduce from \$40,000.00 to \$10,000.00.
PEG Grants – Increase from \$101,000.00 to \$115,000.00.

Roll Call Vote:
Motion Passed (8-0).

REQUEST TO APPROVE RFP FOR CABLE ACCESS MANAGEMENT SERVICES

Borgon thanked Gugin and Abraham for their assistance in preparing this Request for Proposals. The contract with BCTV will expire June 30, 2019 and Borgon inquired from Currier if there was any required time frame for the posting of the RFP. Currier responded that it needed to be posted for a reasonable amount of time to give the applicants time to analyze, research, meet and ask questions of the BACB Board, which could be a month or two (2) weeks. Borgon stated that the RFP would be put on the BACB website and requested a Board discussion about the several blanks in the document.

Abraham commented and Borgon confirmed that the copy in the Board Members’ packet was not the most recent copy. Borgon also noted the reasons he was very detailed under **II. PROGRAMMING REQUIREMENTS**, 3. The Provider Must: He also added #4 which dealt specifically with the sports programming.

Regarding the blanks under **II. PROGRAMMING REQUIREMENTS**, 1. Borgon recommended that there be a period after the word “*broadcasts*”. The sentence to read, “There is to be 24/7 programming for each channel, including repeat broadcasts.” and strike the rest of the sentence, “...with at least hours of original programming.” Another change would be under **VII. TERMS**; “*August 1, 2019*” would be inserted in the blank. The sentence to read, “A proposal for three years is requested beginning August 1, 2019.” Deadline for the RFP submission to the Birmingham City Clerk’s Office would be May 31, 2019, giving the Board enough time to analyze the proposal, interview the applicants, and come back to the Board in July with a recommendation. Stakhiv pointed out that if all the proposals were submitted early

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and everything went smoothly there was still the option of considering the July date as the beginning of the contract.

Under **XIII PROPOSAL FORM AND DEADLINE**, Stakhiv questioned what form the proposals should be in: hard copies, email copies? After a discussion it was agreed that the proposals should be in hard copy form. The deadline for submission to the Birmingham City Clerk's Office was also confirmed to be at 2:00 PM on May 31, 2019.

Kyle Mazurek, Comcast Representative, was asked to comment on the vendors' cost to link up between their facility and the local meetings and events. He stated there would be substantial construction costs to those vendors which don't already have a connection with the different providers in the area. He felt it appropriate to ask the bidder to provide an estimate of those construction costs in its bid proposal. Abraham wanted such information in advance in order to evaluate the proposals. This information request would be added to the RFP under **III RESPONSIBILITIES**, A. The vendor shall be responsible for: 8. *Providing a cost estimate for Head end hook up that the BACB would be responsible for...*(or similar verbiage to be determined).

Currier advised that in an RFP situation there was always a mandatory attendance of an open pre-bid meeting for all applicants for the purpose of asking questions. He further noted that if all construction costs were broken out in the bids, BACB would have a better analysis of each proposal. Borgon would ask White to add these points to the proposal requirements. Stakhiv also requested that part of the proposal should itemize the different costs to the BACB for the services of the perspective companies in categories, such as, monthly, annually, construction for hook-ups, cost per meeting or sporting event, etc. Currier stated that most bidders put this information in a "Schedule Attachment".

Delaney's comments emphasized the important of getting a "firm" link up cost from the bidders, rather than an "estimate". It was the individual company's responsibility to find out the costs for such. He further inquired if there was a possibility to broadcast unscheduled special informational meetings in Beverly Hills. Borgon answered that adding other meetings for Beverly Hills, either "live" or "recorded" would definitely be considered.

Motion by Shand, seconded by Delaney to approve the RFP for Cable Access Management Services, as amended with changes as discussed at the meeting.

Motion Passed (8-0).

REQUEST TO APPROVE DISPOSAL OF OBSOLETE EQUIPMENT

Motion by Fenberg, seconded by Borgon to approve the deletion and disposal of obsolete equipment as listed in the "Book Detail with Acct Numbers", dated 10/12/2018, BACB Birmingham Area Cable Board.

McLain explained that the BACB was not allowed to donate such equipment. Borgon added that such an action had been discussed a couple months ago at a PEG meeting. The committee had

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asked Rota and Black to compile a list of those items they would dispose of for the BACB. This list was included in this month's Board packet. Black clarified that he used an account detail that Fenberg had sent him last year as the source. Those items with an "X" through the number would be included. The basis for the items under "Production Van" came from a quote from the company that put together the original production truck. The circled numbers 62 and 64 indicate estimated values of the various van equipment. Because Bloomfield Township has a yearly electronic waste disposal the last Saturday in April, it was deemed advantageous to put this item on this month's agenda for approval.

Motion Passed (8-0).

COMMITTEE REPORTS

Cable Action Committee

Eick had no new business to report. A tentative meeting will be held May 9, 2019 at 4:30 PM at the Birmingham Baldwin Public Library.

PEG Committee

Borgon stated there would not be a meeting today following this Board meeting. He did announce that starting next month he would not be available for PEG meetings immediately following the BACB meetings. Therefore, they will be scheduled the week before the Cable Board meetings at the BCTV premises, possibly making it a "lunch meeting". He encouraged any Board Member to attend the committee meetings.

Personnel Committee

Stakhiv reported that the Committee would be conducting its annual performance appraisal of the BACB Executive Director in the first two (2) weeks of May. The first part of the meeting will be open to the public, followed by the Performance Appraisal of the Executive Director which will be a closed session. The Board will be notified of the meeting date and time. She encouraged those Board Members who had not sent in their appraisal forms to please do so before the meeting.

EXECUTIVE DIRECTOR'S REPORT

In White's absence, McLain referred to White's monthly report dated April 17, 2019. There were two (2) new complaints since her last report. The first (1st) complaint was from a Birmingham resident who reported that about a month ago AT&T was running fiber in his neighborhood but he had not seen any further work since then. He was concerned since the pole appeared to be leaning. An AT&T escalation team member was looking into the matter. This complaint is pending. The second (2nd) complaint was also from a Birmingham resident who was unhappy with the overabundance of cable boxes/wires on a pole in her backyard as compared to others in her neighborhood. She requested a Comcast technician review the situation and determine if there could be other options. This complaint is pending.

The account balance for MBS, BBCU and Beverly Hills accounts as of March 31, 2019 will be emailed to all Board members and hard copies would be provided at the meeting. Fenberg had reviewed the accounts in his report.

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No checks were written since the last Board meeting.

Additional Notes

BACB received a very nice thank you note from Doug Koschik regarding the completed upgrades in the Baldwin Library Rotary Room. Everyone was very pleased with the results.

USA Today reported on March 19, 2019 that three (3) video subscriptions seem to be the ticket for cord cutters and binge watchers. However, there are now more than 300 streaming services to choose from and customers may be feeling overwhelmed.

Multichannel News reported on March 26, 2019 that the House Communications Committee had voted along party lines to refer the Save the Internet Act (HR 1644) to the full committee. House passage is also likely.

USA Today reported on April 14, 2019 that consumers can now pay for sports packages from streaming services. However, there would be black outs for local games. For this reason, cutting the cord is almost never the best option.

Comcast has informed us about a change to Xfinity TV services. As of May 2, 2019, the monthly rate for Acorn TV will change from \$4.99 to \$5.99 per month. All customers are being notified of this change through bill messages.

PROVIDER RELATED TOPICS

a. Comcast

McLain thanked Mazurek, Comcast Representative, for sitting through all of BACB's business. Mazurek referred to two handouts which were distributed to the Board members: Xfinity Flex and Comcast Cares Day. Xfinity Flex is a new streaming platform for internet-only customers, giving the customer access to its voice remote control instead of searching through apps. The actual date for the Comcast Cares Day is Saturday, May 4 and is the 18th Annual Employee Volunteer Day. There are approximately 28 projects statewide. In Michigan the programs run from April 18 to May 11. For more information go to ComcastintheCommunity.com.

Abraham inquired whether there was anything a regular cable customer could not get that the Flex customer could. Mazurek answered that the Flex program was more restricted.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

BAPA/BAMA REPORT

Rota referred to his memo to BACB dated April 11, 2019. He listed the completed **BAMA** Programs which were seven (7) regularly scheduled municipal meetings, the BACB meeting, the

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Parks and Rec Board meeting, Zoning Board meeting and two (2) Special Birmingham meetings and the Baldwin Library Board Meeting.

For the **BAPA** Programs, from the BACB area individual producers and organizations, twenty-five (25) programs were taped, all of which he listed, as well as future sports games, both girls and boys.

PRODUCER WORKSHOPS and/or CAMERA WORKSHOPS- BCTV is offering a one-on-one session for those who are interested in producing their own show and for those who want to volunteer and experience “behind the scenes”, as well as do some programming. Please call 248-433-7790 and BCTV will schedule a date and time for you.

Also, the equipment which was approved at the last meeting has arrived and was used during the Village of Franklin meeting. There were two (2) cameras set up in the room and all worked well.

Between April 24 and possibly May 20, the Bloomfield Community Television Playback Room would be upgraded to full HD. Therefore, there might be times when BAMA and/or BAPA programs would be in black, meaning staff might have had to “pull the plug” to do some construction in the Playback Room. Also, when you access the BACB website and go to Watch BAPA Live tab or Watch BAMA Live tab, residents might see black indicating the facility was under construction. If this happens, programming can still be seen on the BACB website on the Video On Demand tab. Hopefully, this construction would last only a few days and programming would be back to normal. McLain pointed out that BCTV has tried to schedule this construction so as not to interfere with live municipal meetings.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

None

BOARD COMMENTS

McLain had special thanks to Eick for performing three (3) roles at this meeting.

There being no further business, the meeting was adjourned 8:52 AM.