

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, June 19, 2019 at 7:45 am

\*\*\*Village of Beverly Hills

Council Chambers\*\*\*

18500 West 13 Mile Road

1. Roll Call
2. Approve Meeting Minutes For Cable Board Meeting of May 15, 2019-M
3. Public Comments
4. PEG Grant Request – Franklin Historical Society-M
5. Adoption of FY 2019-20 BACB Budget-M
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

## BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 15 2019

Present: Abraham, Bresnahan, Eick, McLain - Birmingham  
 Borgon, Delaney, Gugni – Beverly Hills  
 Ettenson – Bingham Farms

Absent Shand – Beverly Hills  
 Fenberg- Birmingham  
 Stakhiv – Franklin

Also Present: Currier – Attorney for Cable Board  
 Rota – Bloomfield Community Television

McLain called the meeting to order at 7:47 AM in the Village of Beverly Hills Municipal Building at 18500 W. Thirteen Mile Road.

**APPROVE MINUTES OF CABLE BOARD MEETING HELD April 24, 2019.**

Motion by Eick, seconded by Ettenson to approve the minutes of the Regular Cable Board Meeting on April 24, 2019, as presented.

White inquired if any Board Member could recall who made the motion to approve the March 20, 2019 Minutes? Borgon replied that he did.

Motion by Eick, seconded by Ettenson to approve the minutes of the Regular Cable Board Meeting on April 24, 2019, as amended.

Motion Passed (7-0, 1 Abstain)

**PUBLIC COMMENTS**

None

**TREASURER’S REPORT**

In Fenberg’s absence, White gave the Treasurer’s Report. She referred to his summary dated May 15, 2019, which each Board Member received. It included the balance in the Multi-Bank Securities, Inc. account as of April 30, 2019 and interest income for the last four (4) months. He indicated there would not be any maturities in May and the next maturity would be June 24, 2019. Fenberg included a table for the Upcoming Maturities from June 2019 to April 2022 and the first page of the Brokerage Account Statement and information about Maturity Distribution (4/1/2019 to 4/30/2022).

McLain stated that any questions should be emailed to Fenberg and asked that she be cc’d, as well.

**COMMITTEE REPORTS****Cable Action Committee**

Eick did not have anything to report. The next meeting would be Thursday, June 6 at 4:30 PM in the Birmingham Baldwin Public Library, if needed.

**PEG Committee**

Borgon did not have anything to report and there would not be a meeting this month. Regarding the RFP, White would speak to the status of it. White reported that changes had been incorporated into the RFP, based upon the discussion at last month's meeting. If anyone had any questions about those changes they should let her know. The main one was under **II**.

**PROGRAMMING REQUIREMENTS** regarding specific hours of original programming which was struck. She had noticed that "vendor" and "provider" were interchanged throughout the document and she wanted to be consistent so she switched all references to "vendor". Typos and missing words were corrected. In paragraph 3B, at the end of the phrase, "...the BACB shall provide the cost of providing a link between the vendors' facility to the Head end.", White corrected and added "...to the Head ends of Comcast, WOW, and AT&T." all of which had been suggested during the discussion at the meeting. This was followed by the sentence, "The vendors should provide a cost estimate for this." Specific dates were added: beginning date for the contract would be August 1, 2019, as discussed at the meeting and the deadline for bid proposals would be May 31, 2019. She also added the requirement that the vendors should provide an additional attachment with a detailed list of monthly and annual costs for their services.

White would provide each Board Member an electronic copy of this document. Currently there was a note on the BACB website under NEWS and ANNOUNCEMENTS stating BACB was looking for proposals. At the moment there appeared to be some technical difficulty of pulling up the actual proposal; however, she would be working with Muniweb today to solve the problem. McLain had suggestions regarding different placements for the postings: on the BACB website in some sort of highlighted box and on MITN, as well.

Borgon suggested that due to the short timeframe the PEG committee would have to review the document, the posting date should be adjusted. It was agreed that the announcement on the website and MITN would be posted May 24, 2019 and June 28, 2019 at 2 PM would be the established deadline for bid responses.

If needed, Borgon said the next PEG committee meeting will be a noon lunch meeting on June 12 at BCTV.

White noted that on the BACB website there would be a notification that all questions should be directed to the BACB Executive Director and she would email them to the Board Members. Currier emphasized that the statement regarding questions should also be included on the actual RFP document. White would add it.

**Personnel Committee**

In Stakhiv's absence, McLain read her report. The committee met on May 8, 2019 for the Annual Performance Appraisal for the Executive Director. She received a 75% input response rate from the Board Members and those responses were taken into account during the appraisal process. Stakhiv thanked the Board for its input. Due to absences, the "open" portion of the meeting consisted of White, Stakhiv and McLain which was followed by a closed session for discussion.

Stakhiv was available for any questions.

**EXECUTIVE DIRECTOR'S REPORT**

White referred to her monthly report dated May 9, 2019. There were three (3) new complaints and one complaint that had been pending from last month. The pending complaint dealt with AT&T's timeline for finishing the project of running fiber through a resident's neighborhood and the leaning pole, which it turned out to belong to DTE. AT&T provided White and the resident with the timeline and indicated it was not worried about the pole. This complaint was closed. The first (1<sup>st</sup>) new complaint was from a Franklin resident who requested that Comcast bury its line which was running across the front of the house to the southeast corner of the house. A Comcast escalation team representation checked out the complaint and stated that there was a new aerial wire and there was nothing to bury. Unable to reach the resident, the Comcast representative left messages and emails to inform him of this and included contact information if he had any further questions. This complaint is closed. The second (2<sup>nd</sup>) complaint was from a new Beverly Hills resident who had noticed several low-hanging wires in his backyard. Both Comcast and WOW have removed the wires. This complaint is closed. The third (3<sup>rd</sup>) complaint was from a Birmingham resident who requested Comcast remove or repair its low-hanging wire in his backyard. This was taken care of within 12 hours and this complaint is closed.

The account balance for MBS, BBCU and Beverly Hills accounts as of April 30, 2019 were emailed to all Board members, as were those for March, 2019.

Four (4) checks have been written on behalf of the BACB since the last Board meeting: to BCTV for filming two (2) December 2018 sports events and the quarterly contract payment and one to Stream Dynamics which replaced the encoders.

**Additional Notes**

White received an email from Town Square Publications which publishes the Birmingham Bloomfield Chamber of Commerce's Annual Community Guide and Membership Directory/magazine, Thrive, to discuss placing a BACB ad in it (as was done last year). The cost for a half-page ad would be the same as last year, \$1,046.00, if the Board wanted to do it. White recommended the Board adopt a resolution approving payment for the publication of this ad. Ettenson inquired if she knew of any response to last year's ad. White was unaware of any direct response. However, now there were more complaints coming through the website address which was also in the ad.

Motion by Eick to authorize the Executive Director to purchase a BACB ad in the Birmingham Bloomfield Chamber of Commerce annual magazine in the amount not to exceed \$1,046.00.

There was no second to the motion. Currier explained that according to Robert's Rules if there was no "second" to a motion, the motion never came before the body to be considered. Currier explained that technically this subject could be brought up at this meeting or in the future for consideration. If there had been a second and then voted down, that would resolve the issue and it would be moot. Ettenson was curious about the background behind BACB first putting an ad in the magazine. McLain provided details.

White reported that according to TV Technology the NFL was in talks with Amazon and Disney about offering the NFL Sunday Ticket to cord cutters.

It has been mentioned in some technical publications that Charter Communications was talking with Comcast about licensing Comcast's X1 platform and new IP video platform. As of now, however, Charter has decided that it did not want to be a vendor for Comcast.

In the first three (3) months of 2019 the number of cord-cutters has reached new records. The pay-TV industry has lost more than 1 million subscribers in the first quarter. In all of 2018 there were 3.2 million customers who cut the cords. Analysts were predicting that that trend would continue throughout the year.

### **PROVIDER RELATED TOPICS**

#### **a. Comcast**

There was no representative present.

#### **b. AT&T/Uverse/Direct TV**

There was no representative present.

#### **c. WOW**

There was no representative present.

McLain noted the absence of any provider representation but pointed out that White has communicated with all three (3). White had nothing to report.

### **BAPA/BAMA REPORT**

Rota referred to his memo to BACB dated May 9, 2019. He listed the completed **BAMA** Programs which were six (6) regularly scheduled municipal meetings, the BACB meeting, the Parks and Recreation Board meeting, Zoning Board of Appeals meeting, the Multi-Modal Transportation Board meeting and the City of Birmingham 2019-2020 Recommended Budget Video.

For the **BAPA** Programs, from the BACB area individual producers and organizations, twenty-six (26) 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.

### **PLAYBACK ROOM EQUIPMENT UPGRADE**

Rota brought this item to the Board's attention at its last meeting, regarding the upgrading to the equipment in the BCTV, BAPA and BAMA's playback room to full HD. This upgrade has been completed. A complete HD signal gets sent out to the providers, however, unfortunately, the

**BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 15 2019**

providers then take that signal and convert it back to a SD signal. He noted that residents can watch full HD programming on the BACB website or the BCTV website. He cautioned residents to keep in mind that during the construction there might be some temporary technical interruptions but all would be corrected. He recounted recent specific problems, all of which had been resolved.

Delaney summarized the problems which occurred during a recent Beverly Hills Council meeting's discussion about its proposed new budget. He thanked Rota for the troubleshooting. McLain was curious as to how Beverly Hills communicated with its residents about such technical problems, i.e. sending out an e-blast alerting them of important information, such as the availability of the meeting minutes or the re-broadcast of a meeting. Delaney responded by outlining what had been said during the 8-10 minute disruption of this particular meeting. He also inquired if detection of any difficulties was monitored by those in the TV booth. Rota described different scenarios for the different locations in the local communities. Currier noted it would be appropriate for any meeting to be recessed for a short period of time until the technical difficulties were resolved. However, if those problems could not be immediately fixed, it would be necessary to take action such as officially adjourning the meeting.

Borgon mentioned there used to be a TV monitor in the Beverly Hills booth. Rota replied that during construction it had been taken down and Borgon stated that a new one should be purchased. Rota also reminded everyone that programs are taped in their entirety and re-run during the month or could be seen on Video on Demand.

Borgon congratulated Rota and BCTV on the advancements in production quality he had recently seen. He encouraged Bingham Farms to look at what has been done with the Franklin Council meetings in a small and compact room. Because of the increase of senior citizens in the area, he also encouraged communities to record more of their meetings so they would be available to those residents. Ettenson added that the issue of televising Bingham Farms meetings would be on the Council's June agenda.

Responding to Eick's inquiry, Rota stated that the portion of the meeting which had technical difficulties was available on the replay of the Beverly Hills meeting found on the website and also on the BACB website Video on Demand. The only thing that was lost was the live signal.

**OLD BUSINESS**

None

**NEW BUSINESS**

Ettenson reiterated his comments about the televising of meetings which would be on the Council June agenda.

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

Delaney responded to some comments made by Borgon. The issues of Beverly Hills are smaller than those being tackled in Birmingham but he would convey the information back to the Council.

McLain would be having a quick meeting with Borgon and White after this one.

There being no further business, the meeting was adjourned at 8:37AM.



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*P.O. Box 250007 Franklin, Michigan 48025*

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April 15, 2019

Cathy White  
Executive Director  
Birmingham Area Cable Board  
P. O. Box 165  
Birmingham, MI 48012

Dear Cathy:

This letter is a formal request from the Franklin Historical Society to the Birmingham Area Cable Board to continue funding the purchase of a one year internet subscription from Comcast for the Franklin Historical Museum at 26165 Thirteen Mile Road in Franklin. The Board previously approved a grant for these costs incurred thru June 30, 2019. This request is for the time from July 1, 2019 thru June 30, 2020. On-site internet access is invaluable in allowing museum personnel to actually work at the museum rather than carry documents and files to locations with internet service. One of the major current projects that internet service has facilitated is scanning many archival documents that will be accessible to the public. We want to continue this effort.

The internet service will cost \$84.90 per month or \$1,018.80 annually.

Please let me know if you need more information. Thanks for your help.

*Ann M. Lamott*

Ann Lamott, President

CC: Mira Stakhiv

**Birmingham Area Cable Board**  
**Proposed Budget**  
**Year Ended June 30, 2020**

	<b>Current Budget</b>	<b>Proposed Budget</b>
	<b>Year Ended June 30, 2019</b>	<b>Year Ended June 30, 2020</b>
<b>Franchise Fee Income:</b>		
Beverly Hills Franchise Fee	51,000	48,100
Bingham Farms Franchise Fee	9,000	8,500
Birmingham Franchise Fee	185,000	174,500
Franklin Franchise Fee	20,000	18,900
<b>Total Franchise Fee Income</b>	<b>265,000</b>	<b>250,000</b>
<b>Board Expenses:</b>		
Accounting Expenses	2,400	2,400
Administrative Grants	102,061	105,740
Advertising - Community Outreach	3,000	2,500
Bank Service Charges	61	60
Conferences	3,200	3,000
Contract labor	2,000	2,000
Executive Director	40,000	40,000
HR Services	1,000	1,000
Insurance	5,000	5,000
Mileage	2,000	2,000
Memberships	1,500	1,500
Office Expense	6,500	6,500
Telephone	1,700	1,400
Website	3,500	6,000
Auditing	9,000	9,000
Legal Fees	30,000	30,000
Technical Support	1,078	900
<b>Total Board Expenses</b>	<b>214,000</b>	<b>219,000</b>
Municipal Support Services	51,000	31,000
<b>Total Franchise Fee Expenses</b>	<b>265,000</b>	<b>250,000</b>
<b>Net Franchise Fee Income</b>	<b>0</b>	<b>0</b>
<b>PEG Revenue:</b>		
Beverly Hills PEG	115,000	108,000
Bingham Farms PEG	17,000	16,000
Birmingham PEG	285,000	267,700
Franklin PEG	29,000	27,200
<b>Total PEG Revenue</b>	<b>446,000</b>	<b>419,000</b>
<b>Other Income</b>		
Interest Income	25	25
Other Income	1,000	1,000
MBS Gains	6,200	6,000
<b>Total PEG Income</b>	<b>453,225</b>	<b>426,025</b>

**PEG Operations**

Cable Contractor	245,800	245,800
Communications Expense	2,500	2,500
Equipment Purchases	10,000	20,000
Grants	101,000	103,800
Production Truck	40,000	10,000
Production Crew Uniforms	1,000	1,000
Program Expense	52,925	42,925
<b>Total PEG Operations</b>	<b>453,225</b>	<b>426,025</b>
<b>Net PEG Income</b>	<b>0</b>	<b>0</b>

## MEMORANDUM

DATE: June 13, 2019  
TO: Board Members  
FROM: Cathy White  
Re: Monthly Report

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### CUSTOMER COMPLAINTS

We have received one (1) complaint since the date of my last report. Complaint No. 2019-13 was received from a Birmingham resident who was trying to get cable wires removed from the old pole in front of his home. Comcast has relocated its lines from the utility pole and this complaint is now closed.

### FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts as of May 31, 2019 will be e-mailed to all Board members. This information will also be provided via hard copies at the meeting, as well as budget to actual figures.

### CHECK DISBURSEMENT

Five (5) checks have been written since the date of our last meeting as follows:

1. Charter Township of Bloomfield (filming April 2019 sports events): \$10,000.00
2. Charter Township of Bloomfield (Jan-March 2019 internet costs): \$425.55
3. Charter Township of Bloomfield (quarterly contract payment): \$53,200.00
4. NEXT (PEG Grant): \$10,013.28
5. Advanced Lighting and Sound (equipment): \$15,884.00

### ADDITIONAL NOTES:

1. Comcast has notified us that as of July 17, 2019 customers who subscribe to the Premier Package will receive Hitz, a new service that will include more than 200 movie titles. As of that

date, Cinemax will no longer be available with the Premier Package. Cinema will still be available to purchase separately and customers who currently subscribe to Cinemax outside of the Premier Package will continue to receive the channel. For those customers, as of July 10, 2019, More Max, Action Max, Thriller Max, 5Star Max, MovieMax, OuterMax and Cinemax, where carried, will only be available on channels 1822-1835.

2. In an article titled "Running Scared: Network TV in the Streaming Age," the New York Times reported on May 18, 2019 that as the curtain comes down on the 2018-19 television season, the major broadcast networks found themselves sinking deeper into trouble. Their once-dependable viewers have continued their migration to Netflix, Amazon and Hulu and those who have yet to break the network habit are aging out of the group prized by advertisers.



# Bloomfield Community Television

## Memorandum

## Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report May 16th, 2019 through June 19th, 2019

Date: June 13th, 2019

Cc: Greg Kowalski; Cathy White; Elaine McLain, Bob Borgon

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### **BAMA Programs**

During this time period we've completed eight regularly scheduled municipal meetings, the BACB meeting, Parks and Recreation meeting, Zoning Board of Appeals meeting, the Multi-Modal Transportation board meeting, The Advisory Parking Board Committee meeting, two Baldwin Public Library Board meetings and four City Birmingham Special Citywide Master Plan meetings. City of Birmingham Memorial Day Service

### **BAPA Programs**

***From BACB area individual producers and organizations we've taped 27 programs. From individuals:***

- ❖ *Inside City Hall June and July edition* hosted by Joe Valentine.
- ❖ *Three Managing Problems of Dailey Living* hosted by Linda Sircus.
- ❖ *Five Michigan Entrepreneur* hosted by Tara Kachaturoff.
- ❖ *Three Eye on Oakland* hosted by Chuck Moss and David Potts.

***From BACB area organizations:***

- ❖ BACB Sports *Boys Lacrosse*.
- ❖ First Presbyterian Church *Lunch and Learn* Lecture.
- ❖ *Plant Based Nutrition Support Group* Lecture.
- ❖ Birmingham Bloomfield Community Coalition *Teen Summer Concert*
- ❖ *Celebrate Birmingham Parade*.
- ❖ *Beverly Hills Memorial Day Parade and Carnival*.
- ❖ *Birmingham Concert Band*.
- ❖ *Two Women's Club* Lectures.
- ❖ *Birmingham Republican Women's Club* Lecture.
- ❖ *Spectrum Orchestra*.
- ❖ *Baldwin Public Library* Lecture.
- ❖ *Women Officials' Network* Lecture.
- ❖ *In the Park Concert*.

### **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.

### **LENDING HAND**

A couple of weeks ago I helped and worked with Ken Marten the Bingham Farms Village Manager with setting up a room with audio equipment and supply him extra microphones and cables for a special meeting they had. He was very grateful for the extra mics and work we did to make this meeting sound good for the mass amount of residents they were expecting to attend the meeting.