

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, June 15, 2022 at 7:45 am

***Village of Beverly Hills

Council Chambers***

18500 W. 13 Mile Road

This meeting will be held IN PERSON

1. Roll Call
2. Approve Meeting Minutes for Cable Board Meeting of March 16, 2022 and May 18,2022- M
3. Public Comments
4. Municipal Support Services Grant Request- Franklin Historical Society- M
5. Approval of Budget Amendments for FY 2021-22-M
6. Approval of BACB Fiscal Year 2022-23 Budget- M
7. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
8. Executive Director's Report
9. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
10. BAPA/BAMA Report
11. Old Business
12. New Business
13. Public Comments
14. Board Comments
15. Adjourn

There will be a PEG Committee meeting immediately following the Regular meeting

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – March 16, 2022

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

Present: Eick, Abraham, Whittington, Shand, Cleary – Birmingham
Gugni, Henry– Beverly Hills
Mydloski - Franklin
Absent: Kamoo, Tootell, Fenberg
Also Present: Gojcai – Attorney for Cable Board
Rota – Bloomfield Community Television
White – BACB Executive Director

Gugni welcomed the new Cable Board member, Robert Whittington, representing Birmingham.

APPROVE MINUTES OF CABLE BOARD MEETING HELD February 16, 2022

Motion by Eick seconded by Henry to approve the minutes of the Cable Board meeting on February 16, 2022, as presented.

Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF PAYMENT OF ADMINISTRATIVE GRANTS

White began by reminding Board members that its policy is to return 95% of unspent Franchise fees to the communities every year. She referred to and detailed the document prepared by Fenberg, BACB Treasurer, “Review of Franchise fees and Board Expenditures, Calculation of administrative grants. (YE 6/30/2021)”. She listed the amounts to be distributed to the individual community which totaled \$299,962.

Motion by Mydloski, seconded by Cleary and Eick to approve the amounts of the allocation of Administrative grants, as presented.

Roll Call Vote

Eick	Aye
Abraham	Aye
Mydloski	Aye
Henry	Aye
Shand	Aye
Cleary	Aye
Whittington	Aye
Gugni	Aye

Motion Passed. (8-0).

COMMITTEE REPORTS

Cable Action Committee

Abraham noted that at the short meeting following last month's Cable Board meeting everyone was apprised that there would be a new section on the Cable Board website. This section would be for documents related to the running of the Board, the New Members' Manual and any documents which the members might need to access. There would be a short CAC meeting following this meeting.

Gugni noted that in the future it is hoped that the CAC and PEG committees could hold their meetings immediately following the monthly Cable Board meeting.

PEG Committee

Mydloski stated there had not been a meeting last month but would have one following this Board meeting.

EXECUTIVE DIRECTOR'S REPORT

White referred to her monthly report dated March 9, 2022. There were three (3) complaints since her last report. One (1) complaint came from a Birmingham condominium association regarding an issue with WOW and Comcast not properly attaching wires in the agreed upon manner. WOW has addressed this issue; however, Comcast has not. This complaint is pending. The second (2nd) complaint came from a Beverly Hills resident and involved low hanging wires on his property which belong to either Comcast or AT&T. This complaint has been sent to the escalation teams and is pending. The third (3rd) complaint is from a Beverly Hills resident regarding a spool of wire which had been left on his property after Comcast had done its work in his neighbor's yard. This resident is not a Comcast subscriber. The neighbor contacted and requested that Comcast remove the spool. This complaint is closed.

FINANCIAL

The account balance for the MBS, Michigan United Credit Union and Beverly Hills accounts and BACB financial reports for February 2022 were sent to the all Board members.

CHECK DISBURSEMENT

White wrote two (2) checks since the last meeting: one was for a Visa bill for phone and various Memberships and the second one was to re-issue the Municipal Support Services Grant to the Franklin-Bingham Fire Department. There had been an issue with our checks which say two signatures are required; however, two are needed only if over a certain amount. This grant was under that amount.

Gugni inquired if White had received anything from the bank regarding the changes of authorized names and signatures on checks, as well as the addition of a third (3rd) name and signature. White had not and will contact the bank.

ADDITIONAL NOTES

White reported on information she had received from Kyle Mazurek, Comcast representative to

BACB, about Comcast's Affordable Connectivity Program (ACP) and its Internet Essentials program which provides free internet for those who qualify for ACP. This information was attached to her report to the Board. Abraham wondered if WOW and/or AT&T had similar programs. White will contact those two (2) providers about their participation in the Affordable Connectivity Program.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present and no new information received.

c. WOW

There was no representative present and no new information received.

White did not have any more information than what had already been discussed.

BAPA/BAMA REPORT

Rota referred to his memo to BACB, Report February 17, 2022 through March 16, 2022, dated March 10, 2022. In his written report which was included in the packet he listed all **BAMA** regularly scheduled municipal meetings.

For the **BAPA** Programs, 12 programs by producers and organizations were taped. They included studio shows and those on location, some of which he listed: Birmingham Musicales and the Birmingham Bloomfield Chamber Real Estate Forecast Lecture. The rest were in studio or through Zoom.

PRODUCER AND VOLUNTEER WORKSHOP

Rota reminded everyone that anyone interested in producing his or her own show or volunteering behind the scenes should call the office to schedule a date and time for a one-on-one appointment, 248-433-7790.

Rota reported that the Spring Sports Schedule has been released and includes 10 sports events: Girls Soccer, Boys Baseball (doubleheader at Groves and a single game at Seaholm), Boys Lacrosse, Girls Lacrosse, Softball doubleheader and Boys Water Polo. With the exception of Lacrosse which is a unified team, all other games are Groves vs. Seaholm.

Regarding the equipment which the Board had approved, the majority of the ordered equipment has arrived, minus the 2 monitors. B&H Photo Video – Electronics and Camera Store will ship them as soon as they arrive.

OLD BUSINESS

There was none.

NEW BUSINESS

Gugni commented that Eick, Personnel Chair, will be sending out the yearly evaluation form for the Executive Director to the Board members. Please return them in a timely manner. They are very important.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

Gugni reminded the Board members that the next meeting will be Wednesday, May 18, 2022.

There being no further business, the meeting was adjourned at 8:05 AM.

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 18, 2022

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

Present: Eick, Abraham, Shand – Birmingham
Gugni, Henry, Kamoo– Beverly Hills
Absent: Tootell, Cleary, Fenberg, Whittington
Also Present: Gojcai – Attorney for Cable Board
Rota – Bloomfield Community Television
White – BACB Executive Director

Gugni announced that the Cable Board Meeting did not have a quorum to continue this meeting. This meeting will be rescheduled for Wednesday, June 15, 2022.

Gugni adjourned the meeting at 7:48 AM.



P.O. Box 250007 Franklin, Michigan 48025

March 11, 2022

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, 2022. This request is for the time from July 1, 2022 thru June 30, 2023. 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 \$91.90 per month or \$1,102.80 annually.

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

Ann Lamott, President

CC: Dana Hughes

RECOMMENDED BUDGET AMENDMENTS FOR FY 2021-22 BACB BUDGET

Based upon a review of year-to-date expenditures and budgeted amounts for various categories of expenditures, there is a need to approve a few budget amendments prior to the end of our current fiscal year. Specifically, the following amendments are recommended:

- Administrative Grants should be increased to \$299,962.00 (from the budgeted amount of \$96,390) to reflect the amount of unspent franchise fees actually returned to our four communities. Most of you will recall that this category is typically a “placeholder” which is adjusted after the Administrative Grants are paid each year.
- HR Services should be increased to \$1,000 (from the budgeted amount of \$900) for 2 reasons: Heartland Payroll imposed a one-time shipping fee as they experienced a substantial increase in costs in January to print and mail W-2s and, after suspending annual price increases in 2020 due to the pandemic, they reinstituted annual increases effective August 1, 2021.
- Auditing should be increased to \$11,725 (from the budgeted amount of \$9,500). We have agreed to reimburse the Village of Beverly Hills for the additional auditing fees the Village incurred due to bookkeeping duties the Village performed on behalf of the Cable Board. Pursuant to GASB 84, new audit procedures that were effective with the June 30, 2021, audit of the Village will result in additional audit fees being incurred for each audit as long as the Village performs bookkeeping services for the Cable Board.
- Cable Contractor should be increased to \$262,350 based upon the fact that we have spent this amount to date (the original budgeted amount was \$245,800). This reflects the fact that the new contract with BCTV increased the annual amount to be paid to BCTV.
- Communications should be increased to \$4,843 (from the budgeted amount of \$2,200) based upon additional costs for streaming our channels. This budget category is for costs incurred by BCTV for Comcast cable/internet.
- Equipment should be increased to \$35,000 (from the budgeted amount of \$20,000) since we have spent \$30, 183 on new equipment for BCTV and will have additional costs in June.

Birmingham Area Cable Board
Proposed Budget
Year Ended June 30, 2023

	Current Budget Year Ended June 30, 2022	Proposed Budget Year Ended June 30, 2023
Franchise Fee Income:		
Beverly Hills Franchise Fee	43,320	60,000
Bingham Farms Franchise Fee	7,600	12,626
Birmingham Franchise Fee	157,225	158,374
Franklin Franchise Fee	17,005	17,005
Total Franchise Fee Income	225,150	248,005
Board Expenses:		
Accounting Expenses	2,400	2,400
Administrative Grants	96,390	120,145
Advertising - Community Outreach	500	500
Bank Service Charges	60	60
Conferences	900	900
Contract labor	1,500	1,000
Executive Director	40,000	40,000
HR Services	900	1,100
Insurance	3,000	3,000
Mileage	800	700
Memberships	1,500	1,500
Office Expense	4,500	4,500
Telephone	1,100	1,100
Website	3,500	3,500
Auditing	9,500	12,000
Legal Fees	28,000	25,000
Technical Support	600	600
Total Board Expenses	195,150	218,005
Municipal Support Services	30,000	30,000
Total Franchise Fee Expenses	225,150	248,005
Net Franchise Fee Income	0	0
PEG Revenue:		
Total PEG Revenue	396,125	632,300
Other Income		
Interest Income	25	15
Other Income	1,000	100
MBS Gains	6,100	900
Total PEG Income	403,250	633,315
PEG Operations		
Cable Contractor	245,800	308,300
Communications Expense	2,200	5,000
Equipment Purchases	20,000	3,000
Grants	84,800	78,000
Production Truck	10,000	198,015
Production Crew Uniforms	450	1,000
Program Expense	40,000	40,000
Total PEG Operations	403,250	633,315
Net PEG Income	0	0



Bloomfield Community Television

Memorandum

Bloomfield Township

To: Cathy White, Executive Director of the Birmingham Area Cable Board

From: Greg Black, Operations Manager of Bloomfield Community Television

Subject: Production Truck Budget FY 2022-23

Date: 6/9/2022

New production truck cameras have not been purchased since the truck was built in 2009. In 2015, we began purchasing various parts to repair cameras knowing that the manufacturer Grass Valley intended to cease production. Our stock of replacement parts is nearly depleted and the cameras will need to be replaced in the near future.

We are seeking quotes to install 6-8 new cameras and their accessories compatible with the production truck and estimate the cost to total between \$200,000 - \$400,000.

A line item of \$200,000 allows us to address the minimum expectation this year or split the maximum expectation at the end of FY 2022-23 and the beginning of FY 2023-24.

Please feel free to contact me with any questions.

4200 Telegraph Road ■ P.O. Box 489 Bloomfield Hills MI ■ 48303-0489
Phone: 248-433-7790 ■ Fax: 248-642-7624 ■ www.bloomfieldtwp.org

MEMORANDUM

DATE: June 5, 2022
TO: Board Members
FROM: Cathy White
Re: Monthly Report

CUSTOMER COMPLAINTS

We have received ten (10) complaints since the date of my last report. Complaint No. 2022-05 was filed on behalf of a Birmingham senior who lost her WOW phone, internet and cable service. The WOW escalation team representative has since indicated that this issue was due to an outage that has been resolved. This complaint is now closed.

Complaint No. 2022-06 was submitted by the Code Enforcement Officer for the Village of Bingham Farms. A tree was leaning on the cable lines along 13 Mile Rd west of Bingham Rd. He was seeking assistance from Comcast to get this addressed because it was in danger of pulling down the lines. This complaint is pending.

Complaint No. 2022-07 was received from a Birmingham resident complaining about several WOW cable wires that have been placed haphazardly and which hang too low over his property. This complaint is pending.

Complaint No. 2022-08 was filed by the Property Manager for the Williamsburg of Birmingham Condominium Association. He stated that a cable line (which he believes belongs to Comcast) is hanging very low in their parking lot and needs to be raised. This complaint is pending.

Complaint No. 2022-09 was forwarded to us from the Village of Beverly Hills on behalf of one of its residents. She has a downed Comcast cable in her backyard that she would like raised or removed. This complaint has been resolved.

Complaint No. 2022-10 was received from a Birmingham resident whose Comcast internet service kept going down at night but would come back on at mid-day. Due to repeated instances of this problem, he requested assistance from the escalation team. Numerous

attempts by the escalation team to reach this subscriber were unsuccessful and an e-mail was sent to him with the relevant contact information for the team. This complaint is closed.

Complaint No. 2022-11 was submitted by a Birmingham resident who was experiencing problems with her Comcast internet service. A technician was sent to her residence and has corrected the issue. The subscriber was also given credit on her bill for the three days she was without service. This complaint is now closed.

Complaint No. 2022-12 was received from a Beverly Hills resident who has a wire from the pole to his house that is only about 6 and 1/2 feet from the ground. He would like to get the cable raised. This complaint is pending.

Complaint No. 2022-13 was received from a Beverly Hills resident (and Board Chairman) regarding a low-hanging AT&T wire on his property that needed to be raised or removed. This complaint is pending.

Complaint No. 2022-14 was submitted by a Beverly Hills resident who indicated that an AT&T crew had been on his property and that they left a mess behind that needed to be cleaned up. This complaint is pending.

FINANCIAL

The account balance for the MBS, Michigan United Credit Union and Beverly Hills accounts as of May 31, 2022, will be e-mailed to all Board members, as well as BACB financial reports for the month of May, 2022.

CHECK DISBURSEMENT

Fifteen (15) checks have been written since the date of our last meeting as follows:

1. The Hartford (Worker's Comp Insurance): \$344.00
2. Michigan Community Media Association (2022 Membership Dues): \$125.00
3. Advanced Lighting & Sound (Cloud-based Service & Subscription Fee): \$1,799.99
4. City of Birmingham (Administrative Grant): \$202,438.00
5. Village of Beverly Hills (Administrative Grant): \$63,064.00
6. Village of Franklin (Administrative Grant): \$22,002.00
7. Village of Bingham Farms (Administrative Grant): \$12,458.00

8. Michigan United Credit Union (Visa-Phone & Office Supplies): \$479.90
9. B & H Photo Video (Equipment): \$28,133.89
10. Charter Twp of Bloomfield (Quarterly Contract Payment Jan-Mar 2022): \$77,075.00
11. Charter Twp of Bloomfield (Comcast fees & Dec Sports Filming): \$3,982.23
12. Charter Twp of Bloomfield (Quarterly Contract Payment July-Sept 2021): \$54,100.00
13. Charter Twp of Bloomfield (Quarterly Contract Payment April-June 2022): \$77,075.00
14. Michigan United Credit Union (Visa-phone): \$82.32
15. Michigan United Credit Union (Visa-Phone): \$64.49

ADDITIONAL NOTES

1. Comcast has notified us that, effective May 12, 2022, Fox Sports 1 will no longer be offered as part of Digital Economy. These channels are available as part of Popular TV, Sports & News, and Digital Starter.

2. The Biden administration has announced that 20 internet companies have agreed to provide discounted service to low-income households, a program that could effectively make tens of millions of households eligible for free service through an already existing federal subsidy. The \$1 trillion package passed by Congress last year included \$14.2 billion funding for the Affordable Connectivity Program, which provides \$30 monthly subsidies on internet service for millions of lower income families. With the commitment from the internet providers, some 48 million households will be eligible for \$30 monthly plans for 100 megabits per second, or higher service – making internet service fully paid for with the government subsidy if they sign up with one of the providers participating in the program. The 20 internet companies that have agreed to lower their rates for eligible consumers provide service in areas where 80% of the U.S. population, including 50% of the rural population, live, according to the White House. The providers include Comcast, Spectrum (Charter Communications), AT&T and WOW, among others. American households are eligible for subsidies through the Affordable Connectivity Program if their income is at or below 200% of the federal poverty level, or if a member of their family participates in one of several programs including the Supplemental Assistance Nutrition Program (SNAP), Federal Public Housing Assistance (FPHA) and Veterans Pension and Survivors Benefit.

3. Comcast has sent us a letter that states in part “...our franchise to provide cable television service will expire on April 26, 2025. Although Michigan’s Public Act 480 of 2006 controls the renewal process, the purpose of this letter is to preserve our rights to the formal renewal process under Section 626 of the Federal Cable Act in the event the State statute is amended,

repealed or otherwise modified before our current franchise expires. Accordingly, if there is a change in the State law or other circumstances requiring renewal under Federal law procedures, Comcast hereby gives notice that it will seek renewal of its cable television franchise pursuant to the provisions of 47 U.S.C. 546 and request commencement of renewal proceedings pursuant to 47 U.S.C. 546(a) if that becomes necessary in the future due to a change in State law. We intend to renew our current Franchise in the manner provided by State law. This letter is simply a reservation of our rights under the Federal Cable Act in the event State law changes. Comcast is not asking you to take specific action at this time.” This letter has been forwarded to our attorney for his review.



Bloomfield Community Television

Memorandum

Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report March 17, 2022 through June 15, 2022

Date: June 9, 2022

Cc: Greg Black; Cathy White; Gil Gugni, Ray Kamoo

BAMA Programs

During this time period we've completed all regularly scheduled municipal meetings, which include: the BACB meeting, Baldwin Public Library Board and Trust meeting, The Village of Bingham Farms meeting, The Village of Beverly Hills Council meeting, The Village of Franklin Zoning, Council, Planning and Historic meetings, The City of Birmingham's, Commission, Planning Board, Parks and Rec Board, Zoning Board of Appeals, Historic Board and Design Review Board, the Multi Modal Meetings and a Special Birmingham Planning Board Meeting and a Birmingham workshop.

BAPA Programs

From BACB area individual producers and organizations, we've taped 43 programs.

- ❖ Eight Eye on Oakland hosted by Chuck Moss.
- ❖ Six *Gracefully Greying* hosted by Henry Gorenbein.
- ❖ Seven Michigan Entrepreneur hosted by Tara Kachaturoff.
- ❖ Birmingham Musicale.
- ❖ Birmingham Bloomfield Chamber *Government Forecast* Lecture.
- ❖ Birmingham Youth Assistance *Annual Youth in Service Ceremony*.
- ❖ Birmingham Bloomfield Republican's Club *Candidates Forum*.
- ❖ Birmingham Youth Assistance 'Teen Summer Concert'.
- ❖ *Two Birmingham Concert Band*.
- ❖ *Spectrum Orchestra*.
- ❖ *Celebrate Birmingham Parade*.
- ❖ *Village of Beverly Hills Parade and Carnival*.
- ❖ City of Birmingham Annual Memorial Day Service.
- ❖ League of Women Voters 'Michigan State Representative 5th District Candidates Forum'
- ❖ Ten BACB Sports games (Girls soccer, girls water polo, Boys lacrosse, boys water polo and 3 baseball, girls lacrosse and 2 softball games)

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.

UPCOMING Birmingham In the Park Concert COVERAGE

Starting Wednesday, June 15th at 7:00 PM and goes until Wednesday, August 17th.

A LITTLE EXTRA

Greg Black was asked to speak in front of the Birmingham Rotary Club!