

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
JANUARY 16, 2020**

I. CALL TO ORDER

Chair Dan Roe called the meeting to order at 7:00 p.m. at the NSCC/CTV North Suburbs facility in Roseville.

II. ROLL CALL

The following Commissioners were in attendance:

Craig Wilson, Arden Hills

Sue Majerus, Falcon Heights, Vice-Chair

Kelly Dolphin, Lauderdale, Secretary/Treasurer

Christian Torkelson, Little Canada

Bill Bergeron, Mounds View

Paul Jacobson, New Brighton

Dan Roe, Roseville, Chair

Kara Ries, North Oaks (arrived at 7:03 p.m.)

Absent:

Hal Gray, St. Anthony

Others Present:

Dana Healy, Executive Director

David Rosenbloom, Business Manager

Dale Irving, Production and Outreach Manager

Patrick Cook, Senior Technician/Facilities Coordinator

Vince Rotty, Attorney

III. Approval of Agenda

Wilson moved to approve the agenda. Jacobson seconded the motion. The motion was approved unanimously.

IV. Approval of Minutes

Chair Roe noted that the last name of the attorney needs to be filled in throughout the minutes.

Ms. Ries arrived at the meeting.

Majerus moved to approve the minutes of the regular meeting on December 5, 2019, as amended. Wilson seconded the motion. The motion was approved unanimously.

V. Public Forum

No one chose to speak at the public forum.

VI. Reports

A. Executive Director's Report

Ms. Healy noted that one cable complaint had been received from North Oaks. She stated that beginning on February 1, 2020, some fees will increase and noted that the letters have gone out to customers. She stated that they have received quite a few calls regarding this change. She gave a brief overview of the fees that will be changing. She stated that her advocacy efforts will be covered during the legal report.

Mr. Wilson asked if there had been resolutions to the complaints that have come in over the last few months.

Ms. Healy explained that all the complaints have been documented and the responses have been very timely.

Mr. Wilson asked if "responding" meant that the issues were corrected.

Ms. Healy stated that it depends on the issues but reiterated that there has been a very timely response from representatives.

Mr. Wilson stated that he doesn't understand why this industry works differently than others and pricing doesn't decrease with the new technology. He stated that it appears that the costs are always increasing in the cable industry, not decreasing.

B. Attorney's Report

Mr. Rotty noted that recently the State of Minnesota entered into settlement agreements with Comcast and CenturyLink. He stated that both Comcast and CenturyLink are making certain funds available for aggrieved subscribers.

Mr. Rotty noted that there was a teleconference in December 2019 regarding the Comcast franchise fee audit results. He stated that

the issues this Commission has experienced with their accounting methods are national issues and are not isolated. He noted that Comcast is very interested in settling this matter quickly in a manner that would not require them to divulge their accounting practices in a public manner. He noted that there is still a large difference of opinion on what was underpaid to the Commission.

Mr. Rotty stated that with regard to advocacy, the FCC has issued another NPRM regarding customer service for cable subscribers. He stated that they are looking for ways for possible cost sharing with other entities in this matter to make sure there is an efficient use of the Commission's resources.

Mr. Majerus asked if the pot of money available for the settlements from Comcast and CenturyLink, would adversely affect any of the revenues that the Commission has received in the past.

Mr. Rotty stated that it should not affect any of the revenues that the Commission has already received.

Mr. Jacobson asked about how long Mr. Rotty feels the settlement agreement will take for the underpayment of fees since the dollar amounts on either side are so different.

Mr. Rotty noted that he feels it should be resolved fairly quickly because Comcast needs to be careful right now, but noted that he cannot say how long this process will take.

C. Cable Company Reports

There were no representatives from the Cable Companies present.

VII. Treasurer's Report

A. October/November Financials

Mr. Rosenbloom reviewed and summarized the Treasurer's Report from October/November 2019. He noted that combining October and November was an experiment that did not go well. He stated that the expenses did not get brought over, so the financials presented are artificially rosy because they don't show any of that information. He assured the Commission that the information will be accurate at the close of the year.

Jacobson made a motion to accept the Treasurer's reports, as presented. Majerus seconded the motion. The motion was approved unanimously.

VIII. General Business

A. Officer Positions

Chair Roe stated that the current terms are ending and asked the Nominating Committee Chair to give an overview of their discussions.

Mr. Wilson thanked Mr. Montour for doing most of the background work. He stated that the Nominating Committee has come up with a proposed slate of officers for the Commission. He stated that they are proposing Kara Ries as Chair, Sue Majerus, as Vice-Chair and Kelly Dolphin as Secretary/Treasurer.

Chair Roe asked if there were alternate nominations.

Bergeron moved to approve the officer positions of Kara Ries, Chair; Sue Majerus, Vice Chair; and Kelly Dolphin as Secretary/Treasurer. Jacobson seconded the motion. The motion was approved unanimously.

B. Receive and File – Comcast Audit Response

Ms. Healy gave a brief overview of the history of the Comcast Audit response. She stated that she is recommending that the Commission receive and file this document.

Mr. Rotty reviewed the primary options that are available in this situation.

Majerus moved to receive and file the Comcast Audit Responses. Ries seconded the motion. The motion was approved unanimously.

IX. Approve Consent Agenda

A. Approval of Check Registers for October and November

Wilson moved to approve the Check Registers for October and November, as presented. Ries seconded the motion. The motion was approved unanimously.

X. Community Announcements

Mr. Torkelson stated that the Little Canada Fire Department Booya will be coming up on February 1, 2020. He stated that there will also be an ice fishing contest on Lake Jarvis that day. He stated that tickets need to be purchased in advance and noted that tickets can be purchased at Little Canada City Hall, Hardware Hank on Rice Street or Joe's Sporting Goods.

Ms. Majerus stated that in Falcon Heights, on February 3, 2020 there is a Food Security and Child Hunger event at City Hall. She stated that on-site at their City Hall is a location where people can recycle their food scraps. She stated that there are also a limited number of buckets for this purpose available at the Ramsey County Libraries. She stated that on March 18, 2020, there is a class at their City Hall called Introduction to Vegetable Gardening.

Mr. Jacobson noted that the ice castles will be in New Brighton starting this Friday at Long Lake Regional Park. He noted that he encouraged people to get tickets on-line. He stated that they are also proud to have the snow sculpture of a whale created by the Bartz Brothers.

XI. Adjournment

Ries moved to adjourn the meeting. Wilson seconded the motion. The motion was approved unanimously, and the meeting concluded at 7:26 p.m.

Respectfully Submitted

Kelly Dolphin, Secretary/Treasurer

**NORTH SUBURBAN ACCESS CORPORATION
JANUARY 16, 2020**

Minutes

I. Call to Order

Chair Dan Roe called the meeting to order at 7:26 p.m. at the NSCC/CTV North Suburbs facility in Roseville.

II. Roll Call

The following Directors were in attendance:

Sue Majerus, Falcon Heights, Vice-Chair
Christian Torkelson, Little Canada,
Bill Bergeron, Mounds View
Paul Jacobson, New Brighton
Kara Ries, North Oaks
Dan Roe, Roseville, Chair
Hal Gray, St. Anthony
Craig Wilson, Arden Hills
Kelly Dolphin, Lauderdale, Secretary/Treasurer

Members Absent:

Hal Gray, St. Anthony

Others Present:

Dana Healy, Executive Director
David Rosenbloom, Business Manager
Dale Irving, Production and Outreach Manager
Patrick Cook, Senior Technician/Facilities Coordinator

III. Approval of Agenda

Chair Roe noted that Ms. Healy has asked that the First Reading of the By-Laws, be removed from the agenda.

Dolphin moved to approve the agenda, as amended. Jacobson seconded the motion. The motion was approved unanimously.

IV. Approval of Minutes

Ms. Ries noted that her name was misspelled as Kari, not Kara, in the roll call.

Ries moved to approve the minutes of the December 5, 2019, as amended. Wilson seconded the motion. The motion was approved unanimously.

V. Reports

A. Executive Director's Report

Ms. Healy gave an overview of her Community and City Engagement activities. She noted that the first draft of the annual report is being put together. She stated that she had toured a few sites for the possible new CTV office space and are working on a possible fit plan for the municipal site that was toured. She explained that there was a meeting with a consultant regarding the new CTV branding. She noted that the staff assessments for 2019 have all been completed.

Chair Roe stated that the Ramsey County League of Local Governments meeting was well received and encouraged Corporation members to attend future meetings.

B. Operations Report – Dale Irving

Mr. Irving reported on some of the production highlights of things they have been working on throughout the cities. He stated that on February 4, 2020 there will be the live production on Focus on Food in the studio and noted that Walter's Recycling has signed on as a sponsor. He stated that there is a new Facebook group called North Suburban Happenings and encouraged the Commission members to join that group.

Mr. Bergeron stated that his Council asked him to thank Mr. Irving and the production team for the Heroes and Helpers production. He stated that it was very well done and much appreciated.

C. Technical Report – Pat Cook

Mr. Cook gave an overview of the technical activities surrounding city equipment installation and city support. He stated that later on the agenda is an item related to surplus equipment and noted that there is a vendor interested in purchasing the equipment. He stated that the next phase will be looking at old office furniture.

VI. Treasurer's Report

A. October/November Financials

Mr. Rosenbloom gave an overview of the October/November Financials. He stated that overall, the NSAC balance sheet remains strong.

Bergeron moved to accept the October/November Financials, as presented. Wilson seconded the motion. The motion was approved unanimously.

VII. General Business

A. First Reading of Employee Handbook

Ms. Healy stated that updates to the Employee Handbook are based on issues that have come up and been documented during the previous year. She gave an overview to the revisions to the Handbook.

Ries moved to approve the changes, as presented, for the Employee Handbook. Jacobson seconded the motion. The motion was approved unanimously.

B. Surplus Declaration

Ms. Healy noted that the list of surplus equipment has been deemed no longer functional or obsolete. She stated that they would like to be allowed to dispose this equipment from the organization.

Jacobson moved to declare certain equipment as surplus for disposal. Ries seconded the motion. The motion was approved unanimously.

C. Slate of Officers

Mr. Wilson noted that the recommended slate of officers is the same as was presented in the Commission.

Chair Roe asked if there were any additional nominations for the officers.

Ms. Majerus expressed appreciation to Chair Roe for his hard work for the Corporation and Commission.

Torkelson moved to approve the recommended slate of officers as: Kara Ries, Chair; Sue Majerus, Vice-Chair; and Kelly Dolphin as Secretary/Treasurer. Wilson seconded the motion. The motion was approved unanimously.

VIII. Approve Consent Agenda

A. Approval of check registers for October and November

B. Approval of credit card transactions for October and November

Ries moved to approve the Consent Agenda, as presented. Bergeron seconded the motion. The motion was approved unanimously.

IX. Crew Introductions

Chair Roe introduced the crew in the control room.

X. Adjournment

Majerus moved to adjourn the meeting. Wilson seconded the motion. The motion was approved unanimously, and the meeting concluded at 7:51 p.m.

Respectfully submitted,

Kelly Dolphin, Secretary/Treasurer