

North Suburban Communications Commission



North Suburban Communications Commission June 3, 2010 7:00 P.M. Roseville, MN

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Presentation of Scholarships
- IV. Public Forum (10 minutes)
- V. Approval of Agenda
- VI. Approval of Minutes
- VII. Reports
 - A. Executive Director
 - B. Cable Company
- VIII. General Business
 - A. Treasurer's Report – April 2010
- IX. Announcements
- X. Adjournment

Please call the office if you or your alternate will be unable to attend the meeting.

Next Regular Meeting – August 5, 2010

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**NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
May 6, 2010**

I. Call to Order

The Commission vice chair, Rick Talbot, called the meeting to order at 7:00pm at CTV North Suburbs, Roseville facility.

II. Roll Call

The following Commissioners were in attendance:

Craig Wilson, Arden Hills
Rick Talbot, Falcon Heights
Rick Montour, Little Canada
Barb Haake, Mounds View
Mary Burg, New Brighton
Steve Beilke, North Oaks
Jim Roth, St. Anthony
Blake Huffman, Shoreview

Others Present:

Coralie Wilson, Executive Director
Kathi Donnelly-Cohen, Director Government Affairs, Comcast
Greg Emmerich, CPA, Harrington, Langer and Associates
Patricia Doocy, Office Administrator

III. Public Forum

No one was present to speak at the public forum.

IV. Approval of Agenda

Mr. Huffman moved, seconded by Ms. Haake, to approve the agenda. The motion was approved unanimously

V. Approval of Minutes

Mr. Wilson noted in Item VI A, the word “no” should be “not”. In Item VII. C. Mr. Beilke’s name should be replaced by Mr. Montour. Mr. Beilke moved, seconded by Mr. Wilson, to approve the minutes of the April 1, 2010, Commission meeting as amended. The motion was approved unanimously.

VI. Reports

A. Executive Report

In addition to her written report, Ms. Wilson gave an update on state and federal legislative and regulatory activity. She also reported that the FCC has received all the information requested on the Comcast / NBC Universal merger. Ms. Wilson added that comments, petitions and oppositions to the merger are due June 21. Responses to the comments and oppositions are due July 21, and replies to responses and oppositions will be due August 5.

Ms. Wilson noted that the topic in the news this past week is the proposed sale of Qwest to CenturyLink.

In answer to Mr. Blake's question on state and federal representation on the FCC's Rights-of-way Task Force, Ms. Wilson explained NATOA, the National League of Cities, NACO, and the US Conference of Mayors will be coordinating and forwarding lists of people to the FCC.

B. Cable Company

Ms. Donnelly-Cohen reminded the Commissioners that the transition from analog to digital in the NSCC area will take place on August 27, and she will be sending out information to the cities and to schools. She also said there will be crawls on the channels to remind subscribers of the transition and the need for equipment.

VII General Business

A. Treasurer's Report

Mr. Huffman moved, seconded by Ms. Haake, to approve the March 2010 Treasurer's Report. The motion was approved unanimously.

B. 2009 NSCC Audit

Mr. Huffman moved, seconded by Ms Haake, to have the NSAC audit report presented immediately after the NSCC audit report. The motion was approved unanimously.

Mr. Greg Emmerich from Harrington, Langer and Associates presented the Commission's 2009 audit report and the Access Corporation 2009 audit report.

Mr. Huffman moved, seconded by Mr. Wilson, to accept the 2009 NSCC audit report from Harrington, Langer and Associates and to direct staff to forward copies to the member cities. The motion was approved unanimously.

Mr. Huffman moved, seconded by Mr. Montour, to accept the 2009 NSAC audit report from Harrington, Langer and Associates and to direct staff to forward copies to the member cities. The motion was approved unanimously.

Mr. Huffman moved, seconded by Mr. Beilke, to place the authorization of the Executive Director's reimbursement checks on the agenda for the next Access Corporation meeting. The motion was approved unanimously.

C. Scholarship Committee Report.

In answer to Ms. Burg's question, Ms. Wilson explained that the scholarship program began with an offer from the Cable Company in the 1980s as part of the franchise obligation for the privilege of using the public rights of way. The fund increases each year by the amount of the annual standard basic cable rate increase. Ms. Wilson stated the check is written by Comcast, but is actually paid by subscribers as part of the PEG fees on their cable bill.

Mr. Wilson moved, seconded by Mr. Montour, to accept the Scholarship Committee report and to approve its recommendations. The motion was approved unanimously

D. Expense Allocation Committee Report and Recommendation

Mr. Beilke moved, seconded by Ms. Haake, to accept the report and to approve the recommendation of the Expense Allocation Committee beginning with the 2011 budget. The motion was approved unanimously.

VII. Announcements

IX. Adjournment

Mr. Huffman moved, seconded by Mr. Blake, to adjourn the meeting. The motion was approved unanimously, and the meeting adjourned at 8:01pm.

Respectfully submitted

Pat Doocy, Office Administrator

Blake Huffman, Secretary/Treasurer

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**NSCC Item VII.A.
May 26, 2010**

to: Commissioners
from: Cor Wilson
Executive Director
subject: May Report

Legislative Update – The big news is the recently announced plan by the leadership of the U.S. Senate and House Commerce Committees to open the Communications Act for revision, starting with hearings in June. This will get added to the list of issues that our national associations are already following. (See attached memorandum from NATOA.) I think it is unlikely that any legislation will be adopted this year, but I expect there will be a major push for something to pass in the next session of Congress. The stakes are high for everyone, so I expect that we will be involved in advocating for our positions.

One of the issues I discussed at your May meeting is the State and Local Government Rights-of-Way Task Force that the FCC is creating as a result of the National Broadband Plan. I have attached a letter signed by the presidents of NATOA, the National League of Cities, the National Association of Counties and the U.S. Conference of Mayors that puts forth their recommendations for the task force.

The good news, announced just after your May meeting, is that Rep. Betty McCollum has signed on to the Community Access Protection (CAP) Act. I have sent her a note thanking her for her action, but I encourage you to thank her in person when she is in-district this summer.

MACTA Legislative Luncheon – MACTA has scheduled a luncheon for June 8 to provide a review of the 2010 Minnesota legislative session and perhaps give us a preview of 2011. A copy of the registration flyer is attached; let me know if you would like to attend.

In addition, MACTA has scheduled its annual conference for Tuesday, November 9, after the elections. While it may be early to make a lot of predictions for next year, we will at least know who the governor is going to be. (We hope, anyway.)

Comcast Correspondence – I have attached copies of two letters from Kathi Donnelly-Cohen regarding programming changes.

From: members-bounces@lists.natoa.org on behalf of Matt Johnson [mjohnson@natoa.org]
Sent: Tuesday, May 18, 2010 11:00 AM
To: NATOA Members
Subject: [Members] Upcoming Issues of Interest

All,

Here is a list of the upcoming issues of interest to NATOA members:

May 20th – FCC Open Meeting (Discussion of NPRM on Pole Attachments)

June 7th – House Appropriations Committee FCC FY 2011 Budget Oversight Hearing (NATOA submitted questions to committee members)

June 8th – Reply Comments due on FCC Ex Parte NPRMs (NATOA filed comments, reviewing docket to determine if we should file reply comments)

June 14th – Reply Comments due on potential effects on Emergency Alert System (EAS) of FEMA-originated Common Alerting Protocol (NATOA did not file comments, assessing filing reply comments)

June 21st – Comments and Oppositions due on Comcast-NBCU Merger (NATOA filing comments on Comcast PEG commitments)

July 12th – Comments due on Connect America Fund/USF Reform (NATOA filing comments)

July 13th – Comments due on CableCARD (set to box) Proceeding (NATOA filing comments)

July 21st – Reply Comments due on Comcast-NBCU Merger (NATOA will review docket to determine our response)

More issues will be added to this list as notices are released and due dates are set. We will keep you updated on the status of all of these issues along with our other ongoing issues.

Please let me know if you have any questions.

The National Association of Telecommunications Officers and Advisors
The National League of Cities
The United States Conference of Mayors
The National Association of Counties

May 18, 2010

Mr. Gregory Vadas
Chief
Office of Intergovernmental Affairs
Consumer and Governmental Affairs Bureau
Federal Communications Commission
445 12th Street SW
Washington, DC 20554

Mr. Mark Stone
Deputy Chief
Consumer and Governmental Affairs Bureau
Federal Communications Commission
445 12th Street SW
Washington, DC 20554

**Re: Recommendations for Intergovernmental Task Force on Rights of Way
Ex Parte Communication, 47 C.F.R. § 1.1206
GN Docket Nos. 09-47, 09-51, 09-137**

Mr. Vadas and Mr. Stone:

The National Association of Telecommunications Officers and Advisors, the National League of Cities, The United States Conference of Mayors, and the National Association of Counties submit this letter to recommend local government participants for the Intergovernmental Task Force on Rights of Way proposed in the National Broadband Plan.

Each organization has sought out elected or appointed local government officials who it believes will best represent local governments on the Task Force. These officials are listed below.

The National Association of Telecommunications Officers and Advisors recommends (1) Sue Keil, Director, Office of Transportation, Portland, Oregon; (2) Carole Wallace Post, Commissioner and Chief Information Officer, New York, New York; and (3) Randi Levin, Chief Information Officer, Los Angeles, California.

The National League of Cities recommends (1) John Marks, Mayor, Tallahassee, Florida; (2) Gary Resnick, Mayor, Wilton Manors, Florida; and (3) Steve Peterson, Council Member, Bloomington, Minnesota.

The United States Conference of Mayors recommends Thomas C. Leppert, Mayor, Dallas, Texas.

The National Association of Telecommunications Officers and Advisors
The National League of Cities
The United States Conference of Mayors
The National Association of Counties

The National Association of Counties recommends: (1) Mitsuko R. Herrera, Cable Communications Administrator, Montgomery County, Maryland; (2) John H. Daly III, Ph.D., Manager Director, Genesee County Road Commission, Flint, Michigan; (3) Marcus J. Hall P.E., Burleigh County Engineer, Bismarck, North Dakota, and (4) Ramon D. Gavarrete, P.E., County Engineer/Utilities Director, Seabring, Florida.

On behalf of our nation's local governments, our organizations recommend the above listed elected and appointed local government officials to the Intergovernmental Task Force on Rights of Way. We would be happy to provide additional information on the qualifications of these individuals. Please do not hesitate to contact us for any additional information.

Sincerely,



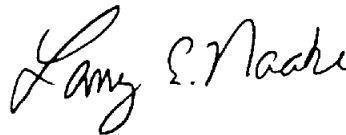
Ken Fellman
President
NATOA



Donald Borut
Executive Director
National League of Cities



Tom Cochran
CEO and Executive Director
The United States Conference of Mayors



Larry Naake
Executive Director
National Association of Counties

Cc: Sharon Gillett, Chief, Wireline Competition Bureau
Joel Gurin, Chief, Consumer and Governmental Affairs Bureau
Steve Klitzman, Special Counsel, Office of Intergovernmental Affairs
Marlene Dortch, Secretary, Federal Communications Commission



Legislative Luncheon

Tuesday, June 8, 2010

11:30 a.m. – 1:30 p.m.



Preserve Local Community Television and Local Franchising

ABOUT THE PROGRAM

Please join us for MACTA's 2010 Legislative Luncheon. We will be joined by legislative leaders to discuss the actions of this past legislative session and hear what they envision for 2011.

- Receive a summary of two bills passed this session relating to competitive cable franchises for telephone companies and broadband goals for Minnesota.
- Hear from a panel of key legislators regarding what impact these bills are likely to have on video competition and broadband in Minnesota.
- Receive a preview of what these key legislators see coming in the 2011 Session relating to cable, telecommunications, and broadband. Learn how you can make a difference in protecting local interests.
- Find out what cities, cable commissions, and PEG facilities should be doing to prepare for the 2011 Legislative Session.
- Learn what is happening in Washington, DC and how the National Broadband Plan and other federal issues inter-relate with our state issues.

LOCATION

League of Minnesota Cities – St. Croix Room
145 University Avenue, West
Saint Paul, Minnesota 55103
(651) 281-1200

SPEAKERS

Legislative Panel (Invited Speakers):

- Sen. Scott Dibble, Senate Energy, Utilities, Technology & Communications Committee
- Sen. Amy Koch, Senate Energy, Utilities, Technology & Communications Committee
- Rep. Sheldon Johnson, Chair House Telecomm Regulation and Infrastructure Division
- Representative Mike Beard, House Telecomm Regulation & Infrastructure Division

Joe Bagnoli & Sarah Psick, MACTA Lobbyists, will provide a summary of the 2010 Legislative Session.

WHO SHOULD ATTEND:

- Public, Education and Government (PEG) staff, board members and volunteers.
- Elected Officials/Commissioners
- Cable/Telecommunications Commission Members
- City Managers and Administrators
- City Attorneys
- City staff involved with cable regulation
- Communications staff
- IT staff
- Public Works staff

MACTA Legislative Luncheon Registration | Tuesday, June 8, 2010

Registration Fee: \$25 for MACTA, ACM, LMC Members \$50 for Non-Members

(Fee Includes box lunch)

Payment Options: Payment or Purchase Order enclosed Please bill me (no-shows will be billed)

Lunch Selection (please select): Turkey Vegetable with Hummus Roast Beef Club

Attendee Name: _____

Organization: _____

Email: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

*House District: _____

Unsure of your district? Go to: <http://www.leg.state.mn.us/leg/Districtfinder.asp> or call: 651-296-2146 or 800-657-3550

Mail or fax registration form to:

MACTA · 1000 Westgate Dr., Suite 252 · St. Paul, MN 55114

Phone: 651.290.6282 Fax: 651.290.2266

Cancellation: Registration fee less a \$10 administration charge can be refunded up to 72 hours prior to the seminar. No refund for cancellation notice less than 72 hours.

REGISTRATION DEADLINE - JUNE 4, 2010!

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Comcast Cable
10 River Park Plaza
St Paul, MN 55107

May 14, 2010

Ms. Cor Wilson
Executive Director
North Suburban Cable Commission
950 Woodhill Drive
Roseville MN, 55113

Dear Cor :

As part of our continuing efforts to provide the best quality programming choices to our subscribers, Comcast and ESPN will launch ESPN 3D, which will be available on Digital Starter Channel 898 and will be viewable to customers with HD service and a 3D television.

ESPN 3D will sign on the air June 11 with the first 2010 FIFA World Cup match featuring South Africa versus Mexico. ESPN 3D will feature up to 25 matches throughout the World Cup. Along with college football and NBA games, schedule highlights for the new network include:

- X Games 16, July 28-Aug. 1
- College basketball's Old Spice Classic, Nov. 25-28
- College football's ACC Championship on Dec. 4
- Jimmy V Classic on Dec. 7
- 2011 BCS National Championship game Jan. 10, 2011
- X Games 15, Jan. 27-30, 2011
- College basketball's Big East Tournament, March 8-12, 2011

In addition, Comcast and ESPN will provide customers access to select ESPN 3D events on VOD.

Customers will be notified of this addition via the following bill message:

Great news! ESPN 3D will be available on Digital Starter channel 898, effective June 11, 2010. ESPN 3D will be viewable to customers with HD service and a 3D television.

As always, should you have any questions, please feel free to contact me at (651) 493-5776.

Sincerely,

Kathy Donnelly-Coehn
Director of Government Affairs
Comcast-Twin Cities Region



Comcast Cable
10 River Park Plaza
St Paul, MN 55107

May 17, 2010

Ms. Cor Wilson
Executive Director
North Suburban Cable Commission
950 Woodhill Drive
Roseville , MN 55113

Dear Cor:

Effective July 1, 2010, the Digital Classic Tier will be renamed Digital Preferred Tier. The name change will not result in a change in price or service. The newly renamed Digital Preferred Tier of channels will continue to be part of the Digital Preferred Package and so will not impact pricing nor the channels customers currently receive.

Customers will be notified of the name change through a bill message.

Please call me at (651) 493-5776 with any questions or concerns.

Sincerely,

Kathi Donnelly Cohen
Director of Government Affairs
Comcast-Twin Cities Region

North Suburban Communications Commission
 2010 Financial Report Summary
 For the Four Months Ending April 30, 2010

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Interest Income	0.00	9,281.56	(0.62)	5,000.00	15,000.00
Cable Co. Scholarships	0.00	90,442.93	(1.00)	30,150.33	90,451.00
Reimbursement	0.00	1,623.00	(0.25)	2,200.00	6,600.00
Misc. Income	0.00	0.00	0.00	0.00	0.00
City Contributions	0.00	338,468.00	(1.00)	112,822.67	338,468.00
Transfer from Reserves	0.00	0.00	0.00	12,739.00	38,217.00
Total Revenues	0.00	439,815.49	(0.90)	162,912.00	488,736.00
Expenses Summary					
Personal Services	10,082.16	37,949.61	0.31	40,808.32	122,425.00
Operating Expenses	13,623.97	44,965.68	0.16	95,236.99	285,711.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	(993.99)	0.00	0.00	26,866.67	80,600.00
Total Expenses	22,712.14	82,915.29	0.17	162,911.98	488,736.00
Net	(\$ 22,712.14)	\$ 356,900.20	0.00	0.02	0.00

NOTE: This report includes audit adjustments.

North Suburban Communications Commission
 2010 Detail Financial Report
 For the Four Months Ending April 30, 2010

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	7,391.53	29,157.49	0.30	32,226.33	96,679.00
Part Time Salaries	0.00	0.00	0.00	0.00	0.00
FICA	595.46	2,350.58	0.29	2,665.00	7,995.00
Retirement	1,003.09	2,201.72	0.51	1,450.33	4,351.00
Unemployment	102.00	316.00	0.35	300.00	900.00
Workers Comp	0.00	0.00	0.00	166.66	500.00
Health/Life Insurance	990.08	3,923.82	0.33	4,000.00	12,000.00
Total Personal Services	10,082.16	37,949.61	0.31	40,808.32	122,425.00
Operating Expenses					
General					
Printing	0.00	223.27	0.12	600.00	1,800.00
Publications	21.00 a.	45.98	0.18	83.33	250.00
Memberships	208.00 b.	416.00	0.08	1,833.34	5,500.00
Entries Fees	0.00	0.00	0.00	0.00	0.00
Video Programming	0.00	0.00	0.00	0.00	0.00
Total General	229.00	685.25	0.09	2,516.67	7,550.00
Supplies					
I-Net Supplies	0.00	0.00	0.00	333.34	1,000.00
Office Supplies	45.86	454.96	0.28	533.33	1,600.00
Video Supplies	0.00	0.00	0.00	0.00	0.00
Software Supplies	(173.06) c.	49.98	0.05	333.32	1,000.00
Volunteer Supplies	100.55 d.	478.47	0.24	666.67	2,000.00
Total Supplies	(26.65)	983.41	0.18	1,866.66	5,600.00

- a. Publications -- Newsweek subscription (1/2)
- b. Memberships -- New Brighton/Mounds View Rotary Club
- c. Software Supplies -- April expenses offset by audit adjustments
- d. Volunteer Supplies -- Meeting refreshments

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	256.33	0.13	666.67	2,000.00
Network Equip. Maint.	0.00	0.00	0.00	1,666.67	5,000.00
Building Janitorial	930.60	3,611.50	0.24	5,000.00	15,000.00
Total Maintenance	930.60	3,867.83	0.18	7,333.34	22,000.00
Travel					
Conferences	0.00	431.00	0.06	2,500.00	7,500.00
Mileage & Meals	329.61	907.56	0.41	733.34	2,200.00
Total Travel	329.61	1,338.56	0.14	3,233.34	9,700.00
Tuition & Training					
Tuition & Training	15.00 e.	112.50	0.15	250.00	750.00
Utilities					
Utilities	500.00	2,000.00	0.33	2,000.00	6,000.00
Leases					
Rent	1,244.34	4,977.36	0.14	11,666.67	35,000.00
Property Taxes	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	166.67	500.00
Postage Meter	0.00	257.00	0.21	400.00	1,200.00
Total Leases	1,244.34	5,234.36	0.14	12,233.34	36,700.00

e. Tuition/Training -- Wellness program reimbursement

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	3,500.00	0.67	1,733.32	5,200.00
Insurance	0.00	0.00	0.00	1,500.00	4,500.00
Legal	0.00	7,030.00	0.20	11,666.67	35,000.00
Intrnet Connection	500.00	2,000.00	0.33	2,000.00	6,000.00
NSCC SALES TAX	(50.01) f.	152.36	0.03	2,000.00	6,000.00
Cable Services	1,005.00	4,020.00	0.30	4,420.00	13,260.00
Miscellaneous	1,010.00 g.	4,414.68	0.15	10,000.00	30,000.00
Total Contractual	2,464.99	21,117.04	0.21	33,319.99	99,960.00
Communications					
Postage	0.00	303.39	0.30	333.33	1,000.00
Telephone	350.08	1,406.34	0.31	1,500.00	4,500.00
Advertising & Promotion	0.00	330.00	0.22	500.00	1,500.00
Total Communications	350.08	2,039.73	0.29	2,333.33	7,000.00
Grants					
Grants/Scholarships CABLE	0.00	0.00	0.00	16,666.66	50,000.00
Internships	7,587.00	7,587.00	0.19	13,483.66	40,451.00
Total Grants	7,587.00	7,587.00	0.08	30,150.32	90,451.00
Recruiting					
Recruiting	0.00	0.00	0.00	0.00	0.00
Total Operating	13,623.97	44,965.68	0.16	95,236.99	285,711.00

f. Sales Tax -- Expenses offset by audit adjustments

g. Misc. Contractual -- Roseville IT Services, bank fees

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency					
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses					
Capital Improvements	0.00	0.00	0.00	0.00	0.00
Capital Video	0.00	0.00	0.00	0.00	0.00
I-Net Equipment	0.00	0.00	0.00	24,500.00	73,500.00
Office Equipment	(993.99) h.	0.00	0.00	2,366.67	7,100.00
Total Capital	(993.99)	0.00	0.00	26,866.67	80,600.00
Total Expenses	22,712.14	82,915.29	0.17	162,911.98	488,736.00

h. Office Equipment -- Audit adjustment

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