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**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
March 10, 2021
6:00 p.m.**

1. **Call to Order and Roll Call.** Laura Cotting called the meeting to order at 6:10 p.m. CATV board members present Laura Cotting, Eric Rhynes, Dale Van Holten. CATV Director Jesus Burgos was also present along with the City Clerk/Treasurer Mo Hansen.

Approval of Previously Unapproved Meeting Minutes from February 10, 2021.

Motion: Moved by Dale Van Holten to approve the unapproved minutes from February 10, 2021. Seconded by Laura Cotting. **Voice vote:** Approved.

2. **Citizen Input**
None.

3. **Director's Report**

Jesus Burgos informed the board that the stations were running fine, and that on Thursday March 4, 2021 they live streamed the Waterloo City Council board meeting as a dry run for the first time. Everything turned out fine, so from now on all City Council board meeting will be live streamed. Laura Cotting asked if we could inform the Courier. Jesus replied that yes, he had that in mind and was going to communicate with them. Dale Van Holten mentioned that we may want to contact the Watertown Daily Times also. Jesus made note and mentioned that he would follow up. Jesus continued with the information on the status of the recording from the Viloria's and Michael Blumenberg by mentioning that Michael Blumenberg's program was taking a while because he was waiting for better weather to continue his recordings and the Viloria's were searching for Latin community leaders that can participate in the program interviews. These interviews were going to be recorded in the City Council Chamber. Laura Cotting mentioned that she did take a look at the videos sent by email and was impressed with Michael Blumenberg's video, but felt that the Viloria's looked stiff on camera. Jesus agreed and mentioned that they would come out of it with time and experience. Dale Van Holten offered his expertise to help them out once he gets out of the covid situation with the vaccinations.

4. **New Business.**

Possible CATV Intern Position

Laura mentioned that she reached out to area colleges within a thirty-mile radius of Waterloo, colleges that offered communication in a media art major, and she heard back immediately from UW Whitewater and Edgewood, she was still awaiting a reply from the others. Laura added that we should pursue this further if the Board agrees. What she was looking for is the feeling from the board if we wanted to move ahead with this and that there was a little urgency because students were looking for their summer activities. Dale Van Holten said that he was all for it and he thought that it was a good move. Laura added that she did talk to Jesus a little about this and since our plans to record sporting events at the school are at a standstill. She asked if we had money in the budget to pay perhaps fifteen hundred dollars since there is a requirement to pay at least 150 hours so thinking ballpark \$10.00 hr. They can work more hours than that if they want to, but they will not get paid more than that. Jesus Burgos mentioned that he felt that the money was there, but he still checked with Mo Hansen and asked Mo to inform the board of his findings. Mo Hansen replied that there is existing positive Fund balance for the Cable Board. Laura asked Mo if he had the experience of working with interns. Mo replied that we have one right now that is working on 333 Portland Rd. and we had an intern from Marquette University

that helped us with the Treyburn farms. Mo added that his contribution was to identify a specific project with a beginning and end, define it and let them go at it. Laura asked if it was a good experience. Mo replied that the older the student is and the more accomplished academically that's a plus. It's all about the right person and how hungry and enthusiastic they are about a particular opportunity. Laura asked the board members how they wanted to proceed with this idea and Dale VanHolten mentioned that he really liked the idea of having an intern in from that 30-mile radius because it put that station out there and it helps make WLOO a tricounty station but he did not know if we should put this in a motion or if we should wait until next month and get it finalized and then have a motion on it. Laura Cotting felt that it should be a two-part process, one the motion is made tonight to approve the dollar amount, the intern would be offered and to authorize Jesus to communicate with the colleges involved and come up with a one page summary of the station and to set up the handshake account. That would be step one and then at the next meeting we can approve what the internship duties are.

Motion moved: By Dale Van Holten to hire a summer intern with a budget cap of \$1,500.00, seconded by Eric Rhynes. **Voice roll call:** motion approved.

Unfinished Business

A- Live Streaming and installation.

Jesus Burgos informed the board that the Live Streaming on the web was working fine, but unfortunately, we cannot use that signal to go live in CATV. Jesus added that there is another option that was available. We must purchase a switch. This piece of equipment would sit in the middle of the Leightronix server and the Spectrum modulators that send the signal to be broadcasted on our channels. On input one we would connect Leightronix's signal and on input two we would connect the Panasonic switcher. By selecting channel one on the switch we will be airing the Leightronix signal and by selecting channel two we will be airing live, the signal that is being recorded through our Panasonic switcher. The cost for the switch would run from \$750.00-\$900.00. The switch will allow us to broadcast live on CATV from the chamber but we will not be able to broadcast live from the school grounds. To broadcast live on CATV from the school grounds we would have to go from dish to dish and that would incur a much higher cost. Eric Rhynes asked if there was any way of making a tunnel from the school to City Hall via the internet, like a VPN or anything. Jesus replied that there is but we would run into the same problems of delay from the internet and it would not be compatible with what we need to broadcast live on CATV. Dale Van Holten replied that we have the money, and we should do what we need to do as far as improving our stations. Dale Van Holten added that we should try broadcasting the City Council meetings first, and once we have that we can try working on the School District. Dale Van Holten also asked if Jesus could write up a proposal of cost to make this happen. Jesus said yes, he could work on it. Eric Rhynes wanted to know what was up with the hiccup of going live with City Council since he thought that all the purchases that were made included going live. Jesus answered that Sara Mason from Leightronix and the technician from AVI both mentioned that we were going to be able to go live on the Web and on CATV but it looks like they were unaware of the reality of the situation which is that with the Leightronix live streaming we could go live on the Web but not on CATV. Eric Rhynes replied, so the issue is the compatibility of the signal source of live streaming going on to cable TV. Jesus answered, that is correct. Eric replied if you had it in the quote which you did I do not understand why we are not going back to Leightronix and saying hey, this not what we ask for. Mo Hansen asked Jesus if we pull out the quote, can we go to them and ask if they can provide us with a switch?

Jesus replied that he would approach them with the quote and ask them if they can at least provide us with the switch. Laura Cotting replied. I like Eric and Mo would like to see the actual language of the quote. The impression I had when we were talking about the quote, that we would be getting everything we needed. And now we have one piece of equipment, the decoder and that is not included and now you still have to pay for that and suddenly there is a switch that you need to get the material over to your cable channels. Now we do have the money and I think that we should have the switch, but we should not accept this for a second time if we do not have to. Jesus replied that he agreed with Laura and he will work along with Mo and look at the quote together and according to our findings, approach Leightronix and AVI.

B- Waterloo School District Partnership Project

Laura Cotting informed us that she reached out to the Superintendent Brian Henning. She asked politely if they are doing something with the students in the school that we can film. She showed him the list of items the parents would like to see. Brian got back to her and they had a conversation over the phone along with Cory Calvert. At first, they were hesitant but after Laura gave them some examples, they did bring up that they were having an event on March 23, 2021 called Shark Tank with the Jr, High students in the gym at 2:00 pm. And would love to have that filmed and live streamed. Cory Calvert referred to it as a good opportunity for a trial. So yes, they do want us to film activities at the school and Brian felt it would be a good opportunity for the students to know that they were going to be broadcast. Jesus did reach out to Cory Calvert to go over the technical aspects of it and as far as I know we are going to do it. Dale Van Holten said that it was excellent. It is a good first step to get us into the school and get the kids online. Jesus added that he gave Brian two calls and spoke

to his secretary Beth Karnick. She mentioned that he was very busy, but she was aware that he was in communication with the teachers in charge of the Shark Tank and was getting all the needed info in order to return my call.

7- Future agenda items and announcements

Next meeting April 14, 2021 at 6:00 PM

Laura mentioned that we were still in search of another board member. Jesus replied that William Sheer, the videographer that was interested in becoming a member opted out and the Viloria's did also. The Viloria's will still continue to search for a candidate. Dale Van Holten wanted information on when we will be returning to in person meetings at City Hall. Mo replied that all the meeting that we hold are entirely an individual choice.

Whoever wanted to come to City Hall was welcome. The zoom meetings are set up in the chamber for those who want to show up in person.

Adjournment:

Motion: Moved by Eric Rhynes, Seconded by Dale Van Holten. **Voice vote:** Motion carried.