

Agenda for January 8th 2024 CATV Board Meeting, 6:00 pm
The Solarium, 575 West Madison St. Waterloo, WI

1. Roll Call and Call to Order

2. Approval of Previously Unapproved Meeting Minutes: November 13th 2024. December 11 cancelled.

3. Citizen Input:

4. Acting Manager's report. (Cotting)

WLOO CATV is in its new quarters at The Solarium. There is no new License Agreement yet and the new rental rate is unknown at this time. The new internet connection is 600/35 Mbps. Upload times are less than a third of what they were.

On December 17th, Jesus Burgos trained videographers Weihert, Uhlig, and Nightoak in programming channels 991/992 remotely using Leightronix tutorials and the Nexus software. During the training, Cotting discovered the Nexus computer was networked with Jeanne Ritter's laptop and three Police Department computers. Will Gloyeck, of Taylor Computing, said a cable from the police department was still connected to the City Hall rack, which was why the livestream of Council meetings to YouTube was switching back and forth between the Nexus computer and Ritter's laptop. He disconnected the cable, no problems during the two Council meetings since.

Cotting had many conversations with Spectrum staff in several different departments regarding channels 991 and 992. Technicians visited twice to attempt repairs. Both channels are now audio only. Summary: The "CATV Linx" box, located directly beneath the locked wall mounted "Secor" box in the WLOO alcove, is an encoder which translates the output from the WLOO rack into signal compatible with the Spectrum equipment in the "Secor" box. This encoder may be as old as 45 years. It is failing. It is obsolete, no more are being made, and it is irreparable. If the channels are to function again, a new Drake encoder must be installed and the coax cable in the racks must be replaced with fiber. Gerry Wergin is the new Spectrum employee for this region. He is working with Cotting to create price quotes for SD and HD upgrades. The cost is expected to be much lower than estimates from prior years because there's now fiber all the way to the "Secor" box in the WLOO alcove. Gerry asked Chris Crawford about grants available to help PEG stations upgrade. No reply yet.

5. New Business

- a. Year End Budget Review
- b. Channels 991/992
- c. Leightronix Total Info subscription renewals

6. Unfinished Business.

- a. Review of Station Manager Job Description and Previous Hiring Processes
- b. Attracting Station Investors

7. Future Agenda Items and Announcements.

Next Meeting: **Wednesday, January 8th, 2025** at 6:00 pm at The Solarium.

8. Adjournment Motion

Laura Cotting WLOO CATV Regulatory Board Chair

Minutes for November 13th 2024 CATV Board Meeting, 6:00 pm
The Solarium, 575 West Madison St. Waterloo, WI

1. Roll Call and Call to Order Abitz, Cotting and Teubert present. Meeting called to order at 6 pm.

2. Approval of Previously Unapproved Meeting Minutes: October 9th 2024. Teubert/Abitz. Unanimous.

3. Citizen Input:

Complaints regarding 991/992 signal quality and confusion regarding accessing livestreamed meetings.

4. Manager's report. (Interim Report by WLOO CATV Board Chair Cotting)

Thanks to the efforts of Chris Weihert and Travis Uhlig, Thursday Municipal meetings have been recorded, live streamed to Facebook and uploaded to YouTube, as well as the October 10th Plan Commission meeting. The Waterloo School Board met in closed session, so WLOO was unable to record that meeting. Travis filmed portions of the WBA Spooktacular on October 26th. No extra events are planned for November.

WLOO had a number of technical issues: Loss of Internet access due to a bad ethernet cable, loss of internet access due to a router reset during a brownout, malfunction of the G-Raid shuttle drive, loss of access to Microsoft 365, loss of access to the station's waterloowi.us email, office temps skyrocketing to 102 degrees during sunny weather, deletion of digital assets from the ThinkStation, abnormally slow upload speeds to YouTube. Internet access, Microsoft 365 access, email access, upload speed issues were resolved. Digital assets recovered thanks to the disk images stored on the ThinkStation D:. The shuttle drive is at Madison Computer Works under WLOO's Blue Care Plan. The Solarium management attempted to solve the climate control problem by shutting off the AC/Heating unit in the office ceiling, which was actually heating the office instead of cooling it. However, due to the glass walls and southern exposure, the office still heats up to 90-100 degrees during sunny days. They believe the entire unit will need to be replaced. Former WLOO Manager Jesus Burgos visited WLOO Monday November 4th to help fill in videographer training gaps. Due to the technical issues mentioned earlier he was unable to complete the training and will return in a couple of weeks.

WLOO Welcomes newly hired videographer Omar Waheed. Omar moved to Waterloo from Iowa and holds Bachelor's and Master's degrees in the field.

5. New Business

- a. Attracting Station Investors

6. Unfinished Business.

- a. Review of Station Manager Job Description and Previous Hiring Processes

7. Future Agenda Items and Announcements.

- a. Year End Review

Next Meeting: ***NOTE WEEKDAY CHANGE* Wednesday, December 11th, 2024** at 6:00 pm at The Solarium.

8. Adjournment Motion Cotting/Teubert. Unanimous. Meeting adjourned at 6:29 pm.

Minutes respectfully submitted by Laura Cotting 12/10/24



PEG Video Transport Questionnaire Form

Spectrum Sales and Sales Engineering will review and complete with the PEG Provider
Each unique PEG channel will require a separate form submission for DRT/SPARC

PEG Provider/LFA Name:	Waterloo
Channel Name:	WLOO CATV
Local PEG IT Contact Name:	Laura Cotting
Local Contact Phone:	608-658-1626
Local Contact E-mail:	cottingel@gmail.com
Equipment Location Address [Z-Loc]:	136 N Monroe St Waterloo, WI 53594

The PEG encoder shall be in the same room as the Fiber NID

☐ NEW Channel

New Signal Source to Spectrum	Standard	Alias	Bitrates	Handoff Resolution @ Frames (Hz)
Check Only <u>One</u> :	SMPTE170M	NTSC(CVBS)	Analog Video/Audio-525 Line/frame*	
	SMPTE259M	SD-SDI	270 Mbps	720x480i @ 29.97 Hz
	SMPTE292M	HD-SDI	1.485 Gbps	1280x720p @ 59.94 Hz or 1920x1080i @ 29.97 Hz

Indicate the Aspect Ratio for Digital Signal: ☐ 4x3 ☐ 16x9

Notes (any other relevant information or questions): _____

☒ EXISTING Channel

Existing Channel No.# 991

Invoice Account No. # _____ Existing Circuit ID: _____

Legacy Transport

Spectrum Sales Engineer may assist in determining this information. Enter "Legacy Transport" if no existing C/D.

Request Type:

☐ Channel Name Change or Line-up Location Change Only (will bypass SpectrumEnterprise)

☐ Relocation Request

From: _____

To: _____

☐ Source Change (from the provider)

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Check Only <u>One</u> :	SMPTE170M	NTSC(CVBS)	Analog Video/Audio-525 Line/frame*	
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Indicate the Aspect Ratio for Digital Signal: ☐ 4x3 ☐ 16x9

Notes (any other relevant information or questions): _____

*Charter input standards

Audio: AC3

Video:

Handoff Format	Handoff Resolution @ Frames (Hz)	Handoff MPEG2 Profile	Handoff MPEG4 Profile	Handoff Sampling	Handoff Audio Formats	Distribution Resolution
MPEG2-TS (ISO/IEC 13818-1) over IP	720x480i @ 29.97 Hz	MP/ML ≤ 10 Mbps	Level 3 ≤ 10 Mbps	4:2:0	AC3 (per ATSC A/52 & A/85)	SD
	1280x720p @ 59.94 Hz 1920x1080i @ 29.97 Hz	MP/HL ≤ 50 Mbps	Level 4.1 ≤ 35 Mbps			HD

PEG Entity Signature (Acknowledgement):

Print Name: _____

Signature: _____

Date: _____