

MINUTES
RAINIER COMMUNICATIONS COMMISSION
Wednesday, May 17, 2023

1. Call to Order

President Steve Worthington called the meeting to order at 8:05 a.m. The meeting was conducted as a hybrid meeting, via in-person and Zoom.

<u>Member</u>	<u>Representative</u>	<u>Present/Not Present</u>
DuPont	Gordon Karg	Present
Fife	Doug Fagundes	Not Present
Orting	Scott Larson	Not Present
Pierce County	Jani Hitchen	Present
Pierce County	Kyle Schmitdke (alt)	Present
Puyallup	Dennis King	Present
Ruston	Deb Kristovich	Not Present
Sumner	Pat Cole	Present
Tacoma*	Jeff Lueders	Not Present
University Place	Steve Worthington	Present

*Nonvoting members

Others in attendance:

Fife	Jennifer Combs
Puyallup	Joe Beck
University Place	Linda Seesz (alt)

2. Approval of Agenda

The meeting agenda was approved.

3. Approval of Minutes

The meeting minutes from March 15, 2023 were approved.

4. Old Business

a. ILA Rewrite Committee update for April-May

Jani Hitchen reported on the ILA Rewrite Committee's most recent meeting that focused on public records and questions around authority and contracting. Further dialogue needs to happen around those areas. The goal is to find consensus and make sure to protect entities, along with some cleaning up of the dated document. Going forward the committee will bring in more attorneys from jurisdictions to continue the process in June and July.

Jennifer Combs added that she is waiting for further information from David Owen, attorney from Pierce County, including discussion around who owns the capital assets. She will then send that out to everyone and set a meeting date.

b. Pierce County franchise update

Jani Hitchen noted that the Comcast franchise was passed by the Pierce County Council. It still needs to be signed by the Executive before moving to Comcast for signatures.

5. **New Business**

a. Does Board want to keep regularly scheduled July meeting?

Steve Worthington talked about the upcoming June 14th meeting set aside to discuss the 2024/2025 budget. He asked if there still needs to be a meeting on July 19th.

Megan Hutton said that more information should be ready from the ILA Rewrite Committee. Steve Worthington asked that there be a motion to set that meeting since it was previously stated that the June meeting was taking its place.

Jani Hitchen made a motion to reinstate the original July 19th RCC meeting. The motion was seconded, voted on, passed and put back on the meeting calendar.

b. Budget calendar updated

- i. May 15 – Review draft RCC budget
- ii. June 14 – Special RCC meeting for budget adoption
- iii. June 15 – Budget due
- iv. June-August – RCC budget wrapped into Pierce County’s budget
- v. Sept 19-Nov 21 – Budget at Pierce County Council

c. Review RCC draft budget 2024 – 2025

Steve Worthington explained that the budget is a work in process. Pierce County just made some budget information available and additional numbers are still needed.

Megan Hutton provided budget documents on revenues, expenses and capital equipment purchases and detailed the information. She asked for direction and input on the biennial budget.

i. Revenues

1. Membership Dues

Megan Hutton pointed out trends and comparisons from previous years.

2. Operations PEG

Megan Hutton mentioned the rate change calculation from per subscriber to .375% of gross cable revenues. Only two quarters of revenue has been received in 2023 and proposed calculations are based on that. Revenue also reflects contracted video services.

3. Capital PEG

Megan Hutton stated that the capital revenue is absorbed by the cable companies and passed on to subscribers. A discussion followed regarding how the PEG fees are calculated, cable subscribers and streaming services.

ii. Expenses

1. Operations

a. FTE costs

Megan Hutton specified the salary and wage expenses, the 4% COLA, an anticipated retirement and costs associated with seven FTE's and one extra-hire.

b. Fixed Administering Member costs

Megan Hutton explained that the expense sheet shows fixed costs in orange for intercompany costs associated with (and allowed for) by the Administering Member Pierce County, to cover support services like HR, IT, and Finance.

c. Discretionary costs

Megan Hutton summarized that the budget is not balanced yet because numbers are still coming in. Based on revenues, it is approximately \$60,000 dollars short for each year of the biennial budget.

A discussion followed regarding areas where costs could be cut including training/travel, property insurance with overlapping coverage, indirect cost calculations and possible use of reserves from fund balance.

2. Capital

a. Capital Projects over \$5,000

Megan Hutton reviewed the list of capital equipment purchases by year and other costs associated with video production services.

iii. Fund Balance

Megan said that the fund balance figures for the reserves will be available at the next meeting in June.

6. PCTV Update

a. Awards announcement

Megan Hutton informed the Commission that PCTV has been nominated for a regional Emmy for the show "Inside Pierce County" for the short form government category. The winner will be announced at a ceremony on June 3rd.

7. Public Comment

None

8. Commissioner Comments

None

9. Adjourned – at 9:00 am

Next Meeting: June 14, 2023