



325 Soquel Avenue  
Santa Cruz, CA 95062

## **BOARD OF DIRECTORS**

**Regular Meeting**

**March 28, 2022**

**5:00 p.m.**

**Zoom online meeting**

**\*\*PLEASE NOTE\*\***: Due to public health orders related to the current COVID-19/Novel Coronavirus outbreak, this meeting will be held virtually using the Zoom online platform. Members of the public may participate by downloading the Zoom app and joining the meeting at <https://us06web.zoom.us/j/86398253828>. Board members will each receive a unique Zoom address an hour before the meeting.

## **A G E N D A**

### **1. Roll Call**

Guy Lasnier (Chair), Maitreya Maziarz, Christina Granados, Keith Gudger, Joe Hall, Larry Laurent, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, David Warren

[quorum is six]

### **2. Oral Communications**

Any person may address the Board during its oral communications period. All Oral Communications must be directed to an item not listed on today's consent or regular agenda, and must be within the jurisdiction of the Board.

### **3. Consideration of late additions to the agenda; additions and deletions to consent and regular agendas.**

## **CONSENT AGENDA**

### **4. Approve meeting agenda\***

### **5. Approve Board meeting minutes of Feb. 28, 2022\***

### **6. Accept February 2022 financial reports\***

## **REGULAR AGENDA**

### **7. Executive Director's report\***

8. Education Committee report\*
9. Action Item: Discuss and approve the construction cost for a fiber connection from CTV to the county INET.\*
10. Action item: Discuss and approve 2022-2023 CTV operating and capital budgets.\*
11. Board Chair's report
12. Board member / staff requests for specific items to appear on next meeting agenda
13. Announcements
14. Closed session: Discussion of property lease/purchase, negotiations
15. Adjournment

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

**\* Material Included in Board Packet**



325 Soquel Avenue  
Santa Cruz, CA 95062

## **EXECUTIVE COMMITTEE**

**Regular Meeting**

**March 28, 2022**

**5:00 p.m.**

**Zoom online meeting**

## **A G E N D A**

### **1. Roll Call**

Guy Lasnier (Chair), Maitreya Maziarz, Christina Granados, Keith Gudger, Joe Hall, Larry Laurent, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, David Warren

[quorum is three]

**ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.**

**IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.**

**Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.**



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**BOARD OF DIRECTORS**  
**Regular Meeting**  
**February 28, 2022**  
**5:00 P.M.**  
**Zoom On-Line Meeting**

## **MINUTES**

1. **Roll Call**

Present: Guy Lasnier, Mathilde Rand, Larry Laurent, Keith Gudger, Janice O'Driscoll, Joe Hall, Christina Granados, David Warren, Maitreya Maziarz, Elizabeth Swensen

Absent:

[quorum is six]

2. **Oral Communications**

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda and must be within the jurisdiction of the Board.

None

3. **Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.**

Chair Lasnier reported that the agenda had been revised to include Director Rand.

None

### **CONSENT AGENDA**

4. **Approve Meeting Agenda**

5. **Approve Minutes\***

Board Meeting Minutes of January 24, 2022

6. **Approve Finance Committee recommendation to Accept the January 2022 Financial Reports \***

Director Hall commented that the finance committee is aware that space is not being rented as much as anticipated. Motion to approve consent agenda by Director Hall, seconded by Director Gudger. Approved unanimously

### **REGULAR AGENDA**

7. **Executive Director's report\***

Given. Director Maziarz commented on the size of the new equipment. Director Hall asked about the vandalism. Executive Director Reed stated that they were working with the security company.



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**BOARD OF DIRECTORS**  
**Regular Meeting**  
**February 28, 2022**  
**5:00 P.M.**  
**Zoom On-Line Meeting**

**8. Education Committee report\***

Director Warren reported on the work of the Education Committee. Working on getting participants for the education spotlight. Rachel Goodman would like to do in-studio. The animation project is moving to other libraries. Director Granados discussed the Journal X curated poetry project. Cabrillo students curate submissions from all over the world. Once poets are selected, poets could read on video, Director Gudger could edit. Would need to decide if it would be over Zoom or in person. Professor is involved. Brad Kava with Cabrillo is interested in the PadCaster.

**9. Volunteer Committee report\***

Director Gudger reported that the studio will open March 16<sup>th</sup>. People have been contacting him to see when it would be open again. Director Maziarz commented that Jim Russo would be thrilled that poetry reading was taking place online again. Executive Director Reed added that Jim Russo got many poets from around the world. Director Gudger stated that Jim's show was the inspiration.

**10. Board Chair's Report**

Chair Lasnier had nothing to report.

**11. Board member / staff requests for specific items to appear on next meeting**

**Agenda.**

None

**12. Announcements**

Director Rand announced that the animation project was starting again this Saturday.

**13. Closed session: Discussion of property lease/purchase, negotiations**

Board of Directors adjourned to Closed Session

Board of Director returned to Open Session with no reportable action taken

**14. Adjournment**

Motion to Adjourn Director Warren, Seconded by Director Rand. Approved unanimously.

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
February  
2022

	Annual Budget 2021-22	January 2022	February 2022	February Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	29,758.00	1,550.00	1,575.00	15,428.75	52%	14,329.25
4103 · City of Capitola Gov. Meetings	8,700.00	832.00	884.00	6,901.00	79%	1,799.00
4104 · SCMTD Meetings	3,256.00	312.00	416.00	2,423.60	74%	832.40
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	2,247.50	4,572.50	24,836.50	46%	28,968.50
4108 · SCCRTC Meetings	4,740.00	468.00	676.00	3,627.00	77%	1,113.00
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	4,877.27	7,115.78	61,505.49	51%	58,494.51
4121 - SLVWD Meetings	9,649.00	884.00	520.00	4,813.00	50%	4,836.00
4123 - Webinar Meetings	0.00	0.00	310.00	620.00	0%	(620.00)
4122 - PVUSD	0.00	934.00	0.00	7,042.50	0%	(7,042.50)
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	250.00	0.00	0.00	0.00	0%	250.00
4180 · Interest Earned	0.00	132.08	112.10	952.11	0%	(952.11)
4185 · Misc. Income	300.00	200.00	0.00	349.00	116%	(49.00)
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	0.00	0.00	799.84	13%	5,200.16
4250 - Closed Captioning	42,000.00	2,400.00	2,700.00	24,225.00	58%	17,775.00
4260 - Equipment Lease	7,600.00	703.53	761.86	5,477.57	72%	2,122.43
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
<b>Total 4300 · OPERATING REVENUE</b>	<b>286,058.00</b>	<b>15,540.38</b>	<b>19,643.24</b>	<b>174,001.36</b>	<b>61%</b>	<b>112,056.64</b>
<b>TOTAL INCOME</b>	<b>286,058.00</b>	<b>15,540.38</b>	<b>19,643.24</b>	<b>174,001.36</b>	<b>61%</b>	<b>112,056.64</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	9,000.00	910.53	565.74	4,625.71	51%	4,374.29
6300 · Bank Charges	2,500.00	250.29	115.90	1,275.59	51%	1,224.41
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,388.60	93%	111.40
7100 · Office Supplies	1,000.00	57.03	101.03	564.10	56%	435.90
7105 - Production Expenses	500.00	0.00	0.00	0.00	0%	500.00
7200 · Postage/Freight	700.00	130.01	19.08	266.71	38%	433.29
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	189.00	208.04	1,745.84	64%	962.16
7640 · Licenses / Fees / Misc. Taxes	150.00	16.00	75.00	162.00	108%	(12.00)
7700 · Telephone / Telecommunications / Internet	1,920.00	299.03	291.05	1,983.46	103%	(63.46)
<b>Total 6000 - Operating Expenses</b>	<b>20,228.00</b>	<b>1,939.84</b>	<b>1,463.79</b>	<b>12,012.01</b>	<b>59%</b>	<b>8,215.99</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	2,153.00	1,550.00	0.00	1,550.00	72%	603.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	0.00	0.00	613.25	31%	1,386.75
7110 · Contract Services-Legal	2,000.00	385.00	0.00	2,520.00	126%	(520.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	0.00	1,790.00	6,473.75	31%	14,526.25
<b>Total 6800 · Contracted Services</b>	<b>27,153.00</b>	<b>1,935.00</b>	<b>1,790.00</b>	<b>11,157.00</b>	<b>41%</b>	<b>15,996.00</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training / conferences	2,000.00	147.50	397.50	1,135.00	57%	865.00
7800 · Travel / Meals	360.00	0.00	44.87	120.19	33%	239.81
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>3,360.00</b>	<b>147.50</b>	<b>442.37</b>	<b>1,255.19</b>	<b>37%</b>	<b>2,104.81</b>

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
February  
2022

	Annual Budget 2021-22	January 2022	February 2022	February Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	53,834.64	67%	26,885.36
7530 · Salaries - Coworking Community Coordinator	28,676.00	2,118.88	1,840.86	18,811.73	66%	9,864.27
7535 · Salaries - Accountant	10,712.00	927.25	841.02	7,149.80	67%	3,562.20
7542 · Salaries - Media Services Coordinator	44,133.00	4,121.47	4,121.47	30,861.46	70%	13,271.54
7585 · Salaries - Government Technicians	19,614.00	1,224.93	1,360.34	11,169.19	57%	8,444.81
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	0.00	0.00	726.64	13%	5,053.86
7621 · Payroll Taxes	20,429.50	2,487.98	1,804.94	13,853.73	68%	6,575.77
7635 · Workers Comp	2,052.00	120.25	120.25	962.00	47%	1,090.00
7630 · Health/Dental/Vision	18,200.00	1,514.97	1,555.17	12,424.28	68%	5,775.72
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>235,317.00</b>	<b>19,245.06</b>	<b>18,373.38</b>	<b>149,793.47</b>	<b>64%</b>	<b>85,523.53</b>
<b>TOTAL EXPENSES</b>	<b>286,058.00</b>	<b>23,267.40</b>	<b>22,069.54</b>	<b>174,217.67</b>	<b>61%</b>	<b>111,840.33</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(7,727.02)</b>	<b>(2,426.30)</b>	<b>(216.31)</b>	<b>-0.1%</b>	

Community Television of Santa Cruz County  
Capital Profit Loss Budget Performance  
February  
2022

	Annual Budget 2021-22	January 2022	February 2022	February Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
<b>4100 · County PEG Fees</b>	<b>500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>50%</b>	<b>250,000.00</b>
<b>4105 · County PEG Fees - Youth Grant</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50%</b>	<b>50,000.00</b>
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>50%</b>	<b>300,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	266,785.00	21,322.22	33,208.88	173,583.76	65%	93,201.24
6701 · Facility/Equip. Insurance	11,143.00	1,092.10	1,092.10	8,736.79	78%	2,406.21
7058 · Leasehold Improvements/Capital	20,000.00	3,811.50	0.00	3,811.50	19%	16,188.50
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	430.88	43%	569.12
<b>Total 5100 · Facility</b>	<b>298,928.00</b>	<b>26,282.19</b>	<b>34,357.35</b>	<b>186,562.93</b>	<b>62%</b>	<b>112,365.07</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	5,000.00	189.35	197.71	1,644.84	33%	3,355.16
7051 · Equipment Repair	5,000.00	83.33	83.33	666.64	13%	4,333.36
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	0.00	0.00	140,906.80	132%	(34,174.80)
7057 · Equipment - Non Depreciated	26,021.00	4,473.13	97.70	10,770.20	41%	15,250.80
7060 · Equipment Grant Program	100,000.00	0.00	0.00	9,581.34	10%	90,418.66
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	16,500.00	2,664.06	1,328.01	11,397.04	69%	5,102.96
<b>Total 5200 · Equipment</b>	<b>259,253.00</b>	<b>7,409.87</b>	<b>1,706.75</b>	<b>174,966.86</b>	<b>67%</b>	<b>84,286.14</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 · Building Maintenance	7168.00	529.72	460.22	4,669.23	65%	2,498.77
7064 · Equipment Maintenance	11033.00	1030.37	1030.37	8,673.79	79%	2,359.21
7065 · Equipment Repair	22958.00	1914.14	1892.59	15,246.08	66%	7,711.92
<b>Total Capital Maintenance &amp; Repair</b>	<b>41159.00</b>	<b>3474.23</b>	<b>3383.18</b>	<b>28,589.10</b>	<b>69%</b>	<b>12,569.90</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	440.00	67%	220.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>440.00</b>	<b>67%</b>	<b>220.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>37,221.29</b>	<b>39,502.28</b>	<b>390,558.89</b>	<b>65%</b>	<b>209,441.11</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(37,221.29)</b>	<b>(39,502.28)</b>	<b>(90,558.89)</b>		



# Community Television of Santa Cruz County

## Balance Sheet

As of February 28, 2022

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1010 Checking-SCCCU		0.00
1015 PayPal Checking-SCCCU		0.00
1020 Savings-SCCCU		0.00
1021 Petty Cash Fund		158.16
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		858,164.55
1080 Savings - Lighthouse Bank		138,278.56
1081 CDAR x2424		250,049.87
1082 CDAR x4915		250,031.17
1083 ICS SCCU		250,026.60
1085 CD 12-23 Month - Lighthouse Bank		0.00
1099 Cash Box		0.00
<b>Total Bank Accounts</b>		<b>\$1,746,708.91</b>
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		18,201.11
1116 Grants Receivable		0.00
<b>Total Accounts Receivable</b>		<b>\$18,201.11</b>

# Community Television of Santa Cruz County

## Balance Sheet As of February 28, 2022

	TOTAL
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	152.50
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	4,088.36
<b>Total 1200 Prepaid Insurance</b>	<b>4,540.86</b>
1260 Prepaid Expenses	33,618.24
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$43,090.10</b>
<b>Total Current Assets</b>	<b>\$1,808,000.12</b>
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
<b>Total 1600 Production Equipment</b>	<b>122,656.14</b>
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
<b>Total 1620 Office Furniture/Equipment</b>	<b>1,919.66</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
<b>Total 1625 Leasehold Improvement</b>	<b>52,340.79</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$205,850.48</b>
<b>TOTAL ASSETS</b>	<b>\$2,013,850.60</b>

# Community Television of Santa Cruz County

## Balance Sheet As of February 28, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	3,213.50
<b>Total Accounts Payable</b>	<b>\$3,213.50</b>
Other Current Liabilities	
2110 Sales Tax Payable	15.35
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	12,055.41
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	477.20
CA SUI / ETT	540.85
Federal Taxes (941/944)	1,953.54
<b>Total 24000 Payroll Liabilities</b>	<b>4,006.57</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$16,077.33</b>
<b>Total Current Liabilities</b>	<b>\$19,290.83</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
<b>Total Long-Term Liabilities</b>	<b>\$150,000.00</b>
<b>Total Liabilities</b>	<b>\$169,290.83</b>
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	439,232.59
3905 Retained Earnings - Capital Reserves	1,496,102.38
Net Income	-90,775.20
<b>Total Equity</b>	<b>\$1,844,559.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,013,850.60</b>

### EQUITY:

Capital Reserves.	\$1,165,941.56
Capital Reserves - Youth Grant	\$239,601.93
Operating Reserves.	\$341,165.42
Other Assets.	\$ 97,850.86
<b>TOTAL.</b>	<b>\$1,844,559.77</b>

3/28/22

Community Television of Santa Cruz County  
Executive Director's Report to the Board  
Covering February of 2022

1. Administration

Staff

- We have hired a new Video Technician and are searching for one more.

Revenue

- At the end of January, CTV was through 66% of the year.
- CTV has earned 61% of its projected revenue. We are about 5% under our projection at this point.
- CTV has spent only 61% of its projected operating budget, so expenses are even with revenue.
- We are heading into the busy season for government meetings so we expect a little financial boost over the next 4 months.
- We have noted an uptick in the number of new people coming to the coworking center. We earned \$6,991 in February up from \$4,993 in January.

Paid Services

Completed

- o *Government Meeting Services*
  - CTV covered 18 live government meetings /webinars in February
  - CTV captioned 18 government meetings

Upcoming

- Remote streaming production is scheduled in May

2. Facilities & Equipment

In Progress

- Installation is in progress for our new telecast equipment.
  - a. Comcast has confirmed there is a fiber line between CTV & the County building.
  - b. We have a quote to do the work to connect to the INET
  - c. We will need to pay for the construction but there will be no ongoing charge for use of the connection.

- d. We are also installing a separate internet connection in the server room so that we have enough bandwidth to upload programming.

### Studio

- Our new greenscreen was painted in February and is ready for use.

### 3. Outreach

- The COE completed the creation of their Padcaster training program for teachers.
- CTV will host the live training in the studio.
- 14 teachers will participate in the training.
- 25 Padcasters are granted to be used in classrooms
- The training will be complete March 30<sup>th</sup>
- The Padcasters will be returned in June.
- It is projected that we will reach 75 students.

## March 21, 2022 | Education Committee Meeting

**Attendees:** David Warren, Keith Gudger, Christina, Granados, Janet Swann, Becca Reed

David asked Brad Kava to tell us what he'd like to do with the Padcasters. Can we get enough to have 5 Padcasters for a class, possibly summer or fall? Hopefully Brad, Becca and David can get together with a Padcaster and see about partnering. Janet asked why just the journalism department? Becca mentioned that they have to produce content for our channels. For each Padcaster we need a 2 minute video back. Students in the humanities could provide stories. Artists too. We could work more of the student body in this way. David mentioned that Rachel Goodman addresses media literacy with her students. Janet has worked at the Adult School and mentioned that Cabrillo has a no credit class for non English speakers. David mentioned that Santa Cruz County schools are getting money to improve internet connections.

Report by Keith and Elizabeth on the Animation class. The second class is underway, but is down to only 4 students. Keith mentioned that Janet suggested another way to teach storytelling would be with comics / graphic stories. Janet could talk to art teachers about the idea.

Report from Christina and Keith on the poetry/Cabrillo project. Christina introduced Keith to the Cabrillo teacher. A CTV volunteer will be filming the students on March 29 and Keith will edit the result into a CTV program and a PSA for the classes' journal release party.

Moving forward with Education Spotlight interviews with Jason Borgen, Rachel Goodman and Adela Najarro, Cabrillo teacher. Janet will ask some educators about being on the program.

# INVOICE

## Comcast Cable Communications LLC

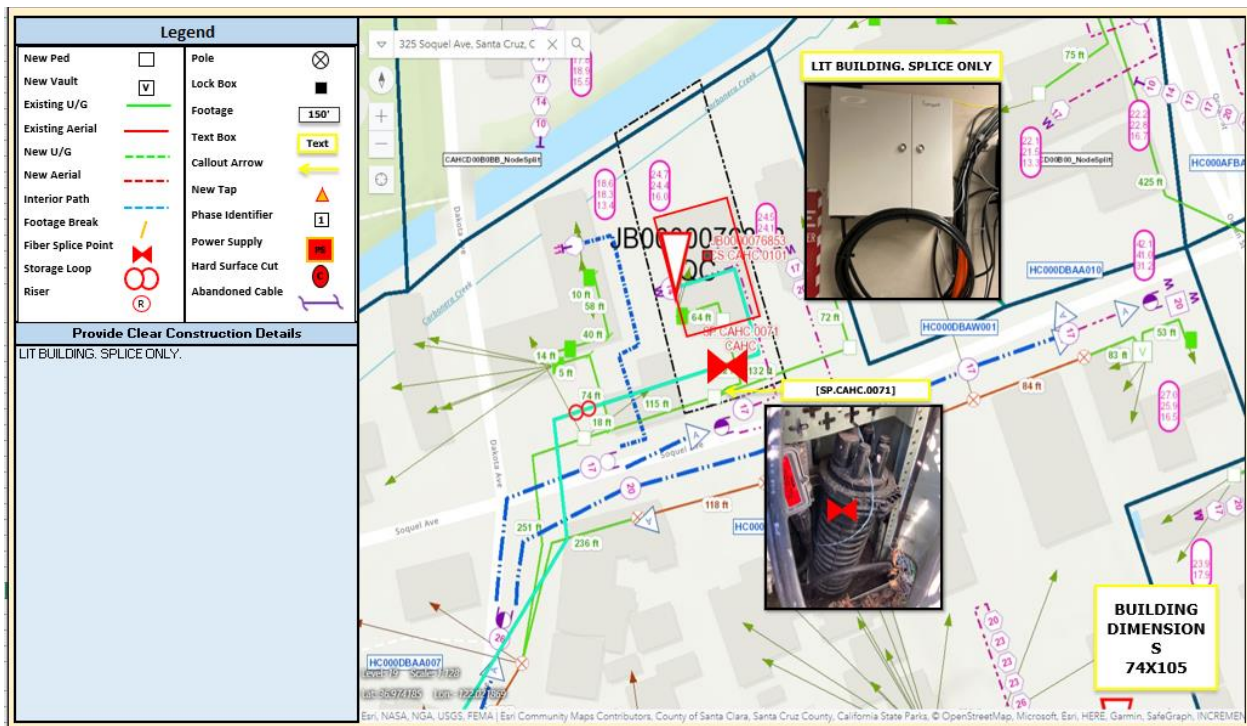
FRELO Department 5690  
DTC Boulevard, Ste. 650-E  
Greenwood Village, CO 80111  
(970)818-1679



<b>Billing Party</b>  Community Television of Santa Cruz County 325 Soquel Ave. Santa Cruz, CA 95062  Attn: Accounts payable	<b>Payable to:</b> Comcast Cable Communications LLC Attn: FRELO Department 5690 DTC Boulevard, Ste. 650-E Greenwood Village, CO 80111 <b>Project:</b> 325 Soquel Ave, Santa Cruz, CA 95062	Comcast WO: JB0000902919  Invoice# 257636  Invoice Date:3/16/22  Payment Due Date: 3/15/2022  EIN: 23-1709202
--	--	---

<b>Labor and Materials Costs:</b>	<b>Unit:</b>	<b>Unit Rate:</b>	<b>Amount:</b>
Internal Labor	1	\$678.79	\$678.79
Material	1	\$1,602.95	\$1,602.95
External Labor	1	\$22,242.57	\$22,242.57
Comcast INET fiber build for 325 Soquel Ave		Total:	\$24,524.31

External Labor - Estimate		
DESCRIPTION	EST.QTY	UOM
"Field Walkout/Strand Trench Mapping - Coax and/or Fiber <2,000'-Field Walkout/Strand Trench Mapping - Coax and/or Fiber <2,000 Ft	1	EACH
Estimate Creation-Estimate Creation	1	EACH
Inside Plant Survey - Commercial-Inside Plant Survey - Commercial	1	EACH
System Design - Fiber less than 2000'-System Design - Fiber <2,000'	1	EACH
Fiber Splice Updates-Fiber Splice Updates	3	EACH
Design/Drafting - Designer	0.25	HOUR
Delash Coax or Fiber-Delash Coax or Fiber	1740	FOOT
Relash Coax or Fiber-Relash Coax or Fiber	1740	FOOT
Ovelash Fiber-Overlash Fiber (Existing Strand)	1940	FOOT
Install New Splice Enclosure-Install New Splice Enclosure	1	EACH
Fiber Enclosure Re-Entry-Fiber Enclosure Re-Entry	10	EACH
Splice Loose Tube Fiber (Per Fusion 1-4)-Splice Loose Tube Fiber (Per Fusion 1-4)	16	EACH
Splice Loose Tube Fiber (Per Fusion 5-12)-Splice Loose Tube Fiber (Per Fusion 5-12)	12	EACH
OTDR End to End (Separate Trip)-OTDR End to End	2	EACH
Fiber Optic Cable Strand Continuity Verification 1 - 96-Fiber Optic Cable Strand Continuity Verification	5	EACH
Tree Trim		QUOTE
Traffic Control		QUOTE
SMOP-Bid Work		QUOTE
Materials - Estimate		
TIE. FLAG. 9" TIE. 2" x 3" FLAG. BLUE W/BLACK PRINT. COMCAST. UV STABILIZED	12	
C211372-WE. Shelf. Optical Splitter and Term 12 Panel 72F Capacity OCTS-12. 4RU 118 LGX	1	
FIBER CABLE SEALING KIT. FOR ONE CABLE TO ROUND PORT. RN# FOSC-ACC-CABLE-SEAL-1-NT. PN# 694667. RAYCHEM	3	
FIBER SPLICE SLEEVE. SINGLE. 62 MM. FOSC ACC. RN# SMOUV1120-01. PN# 693979. RAYCHEM. 100 PER PACKAGE	100	
FIBER SPLICE ENCLOSURE TRAYS. 400 B STYLE. PN# FOSC ACC B TRAY 12-2. RAYCHEM. TWO TRAYS. W/6 8 PACKS (48 SPLICES)	1	
48 Count, Low Water Peak, 12 fibers per tube, Loose Fibers, Dry Core and Dry Tube, Epoxy Glass or Equiv Strength Member, 600 Pounds Tensile Strength, Single Armor-Single Jacket .35/.25dB/km@1310/1550nm	400	
48 Count, Low Water Peak, 12 fibers per tube, Loose Fibers, Dry Core and Dry Tube, Epoxy Glass or Equiv Strength Member, 600 Pounds Tensile Strength, Single Armor-Single Jacket .35/.25dB/km@1310/1550nm	2,090	
12 Count, Low Water Peak, 12 fibers per tube, Loose Fibers, Dry Core and Dry Tube, Epoxy Glass or Equiv Strength Member, 600 Pounds Tensile Strength, Single Armor-Single Jacket .35/.25dB/km@1310/1550nm	200	
12 Count, Low Water Peak, 12 fibers per tube, Loose Fibers, Dry Core and Dry Tube, Epoxy Glass or Equiv Strength Member, 600 Pounds Tensile Strength, Single Armor-Single Jacket .35/.25dB/km@1310/1550nm	250	
BLACK. VINYL. ALL WEATHER. ELECTRICAL. TAPE. 3/4 INCH X 60-66 FOOT ROLL	1	
3/4 INCH. KINSEL. CABLE SPACER. PLASTIC	30	
1/4" x 1-1/2". LAG. SCREW. HEX HEAD. GALVANIZED	36	
CLOSURE, FIBER OPTIC SPLICER, 72 FIBER D TRAY WITH SIX SM6 SPLICE MODULES, 1 SPLICE TRAY PRE-INSTALLED, 3 GROUND FEED-THRU LUGS	1	
FIBER STORAGE LOOP, 18.25" DIAMETER, DOUBLE/TRIPLE WRAP, OPTI-LOOP, W/4 TAP BRACKETS, PRICED PER PAIR	4	
D CABLE LASHING. CLAMP. HOT DIPPED GALVANIZED..	30	
0.045. LASHING WIRE. 302. STAINLESS STEEL	2	
7/16 X 4 1/4 - 4 3/4 INCH. DRIVE. HOOK (J HOOK). HOT DIPPED GALVANIZED	12	
CABLE TIE, AERIAL SUPPORT WITH SPACER, BLACK, 4.50 MAX BUNDLE DIAMETER, 16" LONG	30	
HOUSE BRACKET, U BOLT DROP WIRE MAST	6	
FIBER MARKER, 8", FIBER OPTIC, CATV, ORANGE	16	





Legend			
New Ped	<input type="checkbox"/>	Pole	
New Vault		Lock Box	
Existing U/G		Footage	
Existing Aerial		Text Box	
New U/G		Callout Arrow	
New Aerial		New Tap	
Interior Path		Phase Identifier	
Footage Break		Power Supply	
Fiber Splice Point		Hard Surface Cut	
Storage Loop		Abandoned Cable	
Riser			

Provide Clear Construction Details

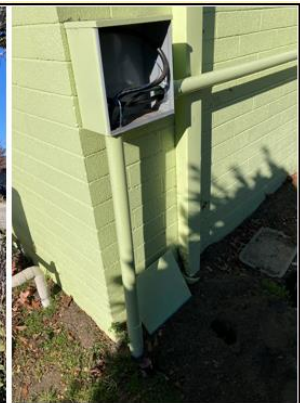
LIT BUILDING. SPLICE ONLY
























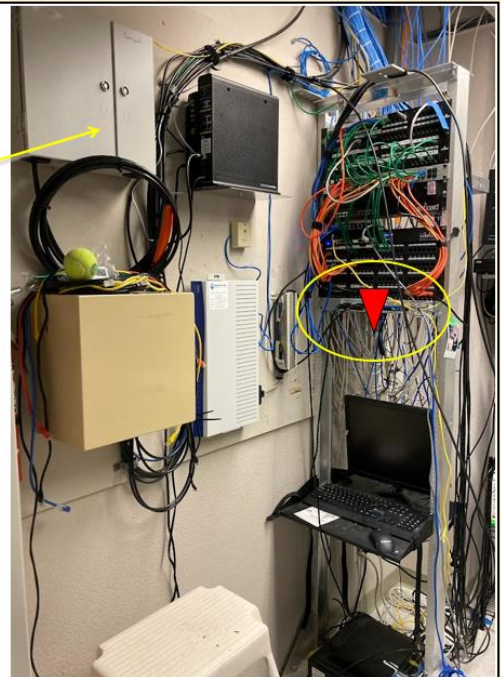
Legend			
New Ped	<input type="checkbox"/>	Pole	
New Vault		Lock Box	
Existing U/G		Footage	
Existing Aerial		Text Box	
New U/G		Callout Arrow	
New Aerial		New Tap	
Interior Path		Phase Identifier	
Footage Break		Power Supply	
Fiber Splice Point		Hard Surface Cut	
Storage Loop		Abandoned Cable	
Riser			

Provide Clear Construction Details

LIT BUILDING. SPLICE ONLY



Legend			
New Ped		Pole	
New Vault		Lock Box	
Existing U/G		Footage	
Existing Aerial		Text Box	
New U/G		Callout Arrow	
New Aerial		New Tap	
Interior Path		Phase Identifier	
Footage Break		Power Supply	
Fiber Splice Point		Hard Surface Cut	
Storage Loop		Abandoned Cable	
Riser			
Provide Clear Construction Details			
LIT BUILDING, SPLICE ONLY			





# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Comcast Holdings Corporation**

2 Business name/disregarded entity name, if different from above

**Comcast Cable Communications LLC**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**5690 DTC Boulevard Ste. 650-E**

Requester's name and address (optional)

6 City, state, and ZIP code

**Greenwood Village, CO 80111**

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

23 - 1709202

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

1-26-2021

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# PROPOSED OPERATING BUDGET

Community Television of Santa Cruz County

Fiscal Year 22/23

Version: Draft 3/24/22

Approved Budget

FY 2021/2022

Annual

Draft Budget

FY 2022/2023

Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>
<b>TOTAL OPERATING REVENUE</b>	<b>4300</b>			
County Board of Supervisors Meetings	4101	29,758.00	26,732.00	2,227.67
City of Capitola Government Meetings	4103	8,700.00	10,314.00	859.50
SCMTD Meetings	4104	3,256.00	3,440.00	286.67
City of Santa Cruz Government Meetings	4106	53,805.00	35,238.00	2,936.50
SCCRTC Meetings	4108	4,740.00	5,058.00	421.50
SCWD Meetings	4109	0.00	0.00	0.00
Facility & Equipment Use	4120	120,000.00	105,750.00	8,812.50
SLVWD meetings	4121	9,649.00	7,859.00	654.92
PVUSD	4122	0.00	12,072.00	1,006.00
Classes	4130	0.00	0.00	0.00
Donations	4165	250.00	3,645.00	303.75
Misc. Income/Interest Income	4185	300.00	840.00	70.00
Production Services	4200	6,000.00	4,000.00	333.33
Closed Captioning	4250	42,000.00	36,900.00	3,075.00
Equipment Lease	4260	7,600.00	8,600.00	716.67
CTV Reserves/ Paycheck Protection Program		0.00	5,000.00	416.67
<b>Total Operating Revenue</b>		<b>286,058.00</b>	<b>265,448.00</b>	<b>22,120.67</b>
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>286,058.00</b>	<b>265,448.00</b>	<b>22,120.67</b>

<b>OPERATING EXPENSES</b>	<b>6000</b>			
<b>PEG Access Services &amp; Supplies</b>	<b>6500</b>			
Advertising	6100	9,000.00	8,000.00	666.67
Bank Charges / Credit Card fees	6300	2,500.00	2,000.00	166.67
Dues & Subscriptions	6600	1,500.00	1,000.00	83.33

# PROPOSED OPERATING BUDGET

Community Television of Santa Cruz County

Fiscal Year 22/23

Version: Draft 3/24/22

Approved Budget

FY 2021/2022

Annual

Draft Budget

FY 2022/2023

Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>
Office Supplies	7100	1,000.00	800.00	66.67
Production Expense	7105	500.00	200.00	16.67
Postage/Freight	7200	700.00	500.00	41.67
Printing	7205	250.00	100.00	8.33
Facility Supplies	7401	2,708.00	2,000.00	166.67
Licenses/Fees/Misc. Taxes	7640	150.00	100.00	8.33
Telephone/Telecommunications/ internet	7700	1,920.00	2,920.00	243.33
<b>Total PEG Access Services &amp; Supplies</b>	<b>6500</b>	<b>20,228.00</b>	<b>17,620.00</b>	<b>1,468.33</b>
<b>Contract Services</b>	<b>6800</b>			
Audit Services	6900	2,153.00	1,500.00	125.00
Contract Services - Production Support	7001	0.00	0.00	0.00
Contract Services - CMAP Services	7007	0.00	0.00	0.00
Contract Services - Consulting	7010	2,000.00	1,000.00	83.33
Contract Services - Legal Fees	7110	2,000.00	1,000.00	83.33
Contract Services - Equipment Technicians	7910	0.00	0.00	0.00
Contract services - Captioning	7920	21,000.00	8,000.00	666.67
<b>Total Contract Services</b>	<b>6800</b>	<b>27,153.00</b>	<b>11,500.00</b>	<b>958.33</b>
<b>Staff Development &amp; Fundraisng Expenses</b>	<b>7000</b>			
Training & Conferences	7405	2,000.00	500.00	41.67
Travel & Meals	7800	360.00	100.00	8.33
Special Events Expenses	8600	1,000.00	500.00	41.67
<b>Total Staff Dev.</b>	<b>7000</b>	<b>3,360.00</b>	<b>1,100.00</b>	<b>91.67</b>
<b>Operating Salaries/Benefits</b>	<b>7500</b>			
Executive Director		80,720.00	80,720.00	6,726.67
Coworking Community Coordinator	7530	28,676.00	29,535.00	2,461.25

# PROPOSED OPERATING BUDGET

Community Television of Santa Cruz County

Fiscal Year 22/23

Version: Draft 3/24/22

Approved Budget

FY 2021/2022

Annual

Draft Budget

FY 2022/2023

Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Total</i>
Accountant	7535	10,712.00	11,032.00	919.33
Media Services Coordinator	7542	44,133.00	50,778.00	4,231.50
Government Technicians	7585	19,614.00	16,000.00	1,333.33
Production Expense Extra Help, Technicians, bonu	7589	5,780.50	1,500.00	125.00
<b>Total Operating Salaries</b>	<b>7500</b>	<b>189,635.50</b>	<b>189,565.00</b>	<b>15,797.08</b>
Payroll Taxes	7621	20,429.50	20,429.00	1,702.42
Worker's Comp	7635	2,052.00	2,034.00	169.50
Health/Dental Benefits	7630	18,200.00	18,200.00	1,516.67
Vacation Payouts	7632	5,000.00	5,000.00	416.67
<b>Total Benefits &amp; Taxes</b>	<b>7500</b>	<b>45,681.50</b>	<b>45,663.00</b>	<b>3,805.25</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6000</b>	<b>286,058.00</b>	<b>265,448.00</b>	<b>22,120.67</b>
<b>TOTAL EXPENSES</b>		<b>\$286,058.00</b>	<b>\$265,448.00</b>	<b>\$22,120.67</b>
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>

## PROPOSED CAPITAL BUDGET

**DIVCA Capital Budget**  
**Community Television of Santa Cruz County**  
**Fiscal Year 2022-2023**  
**Version Draft 3/22/24**

**Approved Budget**  
**FY 2021-2022**  
**Annual**

**Draft Budget**  
**FY 2022-2023**  
**Annual**

**Monthly**

	<i>Account</i>	<i>Annual</i>	<i>Annual</i>	<i>Monthly</i>
<b>TOTAL REVENUE</b>	<b>4300</b>			
County PEG Fees	4100	500,000.00	500,000.00	41,666.67
County PEG Fees	4106	100,000.00	100,000.00	8,333.33
Wats/Cap/County Charter PEG Fees	4107			
<b>Total Capital Revenue</b>		<b>600,000.00</b>	<b>600,000.00</b>	<b>50,000.00</b>
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>600,000.00</b>	<b>600,000.00</b>	<b>50,000.00</b>

<b>CAPITAL EXPENDITURES</b>				
Leasehold improvements	7058	20,000.00	20,000.00	1,666.67
Insurance	6700	11,143.00	13,105.00	1,092.08
Facility/Equipment Rental	7300	1,000.00	1,000.00	83.33
Facility Lease	7400	266,785.00	274,788.00	22,899.00
<b>Total Facility Expenses</b>	<b>5100</b>	<b>298,928.00</b>	<b>308,893.00</b>	<b>25,741.08</b>
<b>Equipment</b>	<b>5200</b>			
Equipment Repair	7051	5,000.00	4,564.00	380.33
Equipment - Depreciated	7056	106,732.00	98,732.00	8,227.67
Equipment - Non-Depreciated	7057	26,021.00	24,306.00	2,025.50
Equipment Grant Program - Drepreciated	7060	100,000.00	100,000.00	8,333.33
	7061	0.00	0.00	0.00
Copy Machine Lease	7215	5,000.00	2,480.00	206.67
SWAS	7062	16,500.00	17,250.00	1,437.50

# PROPOSED CAPITAL BUDGET

Music License	7059	660.00	660.00	55.00
<b>Total Equipment Expenses</b>	<b>5200</b>	<b>259,913.00</b>	<b>247,992.00</b>	<b>20,666.00</b>
<b>PEG Related Labor</b>				
Building Maintenance	7063	7,168.00	7,383.00	615.25
Equipment Maintenance	7064	11,033.00	12,694.00	1,057.83
Equipment Repair	7065	22,958.00	23,038.00	1,919.83
<b>Total PEG Related Labor</b>	<b>5400</b>	<b>41,159.00</b>	<b>43,115.00</b>	<b>3,592.92</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5000</b>	<b>600,000.00</b>	<b>600,000.00</b>	<b>50,000.00</b>
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>