CATV Special Committee Meeting Minutes (DRAFT)

Date: 06/25/2026
Time: 4:30PM – 5:30PM
Location: Howard Office Building, Enterprise Conference Room, 700 President Ronald Reagan Way, Nashville, TN 37219

Board Members Present: Jackie Shrago (Chair), Tim Garrett (Vice Chair), Joan Fleming, Allen Williams, Darryl Wilson, Cassandra Easley

Others Present: Shawn Smith (CIO/Director of IT Services), Dawn Clark (Assistant Director of IT Services), Chris Singleton (Metro ITS), John Ferguson (Metro ITS), Erica Haber (Metro Legal), Ann Mikkelsen (Metro Legal), Terri Luke (NPL Director), Larry Jirik (NPL IT Services Division Manager), Cameron McCasland (PEG Studio Manager, Nashville Public Library), Eric Lowy (PEG Studio Staff, Nashville Public Library), Gerald Smith (Director of Department of General Services), Dawn Soper (Deputy Director, Department of General Services, Real Estate Services)

Board Members Absent: Vacant Board seat

Welcome: At 4:38 PM Chair Jackie Shrago called the meeting to order.

Review and approval of minutes:

Mr. Tim Garrett made motion to approve the minutes for the 09/05/2025 meeting. Mr. Allen Williams seconded the motion. The motion to approve the minutes passes unanimously.

Open Business:

PEG Capital Funds Allocation: Mr. Chris Singleton, IS Division Manager for Metro Nashville Network (MNN), began with a review of the PEG Capital Fund. Both MNN and the NECAT requested allocations came in under budget. There was also no use in the $30,000 emergency maintenance allocation for the PEG Studio. These savings brought the fund balance from the projected $1,340,449 to $1,393,781.

The PEG Support Fund received $200,000 from Comcast. As of the date of the meeting, DIRECTV (Uverse) and United Communications have not been notified of their PEG Support obligations as Metro Legal is reviewing the proper pro rata calculations based on the Tennessee Competitive Cable and Video Service Act that everyone now operates under. Mr. Singleton also stated that he has not received any acknowledgement from the Tennessee Public Utilities Commission that Hotwire Communications LLC is operating in Davidson County at this time.

Mr. Singleton presented a proposal of $108,054 for Metro Nashville Network (MNN), to be allocated for the purchase of new replacement equipment over 3 separate projects that will include a Head-end redundancy update and updates to the Howard Office Building's control room.

As for the NECAT, Mr. Singleton requested the sum of $68,069 to purchase equipment that members and NECAT staff have specifically requested for the 5 projects at the PEG Studio. Additionally, Mr. Singleton requested on behalf of the Nashville Public Library (NPL) and NECAT that the sum of $30,000 be available for any emergency maintenance and/or repair work. Should the money not be needed, it would roll back into the fund.

Mr. Garrett made motion to approve the allocation of $206,123 to MNN and NECAT for improvements. Ms. Cassandra Easley seconded the motion. The motion to approve the allocation passes unanimously.

New Business:

NECAT Studio Allocation Capital Request: Mr. Gerald Smith, Director of the Department of General Services requested on behalf of General Services and NPL that General Services be allowed access to the designated funds to build/purchase/relocate the PEG Studio. Mr. Smith explained that the final amended lease to the current facility located at Nashville State Community College is expiring in June of 2027 and there is no extension available. NPL, in conjunction with Metro General Services, is working to secure a permanent location to relocate the studio. NPL has additional designated funding set aside for the relocation and requests the funding the CATV Special Committee has set aside for this endeavor. The Department of General Services needs the ability to access these funds to further negotiate with a currently unnamed entity. Mr. Smith stated that they would need approximately $1.2 million from the CATV Special Committee secured to assist the unnamed entity in building out a studio structure in a building that is going to be built. The additional money requested would be needed to build out the studio specific infrastructure such as lighting grid, etc.

Mr. Singleton advised the committee that since 2018, the CATV Special Committee has designated a total of $1,359,354 to the future building of a New Studio. He explained that oversight of these funds is at the discretion of the committee.

Mr. Garrett asked if the $1,359,354 were the real numbers. He inquired whether CATV would be responsible for any additional cost. Mr. Smith deferred to Ms. Dawn Soper, Deputy Director of the Department of General Services, Real Estate Services. Ms. Soper said that at this time the numbers are real, however, these are ongoing negotiations. Mr. Smith said that CATV specifically would not be responsible for additional costs.

Ms. Cassandra Easley asked if Metro and General Services had reached out to the Metropolitan Nashville Public Schools (MNPS) Administration about putting the studio in a former school building. Ms. Terri Luke, NPL Director, stated that efforts were made to speak with MNPS but there did not seem to be an interest in a partnership at this time. Multiple committee members asked if they could learn the identity of the unnamed entity and Mr. Smith said that they could not disclose due to negotiations at this time.

There was a discussion about the re-outfitting of a new Studio and whether roughly $159,343 would be enough for a re-outfit. The NECAT studio staff explained that they are working on a plan to address the full outfitting.

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Mr. Garrett made motion that the committee authorize the use of up to $1,359,354 in capital funds for the new studio and buildout with the flexibility to the group that is negotiating the deal as to how it is allocated to building, for equipment, for build-out and who can spend the funds. The motion was amended to state that build-out and equipment can be separated. Mr. Williams seconded the motion to approve the motion as amended. The motion passed on a unanimous vote.

Election of Officers: Chair Shrago opened the floor for annual election of Committee Chairman and Vice Chairman.
Mr. Garrett formally nominated Jackie Shrago to the position of Chairman. It was seconded by Mr. Williams. On a unanimous vote, Ms. Jackie Shrago was voted as Committee Chairman

Chair Shrago opened the floor for annual election of Vice Chairman.
Mr. Williams formally nominated Mr. Tim Garrett to the position of Vice Chairman. It was seconded by Ms. Joan Fleming. On a unanimous vote, Mr. Tim Garrett was voted as Vice Committee Chairman.

Scheduling Next Meeting: The committee designated the next meeting to be held tentatively in February of 2027.

Close and Adjournment:

Close and adjournment at 5:33PM

Submitted by
Chris Singleton
July 1, 2026