

Regular Meeting of February 16th, 2011

10200 Slater Avenue
Fountain Valley, California 92708

1. Call to Order

PCTA Chairman Carol Warren called the meeting to order at 8:36 a.m.

2. Roll Call

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Steve Nagel	Fountain Valley	Present
Director Dave Shawver	Stanton	Absent	Director Keith Bohr	Huntington Beach	Present
Vice-chair Carol Warren	Stanton	Present	Chairman Joe Carchio	Huntington Beach	Present

Staff members present

Bill Marticorena	Attorney
Nicole Cass	Assistant Director
Louis Rocha	Video Production Coordinator

Also present

Matt Mogensen	Fountain Valley
Julie Roman	Stanton
LaVada Cordasco	Westminster
Diana Dobbert	Westminster

3. Approval of Minutes: Director Ta moved approval of the January 19, 2010 meeting minutes; seconded by Director Bohr, the motion passed unanimously. Director Vo abstained.

4. Public Comments: None.

5. Approval of Expenditures: Director Rice moved simultaneous approval for the Register of Demands No. 6587 to 6637, Administrative and PEG Treasurer's Reports for December 2010; seconded by Director Bohr, the motion passed unanimously.

6. Reports

A. Report of Board Members: Director Rice formally introduced Diana Dobbert replacing the retired Greg Johnson from the City of Westminster.

B. Report of the PCTA Attorney: Attorney Bill Marticorena held his items for later in the agenda.

C. Report of Administration: Assistant Director Nicole Cass provided the Board a copy of the written notice from video service providers regarding channel changes and upcoming rate increases and a notice from Time Warner regarding their deducting of CPUC administrative fees from the upcoming PCTA franchise fee payment. She also commented on current staffing levels, the completed portions of the PCTA's annual internal audit, minor changes in operations to save costs. Video Production Coordinator Mr. Louis Rocha updated the board on all current Government Access productions for each member city and generalized programs for playback in all cities.

7. Unfinished Business

A. Report of Sub-committee to Review and Consider Modifications to Executive Director Job Description, Appointment of Interim Executive Director, and Recruitment of General Manager - Chairwoman Warren informed the board the sub-committee did not meet in February.

B. Revised DRAFT RFP for Consultant Services: Attorney Marticorena presented a revised draft of the RFP for consultant services to review the PCTA staffing and PEG production goals. Director Rice provided comments regarding the investigation of the current duties and structure for the vacant Executive Director position. Director Warren moved approval of the RFP including the incorporated language and requested staff to disseminate the RFP.

C. Production Staffing Contract, Editor, Mr. Bertalan Nagy: Assistant Director Miss Cass presented the Board with a draft contract for editing services to relieve a bottle neck in post production at that level. This

contract dissimilar from previous editing contracts limits the contractor to collecting one flat fee per production versus the previous method of paying the contractor per hour. Miss Cass and Mr. Rocha believe this will significantly decrease costs at this level of production. Director Ta moved approval of the current contract, seconded by Director Carchio the motion passed unanimously.

8. New Business

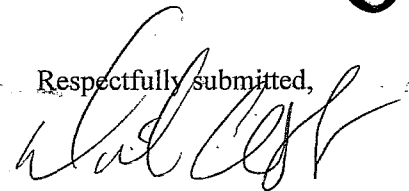
A. Production Types and Process with Estimated Costs: Miss Cass and Mr. Rocha provided a revised list of the steps necessary at each level of production. This month costs for each line item were incorporated to show an estimated range for the three types of production undertaken by the PCTA, field, studio, and truck shoots.

B. City of Huntington Beach: Request for public meeting coverage reimbursement: Mrs. Payne provided the Board with a draft copy of a contract for reimbursement of public meeting coverage. During discussion the City of Westminster also requested to be reimbursed for similar meetings. Each city staffer will gather estimated costs for the next meeting to incorporate those figures into the language of the contract.

C. Production Staffing Contract, Mr. Joel Berry: Assistant Director Miss Cass presented the Board with a draft contract for all-inclusive production services to relieve a bottle neck in post production at that level. This contract dissimilar from previous producer or production contracts in that one flat fee per completed production will be paid to the contractor once the project receives management approval, versus the previous method of paying the contractor per hour. Miss Cass and Mr. Rocha believe this will significantly decrease costs at this level of production. Director Carchio moved approval of the current contract, seconded by Director Ta the motion passed unanimously.

9. Chairwoman Warren **ADJOURNED** the meeting to **8:30A.M. Wednesday, March 16th, 2011**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,



Nicole Cass
Assistant Director