



Regular Meeting of December 21, 2011

10200 Slater Avenue  
Fountain Valley, California 92708

**1. Call to Order**

PCTA Chairwoman Margie Rice called the meeting to order at 8:33 a.m.

**2. Roll Call**

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

**Staff members present**

Bill Marticorena	Attorney
John Borack	Interim General Manager
Louis Rocha	Video Production Coordinator

**Also present**

Laurie Frymire	Huntington Beach
Diana Dobbert	Westminster
Julie Roman	Stanton
LaVada Cordasco	Westminster
Matt Mogensen	Fountain Valley

**3. Approval of Minutes:** Director Carchio moved approval of the November 19<sup>th</sup>, 2011 meeting minutes; seconded by Director Vo, the motion passed unanimously.

**4. Public Comments:** None.

**5. Approval of Expenditures:** Director Nagel moved approval for the Register of Demands No. 7131 to 7195; seconded by Director Carchio, the motion passed. Director Ta moved approval for the Treasurer’s July to November 2011 Report seconded by Director Warren, the motion passed. Director Vo moved approval for the P.E.G. July to November 2011 Report seconded by Director Bohr, the motion passed.

**6. Reports**

**A. Report of Board Members:** None.

**B. Report of the PCTA Attorney:** None.

**C. Report of Administration:** Mr. Borack related several current business items to the board including discussions with Time Warner to consolidate the various municipal cable accounts, possible HD carriage of the government access channel, removal of the PCTA phone number from invoices, draft press releases for current PCTA activities, channel and rate change notifications sent from the video service providers, in-process staff research on medical insurance premiums and plan options, potential joint venture projects with the Huntington Beach Union High School, and provided an additional copy of the PCTA annual events calendar. Mr. Rocha updated the board regarding application materials reviewed for a freelance editor as they may have found a suitable replacement, and updated timelines for all government access productions.

**7. Unfinished Business:** None.

**8. New Business**

**A. RESOLUTION NO. 2011-4: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY (“PCTA”) AUTHORIZING CERTAIN INDIVIDUALS TO MAKE DEPOSITS, WITHDRAWALS AND TRANSFERS ON THE ACCOUNTS OF PCTA AT THE BANK OF AMERICA’S FOUNTAIN VALLEY BRANCH:** Director Shawver moved, seconded by Director Ta, that Mr. John Borack be added as the third authorized signature for the PCTA account; the motion passed unanimously.

**B. RESOLUTION No. 2011-5: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY (“PCTA”) AUTHORIZING CERTAIN INDIVIDUALS TO MAKE DEPOSITS, WITHDRAWALS, AND TRANSFERS ON THE ACCOUNTS OF PCTA AT THE LOCAL AGENCY INVESTMENT FUND:** Director Shawver moved, seconded by Director Ta, that Mr. John Borack be added as the third authorized signature for the PCTA account; the motion passed unanimously.

**C. Review: PCTA Binder of Working documents:** Miss Cass presented the Board with two sample binders containing all the working documents that govern or support PCTA administrative and government access operations. In the coming month PCTA staff will meet individually with each member city to discuss these documents with new directors or staff so they can become familiar with existing operations. Each Director will be given a binder to keep on hand to assist with questions from the public or press that relate to PCTA business or responsibilities under state and federal law.

**D. Review: PCTA Benefit History and Policy:** Miss Cass presented the board with a brief history of the PCTA benefit policy for review as new staff has been hired, and an adjustment to the policy may be necessary to fulfill the benefits portion of the new position description. The Board directed staff to get coverage options and firm quotes for medical, dental, and vision coverage, and then return the policy for augmentation at the January meeting.

## 9. Closed Session

**A. Sub-committee to Review and Consider Modifications to Executive Director, Assistant Director, Video Production Coordinator Job Description, and Recruitment of General Manager:** In closed session the board finalized the salary for the Assistant Manager position at \$50,000 annually. Certain portions of the General Manager position are still in discussion and no changes were made to the Director of Video Production position.

**B. Receive and File: Board Workshop Presentation on Organizational Structure and Planning:** Miss Cass provided printed copies of the final report by Riedel Communications, produced following the day long workshop the previous month. Staff will sue the report findings to review any existing PCTA operations that were identified as needing improvement as well as pursuing the Board’s stated goals from the workshop for revision over the next year.

**C. DRAFT: FY 2011-12 PCTA Administrative & Government Access Channels Budget:** Chair rice requested an emergency motion to consider the budget in open session. Director Bohr moved approval of the existing budget; seconded by Director Carchio, the motion passed unanimously.

10. Chairwoman Rice **ADJOURNED** the meeting to **8:30 A.M. Wednesday, January 18<sup>th</sup>, 2012**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass  
Assistant Director