



**MINUTES**

**Regular Meeting of October 15, 2014**

**10200 Slater Avenue  
Fountain Valley, CA 92708**

1. **Call to Order:** PCTA Chairman **Joe Carchio** 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 Cheryl Brothers	Fountain Valley	Absent
Vice-Chair Dave Shawver	Stanton	Present	Director Matthew Harper	Huntington Beach	Present
Director Carol Warren	Stanton	Present	Chair Joe Carchio	Huntington Beach	Present

**PCTA Staff members present**

Michelle Molko	Attorney
John Borack	General Manager
Louis Rocha	Manager of Video Production
Christine M. Gilbert	Administrative Assistant

**Also present**

Diana Dobbert	City of Westminster
Julie Toledo	City of Huntington Beach
Matt Mogensen	City of Fountain Valley
Cynthia Guzman	City of Stanton

3. **Public Comments:** None.

4. **Consent Calendar:** Director **Harper** moved approval of the Consent Calendar; seconded by Director **Ta**, the motion passed unanimously as to those present, with abstentions from Director **Vo** and Director **Rice** as to the August 20, 2014 Minutes, item 4A. Vice-Chair **Shawver** and Director **Warren** were not present for the vote.

5. **Reports:**

**A. Report of Board Members:** Director **Rice** shared that there have been complaints that viewers cannot hear the audio during the broadcasts of the Westminster City Council meetings. General Manager **Borack** responded that not all Councilmembers use the microphones properly, and that an ambient mic is used to compensate, which also picks up a lot of other sounds, making it difficult to hear clearly. General Manager **Borack** suggested microphone etiquette training before a council meeting in the near future, and Director **Rice** agreed that that would be helpful. PCTA will be in contact with the City of Westminster to arrange the training. Director **Ta** thanked and complimented PCTA on the outstanding job with the Westminster Mayor’s Roundtable video. Director **Rice** agreed, thanking Yollenna Morales for a job well done.

**B. Report of Administration:** General Manager **John Borack** summarized the report, which included channel, rate change and programming notifications from the video service providers; a summary of PCTA press coverage from August and September; the nomination of seven programs for the Alliance for Community Media’s WAVE awards, with winners to be announced October 24, 2014; the inclusion of PCTA’s Live Election Night Coverage in Fountain Valley’s water bill flyer; an update on PCTA’s Election Night coverage; an update on the Time Warner digital conversion for residential and business customers; an update of PCTA’s ongoing efforts to consolidate Time Warner Cable bills; a reminder regarding the “45 Day Rule” for airing programming featuring candidates in the November election; and a summary of the NATOA 2014 conference, attended by **Louis Rocha**, **Christine M. Gilbert**, and Director **Brothers**. Mr. Rocha and Ms. Gilbert provided brief overviews of their NATOA experience. Video Production Manager **Louis Rocha** presented the production status report.

**C. Report of the PCTA Attorney:** none.

## 6. New Business:

**A. Report on City Cable Accounts:** General Manager **Borack** presented an update on our Member Cities' Time Warner Cable accounts as requested by the Board at the August 2014 PCTA meeting. A detail of PCTA's accounts in all four cities was included in the Agenda Packet. There was discussion about the present situation, what PCTA pays for and why. PCTA staff recommended the Board review the accounts and provide direction as to any action. Director **Ta** suggested putting an item on the next agenda to discuss the matter, but Attorney **Michelle Molko** said today's item's discussion would suffice to make a recommendation. Vice-Chair **Shawver** added that there used to be free cable services for cities, but after the passage of DIVCA they were left behind. Director **Warren** suggested making it publicly known that Time Warner Cable no longer provides free services to the cities, but General Manager **Borack** said that TWC would not react to such a move and that he was certain TWC has a policy in place to no longer provide free cable service to cities. General Manager **Borack** added that it was most likely a decision between the previous PCTA administration and individuals from the cities who decided which bills to have PCTA pay for, and not a decision of the Board or by any policy. He suggested that PCTA cease paying for Huntington Beach's City Planning and Building Accounts, and the Public Works account, but pay for any communications-related accounts, such as the Emergency Operations Center. After discussion about the details of the accounts in Huntington Beach City Hall and the uncertainty of what is being paid for, Vice-Chair **Shawver** moved that each member city audit their TWC equipment, accounts and needs; seconded by Director **Rice**, the motion passed unanimously as to those present. Director **Warren** also mentioned that it would be a good idea to test the internet speeds on these or other city accounts to make sure that Time Warner does not charge for a speed it is not delivering.

**B. Proposed Purchase of Video Equipment for Huntington Beach City Council Chambers:** General Manager **Borack** informed the Board of the need for a new television production system for the Huntington Beach City Council Chambers. The current equipment is over 20 years old. General Manager **Borack** assured the Board that an all-new system is well within the PCTA budget. Attorney **Molko** commented on the budget and the expenditures thus far for the fiscal year. Vice-Chair **Shawver** emphasized that the upgrade is a capital improvement, and that PCTA is in good shape for it. Director **Vo** inquired into the pricing difference between what is proposed for the Huntington Beach upgrade and what was spent on the Fountain Valley upgrade. General Manager **Borack** clarified that Huntington Beach requires more cameras due to the larger City Council Chambers, and there was no sound system upgrade included in the Fountain Valley expenditure. Attorney **Molko** asked where the proposed prices came from, and suggested PCTA put together an RFP for the project, to which Director **Ta** agreed. Attorney **Molko** also asked whether the RFP would be for the proposed equipment or for the work to install it. Production Manager **Rocha** clarified that the price for Vidiflo, the engineer listed, is a flat rate that covers all labor including any subcontractors under Vidiflo. Attorney **Molko** suggested that as an existing PCTA contractor, a new contract should be written for Vidiflo specifically for this project, with a Scope of Work section pertaining to the project that includes a time frame. The Board gave its consensus that an RFP shall be created for the equipment portion of the project.

**C. Discussion of Time Warner Discontinuing Public Access Playback (Channel 6):** General Manager **Borack** updated the Board regarding Time Warner Cable ceasing playback activities for public access channel 6 as of November 30, 2014. TWC will notify active public access producers of this decision via mail. As PCTA "owns" the channel space, a decision must be made as to how to handle the channel. Possibilities could include taking over the channel or using the change to negotiate for an HD Channel for Government Access. Attorney **Molko** asked if PCTA wanted to keep the channel as public access, as it can be designated towards Public, Education, or Government access. General Manager **Borack** informed the Board that Channel 6 goes out to nine cities—our four member cities as well as five others. It would be a \$50,000 investment for PCTA to operate the channel independently. General Manager **Borack** said that he could reach out to SCAN-NATO members to see what they have done in similar situations. Attorney **Molko** informed the Board that legally TWC has to transmit what PCTA provides them. After further discussion, there was consensus by the board that PCTA's first goal would be to attempt a trade with Channel 6 for an HD channel; if not, a plan for PCTA

independently operating Channel 6 can be made. Attorney **Molko** also informed the Board that if PCTA has less than eight hours of programming a day for channel 6, then TWC can program it itself and PCTA would 'lose' the channel. Attorney Molko will look into further details of what PCTA's options are.

8. Chair **Carchio** **ADJOURNED** the meeting to **8:30 A.M.** Wednesday, **November 19, 2014**, at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John Borack  
General Manager