



1. Call to Order

PCTA Chairwoman Mayor 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
Chairwoman Margie Rice	Westminster	Present	Vice-Chair Steve Nagel	Fountain Valley	Absent
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

Michelle Molko	Attorney
John Borack	Interim General Manager
Louis Rocha	Video Production Coordinator
Nicole Cass	Assistant Director

Also present

Laurie Frymire	Huntington Beach
Diana Dobbert	Westminster
Bill Sandoval	Stanton
Sara Russo	Fountain Valley
Matt Mogensen	Fountain Valley

3. Approval of Minutes: Director Carchio moved approval of the January 18th, 2011 meeting minutes; seconded by Director Ta, the motion passed unanimously. Directors Warren and Rice abstained.

4. Public Comments: None.

5. Approval of Expenditures: Director Carchio moved approval for the Register of Demands No. 7268 to 7310; seconded by Director Ta, the motion passed. Director Carchio moved approval for the Treasurer's January 2012 Report; seconded by Director Ta, the motion passed. Director Carchio moved approval for the P.E.G. January 2012 Report; seconded by Director Ta, the motion passed.

6. Reports

A. Report of Board Members: Director Shawver mentioned potential changes to the UUT Rates for The City of Stanton and inquired as to the rates and services on which it is applicable for the other member cities. Director Rice informed the Board that due to staffing cuts, the City is losing their WTV-3 crew, and will seek alternate arrangements for coverage of events and meetings for playback on their channel.

B. Report of the PCTA Attorney: Attorney Michelle Molko informed the Board that a trial is underway regarding the issues between Charter and City of Glendale, which includes several PEG related items. Staff inquired about specific provisions in the CAP Act. Michelle will provide a written summary of the CAP Act, as it impacts the PCTA, at the March meeting.

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 as well as the future of channel 6 – Public Access, possible HD carriage of the government access channel and removal of the PCTA phone number from cable bills. Other administration items discussed included a meeting with Golden West College regarding an internship program with their students, draft press releases for current PCTA activities, channel and rate change notifications sent from the video service providers, and informing the Board of the outcome of a recent staff meeting focused on PEG policies and expenditures. Mr. Rocha updated the board regarding application materials reviewed for a freelance editor, later on the agenda, and updated timelines for all government access productions.

Per the Board's request, staff will assess the visual workings of several studio components to plan improvements to the overall look of the set and that of the guests who appear on camera. Staff will provide an update in March.

7. Unfinished Business: None.

8. New Business

A. Report: Subcommittee on Benefits Policy: The sub-committee requested specific details from staff about current demographics and coverage. They will continue to research the current benefit structure versus that of the member cities and report back in March.

B. AB1234 Report: SCANNATOA PEG and Regulatory Workshop: Staff and elected officials that attended the PEG Regulatory Workshop in Costa Mesa, California gave oral reports related to the main points that impact the PCTA, use of PEG fees and the proposed changes to current law via the CAP Act.

C. Contract: Video Editor, Jennifer M.: Mr. Rocha presented the Board with a draft contract for editing services for Jennifer Makohl. The contract is on an as needed basis, and mirrors the flat rate structure paid for PCTA production editing services. Director Carchio moved approval of the contract; seconded by Director Shawver, the motion passed unanimously.

D. City of Huntington Beach: Council Chamber Lighting Quote: Mr. Rocha provided the Board with a lighting quote for replacing the current lighting system in the council chambers necessary to light meeting participants for public meetings played back on channel 3. Director Carchio moved approval for the quote; seconded by Director Shawver, the item passed unanimously.

E. City of Huntington Beach: Channel 3 Equipment for Sunset Beach Residents – An equipment quote from Time Warner Cable for the items necessary so that residents of Sunset Beach may watch channel 3 was provided to the Board for approval. Director Shawver moved approval of the quote; seconded by Director Ta, the item passed unanimously.

F. PCTA Governing Documents & Member City Meeting Request – Staff provided a sample binder containing the PCTA policy and procedure documents, including state law, which govern and direct the PCTA's actions as an agency. To ensure every member of the Board is well informed as to the scope of the PCTA, staff is requesting individual meetings with the board members from each member city to review the documents and address any operational questions a member city may have. Mr. Borack will send out invitations to each board member and assist with coordinating schedules, so the documents can be provided to the board in a timely manner.

G. City of Westminster, Expense Reimbursement Requests: Invoices for repairs, supplies, engineering services, video internet streaming, and other purchases were presented to the Board for review and approval for reimbursement to the City of Westminster. Following some discussion, Director Carchio moved to approve the invoices submitted by Westminster; seconded by Director Ta, the motion passed unanimously.

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: No action was taken, the Board will extend Mr. Borack's Interim General Manager trial until the next meeting, and the item will remain on the agenda until all drafted revisions are finalized.

10. Chairwoman Rice ADJOURNED the meeting to 8:30 A.M. Wednesday, March 21st, 2012, at the Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

Nicole Cass
Assistant Director