



MINUTES

Regular Meeting of July 17<sup>th</sup>, 2013

10200 Slater Avenue  
Fountain Valley, California 92708

1. **Call to Order:** PCTA Chairman Michael Vo called the meeting to order at 8:21 a.m.

2. **Roll Call**

Director Tri Ta	Westminster	Present	Chairman Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Joe Shaw	Huntington Beach	Absent
Director Carol Warren	Stanton	Present	Vice-chair Joe Carchio	Huntington Beach	Absent

**PCTA Staff members and city present**

Michelle Molko	Attorney
John Borack	General Manager
Nicole Cass	Assistant Manager
Louis Rocha	Manager of Video Production

**Also present**

Vanessa Johnson	Westminster
Matt Mogensen	Fountain Valley
Julie Roman	Stanton
Laurie Frymire	Huntington Beach
Teri Baker	Huntington Beach

3. **Approval of Minutes:** Director **Ta** moved approval of the **June 19, 2013** meeting minutes; seconded by Director **Carchio**, the motion passed unanimously.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director **Ta** moved approval for the Register of Demands No. **8149-8217**; seconded by Director **Rice**, the motion passed. Director **Ta** moved approval of the **May 2013** Treasurer’s Administrative Report; seconded by Director **Rice**, the motion passed. The **June (preliminary) 2013** PEG Treasurer’s Report was removed from the agenda as it was not ready by the print deadline.

**Reports: A. Report of Board Members:** Director Ta commented that he appreciates getting the new production status report e-mailed to him and the new shows he is seeing on WTV3.

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

**C. Report of Administration:** General Manager John Borack summarized the report which included press releases printed in the last 30 days for PCTA production events, channel and rate change notifications from the video service providers, and reminder of the NATOA September 16-19 conferences. Lastly, Mr. Rocha updated the Board on timelines for all government access productions and via the production status spreadsheet, which is also e-mailed to the Board weekly.

7. **Unfinished Business:** None.

8. **New Business:**

- A. Review: Healthcare and Benefits Policy & Disbursement Processes: Item continued to August meeting.
- B. Review: Travel Expense Reimbursement Policy: Item continued to August meeting.
- C. PEG Production Contractors: Director Rice moved approval of the contracts, seconded by Director Brothers, the motion passed unanimously.
- D. Video Streaming Reimbursement Request for WTV3: Director Brothers moved approval of the expense, seconded by Director Carchio, the motion passed unanimously.
- E. Review: PEG Budget Line Item Uses and Limits: No action was taken.

F. Review: Equipment to Televisе Fountain Valley Council Meetings: Director Ta moved approval of the expense, seconded by Director Brothers, the motion passed unanimously.

**10. Chairman Vo ADJOURNED the meeting to 8:30 A.M. Wednesday, August 21<sup>st</sup>, 2013, at the Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass  
Assistant Director