



MINUTES

Regular Meeting of July 15, 2015

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

1. **Call to Order:** Chair **Dave Shawver** called the meeting to order at 8:33 a.m.

2. Roll Call

Vice-Chair Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Present
Chair Dave Shawver	Stanton	Present	Director Mike Posey	Huntington Beach	Present
Director Carol Warren	Stanton	Present	Director Barbara Delgleize	Huntington Beach	Present

PCTA staff members present

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

Also present

Tim Davis	City of Fountain Valley
Soo E. Kim	City of Stanton
Julie Toledo	City of Huntington Beach
Diana Dobbert	City of Westminster

3. **Public Comments:** None.

4. **Consent Calendar:** Director **Brothers** motioned to approve the consent calendar; seconded by Director **Vo**, the motion passed unanimously as to those present. Director **Ta** was not present for this vote.

5. Reports:

A. Report of Board Members: Director **Rice** shared that after General Manager **Borack** contacted Time Warner Cable on her behalf, she was in turn contacted by Time Warner and they were able to reduce her cable bill. Director **Brothers** shared that she had registered for and plans to attend the upcoming NATOA Conference in San Diego. Attorney **Molko** summarized for the Board the nature of the sessions at the conference. The board was reminded that the conference takes place September 8-11 2015, and registration could still be made should any others wish to attend.

B. Report of Administration: General Manager **Borack** summarized the report, which included channel, rate change and programming notifications from the video service providers; press coverage of PCTA including “Broadcast Award” in the *Orange County Register*, “Leah Phillips & Ashley Le: Winners” in the *Huntington Beach Local News*, “Senior Expo Draws a Crowd” in the *Fountain Valley View*, and “4th of July Parade Airdates” on Facebook; a thank you note for a PCTA producer from Fountain Valley city staff; the earning of a first place STAR Award for “Reflections of Former Mayors” and a second place STAR Award for “WOW! That’s in OC” at the SCAN-NATOA conference in June, and a brief summary of the sessions attended at the conference; the recognition of PCTA’s STAR Award wins by the Stanton City Council on July 14th, as well as a planned recognition from the City of Huntington Beach City Council to occur on August 17; the licensing and airing of KCET “So Cal Connected,” an hour-long program on the current drought; a meeting with consultants from the City of Los Alamitos regarding the possibility of the City joining PCTA; General Manager **Borack**’s planned vacation for August 3-10, 2015; an update on the addressing of the Huntington Beach City Council

Chamber's audio issues and training that occurred ; an updated complaint log tracking cable customer complaints received by PCTA and their resolutions; and an updated "Franchise Fees by Cities" chart for the First Quarter 2015. Video Production Manager **Rocha** presented the production status report.

Director **Rice** mentioned that she would like to stop airing the Tet Parade on Westminster's channel, as it has aired for long enough; PCTA staff responded that the program would be removed from the schedule ASAP. Director **Rice** asked what the benefits to PCTA would be if the City of Los Alamitos were to join. General Manager **Borack** replied that there was not much benefit aside from the addition of a portion of the city's franchise fees and the PEG fees. He shared that the City of Los Alamitos currently uses mainly volunteers to handle the city's video production, that their current production equipment is old and would need updating, and that a main staple of Los Alamitos's government access channel is sports coverage, something to which PCTA cannot dedicate the necessary resources to produce. General Manager **Borack** also shared that Los Alamitos was requesting services that would include 60 programs a year from 1 to 5 hours in length. Chair **Shawver** stated that PCTA did believe in strength in numbers, but that bringing on Los Alamitos would be a disadvantage in this case. Chair **Shawver** suggested that PCTA respond to the City of Los Alamitos's request by informing the city that PCTA has certain criteria for joining the JPA which the City of Los Alamitos does not meet. Director **Brothers** agreed that it would not be beneficial to bring them on. Staff agreed to contact Los Alamitos as soon as possible.

C. Report of the PCTA Attorney: Attorney **Molko** updated the Board as to a letter that she sent to Time Warner Cable's attorney regarding PCTA's operation of Channel 6, and objections stated therein regarding TWC's stance on the matter. She had not yet received a response to the letter, which was dated June 17, 2015.

Bringing up the possible purchase of Time Warner Cable by Charter Communications, Attorney **Molko** was asked by the Board whether there would be benefits to working with Charter. Attorney **Molko** replied that she is unaware of customer service and coverage benefits, but that from a legal perspective, dealing with Charter is similar to dealing with TWC. Chair **Shawver** asked when PCTA's discussion with TWC regarding taking over the programming of Channel 6 began, and Attorney **Molko** stated that it was in November 2014. Attorney **Molko** proposed that for the next meeting, PCTA might choose to agendize an Item to contact the PUC to voice opposition to the Charter/TWC transaction, or asking that the sale be approved only if specific conditions are met, such as not opposing a Federal amendment regarding the use of PEG fees. General Manager **Borack** added that there is no good reason for TWC not to grant PCTA the ability to program Channel 6. There was a general consensus of the Board to agendize contacting the PUC regarding the Time Warner Cable/Channel 6 situation. General Manager **Borack** said he could provide a timeline of events that have occurred up to this point.

At this time the Board decided to take the Agenda out of Order, placing the Closed Session items and their corresponding New Business items to the end of the meeting.

7. New Business:

C. Consideration of Changing Day/Time of Monthly Board Meetings: At the request of Director **Rice**, it was proposed that the time of the PCTA monthly board meetings be changed to 9:00AM, but remaining on the third Wednesday of each month. The change would be effective beginning in August 2015. Director **Rice** moved approval; seconded by Director **Posey**, the motion passed unanimously as to those present.

D. Approval of Production Contracts: PCTA staff presented a spreadsheet with proposed pay scales for PCTA production contractors, along with two sample contracts. It was noted that Matt Liffreing's (Marketworks) rate would change from the \$1,750 listed on the spreadsheet to \$2,000 per episode beginning in August, as he will be producing an additional segment for the show "Surf City Highlights." Huntington Beach staff liaison Julie Toledo asked about possible pay increases for the production contractors whom Huntington Beach pays directly, with reimbursement coming from PCTA; General Manager **Borack** said that their pay rates must be determined by the City of Huntington Beach, as they are technically City employees. Director

Rice motioned to approve the contracts; seconded by Director **Vo**, the motion passed unanimously as to those present. Director **Brothers** was not present for the vote.

E. Amendment of Vacation, Holiday, and Sick Leave Policy: Attorney **Molko** provided an updated Vacation, Holiday, and Sick Leave Policy to bring the existing policy into compliance with new state law. Director **Rice** moved to approve and accept the changes; seconded by Director **Delgleize**, the motion passed unanimously as to those present.

8. Old Business:

A. Update of PCTA Programming and Video Production Policy: General Manager **Borack** provided the policy which contained the Board-recommended previously approved changes, with the addition of an item stating that member cities must generally provide a minimum of two weeks' notice for production requests. The policy also included the program retention policy which was reworked with the assistance of Attorney **Molko**, which is guided by California state law. Director **Warren** moved approval; seconded by Director **Delgleize**, the motion passed unanimously as to those present.

At this time the Board took the closed session items out of order.

6. Closed Session:

A. Public Employee Performance Evaluation: Administrative Assistant

B. Public Employee Performance Evaluation: Production Manager

C. Public Employee Performance Evaluation: General Manager

The Board reconvened; nothing to report.

7. New Business:

A. Consideration and Possible Action to Approve Merit Increases for Administrative Assistant and Production Manager: General Manager **Borack** reminded the Board that the proposed salary increase was 3% for each staff member. This would calculate to \$1260 per year for the Administrative Assistant, \$2,190 per year for the Production Manager, and, for the next Item on the Agenda, \$2,400 per year for the General Manager, effective immediately upon approval. Director **Rice** moved to approve the merit increases for Administrative Assistant and Production Manager; seconded by Director **Posey**, the motion passed unanimously as to those present.

B. Consideration and Possible Action to Approve Merit Increase for General Manager: Director **Ta** moved to approve the merit increase for the General Manager; seconded by Director **Posey**, the motion passed unanimously as to those present.

9. Chair Shawver ADJOURNED the meeting to **9:00 A.M. Wednesday, August 19, 2015** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager