



MINUTES

Regular Meeting of March 18, 2015

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

1. **Call to Order:** Chair **Dave Shawver** called the meeting to order at 8:41 a.m.

2. **Roll Call**

Vice-Chair Tri Ta	Westminster	Absent	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	Absent
Director Carol Warren	Stanton	Present	Director Barbara Delgleize	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 Roman	City of Stanton
Tim Davis	City of Fountain Valley
Julie Toledo	City of Huntington Beach

3. **Public Comments:** None.

4. **Consent Calendar:** Director **Rice** moved approval of the Consent Calendar, with a correction to the February 18, 2015 Minutes (Item 5C) wherein “Comcast” will be corrected to “Charter”; seconded by Director **Brothers**, the motion passed unanimously as to those present. Director **Delgleize** was not present for the vote.

5. **Reports:**

A. Report of Board Members: Director **Brothers** asked if it would be possible to create graphs showing changes in numbers for the franchise fees PCTA member cities receive from each of the video providers. The Board agreed that this would be a valuable reference. PCTA staff will put the graphs together to present to the Board at the next meeting, plotting the changes to mark overall trends as well as shifts between providers. Attorney **Molko** added that DIVCA allows agencies such as PCTA to perform an audit of Franchise Fees if they so wish.

Chair **Shawver** mentioned that he and Director **Warren** were discussing with Stanton’s City Manager the possibility of recording Stanton’s City Council Meetings to share online. General Manager **Borack** mentioned that if PCTA recorded the meetings they must show them on Channel 3, as PCTA cannot produce web-only content. There was some discussion as to the pros and cons of airing a city’s City Council meetings.

B. Report of Administration: General Manager **Borack** summarized the report, which included channel, rate change and programming notifications from the video service providers; a summary of PCTA press coverage,

which included “Stanton TV” in the *Orange County Register* (3/7/15) and “Stanton Mayor to Appear on TV Program” in *Orange County News* (2/4/15 and 2/6/15); the attendance of PCTA staff to an eNATO workshop on SD to HD Conversion on March 9th, of which a verbal report was given; the change of a Verizon Customer Service line from Vietnamese language to Korean language; General Manager **Borack** serving as a judge for the Surf City Student Film Festival; PCTA coverage of the TET Parade in Westminster and security issues that occurred there; the inclusion of each city’s programming schedules on their respective video bulletin boards, and an example thereof; a complaint log tracking cable customer complaints received by PCTA and their resolutions; and a reminder for Board Members to file Form 700 forms with the Orange County Clerk of the Board no later than April 1, 2015. Video Production Manager **Louis Rocha** presented the production status report.

Chair **Shawver** and the Board would like a full report on the issues that occurred at the TET Parade for the next meeting. Discussion of the Student Film Festival sparked interest in recruiting students for an intern program at PCTA. General Manager **Borack** will follow up with contacts at HBHS and FVHS regarding the idea. Chair **Shawver** also asked Attorney **Molko** for clarification on which subcommittees that board members may serve on in order to file Form 700 to the Orange County Clerk of the Board. She informed the Board that they would file separately for each separate entity. Most subcommittees would fall under the larger agency for which one would already be filing, but it is up to the board members to make sure the committee in concern is not a separate entity.

Director **Brothers** asked if PCTA had yet been requested to cover the Special Olympics events within Fountain Valley and Huntington Beach; General Manager **Borack** said that PCTA has not yet been contacted with a request, but that he and Production Manager **Rocha** were already in discussion about producing a documentary project about the Special Olympics.

C. Report of the PCTA Attorney: Attorney **Michelle Molko** informed the Board that there was not much to update on the progress of PCTA working with Time Warner Cable to assume operation of Channel 6. General Manager **Borack** is working with Business Class Sales at TWC to move the process along.

Attorney **Molko** also updated the Board on the Time Warner and Comcast merger, stating that the longer it is drawn out, the more opportunity there is for problems to emerge, and the greater the feeling is that the merger will not go through. Director **Delgleize** inquired about the effect Net Neutrality legislation will have on PCTA and the cities, and Attorney **Molko** said that it is generally positive, as it keeps the playing field level for everyone, and allows no priority for pay.

Attorney **Molko** also reported that the California State Legislature has approved much stricter water restrictions, affecting residential as well as commercial use. As the drought continues to become more serious, it would be very beneficial for PCTA to air PSAs or Video Bulletin Board slides to inform residents about the restrictions as well as the severity of the drought. PCTA staff, Stanton Liaison **Julie Roman**, and Attorney **Molko** will follow up with their contacts in the field to obtain information for creating slides and possibly request existing PSAs. Huntington Beach Liaison **Julie Toledo** shared what steps the City of Huntington Beach has taken to reinforce water conservation.

6. New Business:

A. Consideration of Production Truck Rental to the City of Garden Grove: General Manager **Borack** informed the Board of the City of Garden Grove’s request to rent PCTA’s production truck in order to shoot Garden Grove’s Strawberry Festival Parade, which takes place on Saturday May 23rd. General Manager **Borack** searched PCTA’s bylaws and found nothing to oppose such a rental. He proposes PCTA charge \$3,000 to rent the truck and equipment for the day, providing Garden Grove hires PCTA contractors to run the

equipment, as they would be familiar with its proper use and handling. The City of Garden Grove would pay the contractors directly. Chair **Shawver** voiced his support with the stipulation that the equipment be handled by PCTA contractor crew. He also asked if the price was negotiable, and General Manager **Borack** replied that he arrived at the price after research for comparable services, and that representatives from Garden Grove seemed favorable towards the price. Attorney **Molko** said that if the Board was interested in the rental, then she and General Manager **Borack** would work together to create an agreement that outlines liabilities, stipulations and so on, which could be brought back to the Board to consider for approval at the next meeting. Chair **Shawver** motioned to have a legal document for rental of the PCTA production truck and equipment to the City of Garden Grove presented to the Board at the next meeting. Director **Rice** seconded the motion; the motion passed unanimously as to those present.

B. Consideration of Budget Adjustments: General Manager **Borack** suggested adjustments to the budget which consisted of moving budgeted money from one line item to another to balance the budgets based on PCTA's current numbers eight months into the fiscal year. In the PEG budget, it was recommended to move \$4,000 from Seminars/Conventions to Technical Industry Support, and to move \$1,000 from Seminars/Conventions to Truck Maintenance. In the Administrative Budget it was recommended to move \$500 from Directors Fees to Mileage, and to move \$1,200 from Miscellaneous Business Expense to Information Technology. Director **Rice** asked what the Mileage line item accounted for, and General Manager **Borack** explained that this paid for staff mileage when driving for work related tasks and driving to conferences and seminars. Chair **Shawver** asked if truck maintenance was performed regularly, and General Manager **Borack** assured the Board that it was, and that the truck is in good hands as to maintenance and care. Director **Rice** made a motion to accept the recommended budget adjustments. Seconded by Director **Vo**, the motion passed unanimously as to those present. Attorney **Molko** noted that the amount for mileage may need to be adjusted in the future to allow for mileage to be used for an upcoming conference that will take place before the end of the fiscal year. Staff will look into the projected needs for mileage and bring back an additional budget adjustment request as needed.

7. Old Business:

A. Consideration of payment for cable accounts located at city facilities: Huntington Beach Liaison **Julie Toledo** presented recommended changes for the City of Huntington Beach's TWC accounts, which included removing one (1) outlet in the Assistant City Manager's office on the City Council and Administration Floor; removing two (2) outlets from the Building and Planning department; and removing four (4) outlets from the Emergency Operations Center. This would mean a total of seven (7) additional outlets would be subtracted from Huntington Beach's bills.

Fountain Valley Liaison **Tim Davis** reported that the City of Fountain Valley has a new Fire Marshall who confirmed he would like to keep the cable outlet in his office. Liaison **Davis** requested to keep all Fountain Valley outlets as listed, a total of four (4) without PCTA's additional two (2). Westminster Liaison **Diana Dobbert** requested that the City of Westminster keep all outlets as listed, a total of seven (7).

Stanton Liaison **Julie Roman** provided a breakdown of the outlets which the City of Stanton already has which consist of three (3) at Stanton City Hall. Stanton would also like to add an outlet at the Stanton Community Services Center in the Parks and Recreation Department, where Channel 3 would be played in the high traffic area. The City of Stanton also requested a cable drop in the Stanton Corporate Yard/Emergency Operations Center, to which TWC does not yet provide service, but is scheduled to provide service to the area by the end of next month. PCTA has not historically paid for cable services in Stanton. The City of Stanton would like PCTA to consider paying for the three existing outlets as well as the two proposed outlets. With current costs plus the quoted costs of the possible additional outlets, the total amount requested from the City of Stanton would be approximately \$216.07 a month for all three sites.

Director **Brothers** motioned to approve Stanton's request and all recommended changes in Huntington Beach. Seconded by Director **Warren**, the motion passed unanimously as to those present.

At this time Director **Brothers** mentioned that Time Warner Cable representatives were reaching out to Mayor Nagel of Fountain Valley regarding the potential merger of TWC and Comcast, and seeking his support.

8. Chair **Shawver** **ADJOURNED** the meeting to **8:30 A.M.** Wednesday, **April 15, 2015** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager