



MINUTES

Regular Meeting of August 17, 2016

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

1. Call to Order: Chair **Tri Ta** called the meeting to order at 9:06 a.m.

2. Roll Call

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

PCTA staff members present

Bill Marticorena	Attorney
John M. Borack	General Manager
Louis Rocha	Video Production Manager
Christine M. Gilbert	Administrative Assistant

Also present

Diana Dobbert	City of Westminster
Julie Toledo	City of Huntington Beach
Julie Roman	City of Stanton
Maggie Le	City of Fountain Valley

3. Public Comments: None.

4. Consent Calendar: Director **Brothers** requested to pull Item 4B for discussion. Director **Vo** motioned to approve the balance of the consent calendar; seconded by Director **Rice**, the motion passed unanimously as to those present. Director **Brothers** inquired about the charge for \$30,494.17 to VMI on the Demand Register, which General Manager **Borack** confirmed was the final payment for the installation and new equipment for the City of Westminster’s Council Chambers. Director **Brothers** motioned to approve Item 4B; seconded by Director **Vo**, the motion passed unanimously as to those present.

5. Reports:

A. Report of Board Members: Director **Brothers** shared that she would be attending the NATOA Conference in Austin, TX next month, where she looked forward to visiting and learning more about a “Google City.”

At this time, General Manager **Borack** requested to take Item 7A out of order; Chair **Ta** agreed to move the item.

7. New Business:

A. Consideration of an Amendment to the Rental Agreement and License with the City of Fountain Valley: General Manager **Borack** summarized the request by the City of Fountain Valley to amend the rental agreement and license for PCTA’s use of the office to include an annual rent increase in accordance with the LA/Riverside/Orange County Consumer Price Index (CPI), not to exceed 5% annually. Director **Rice** asked how much PCTA is currently paying for rent, and General Manager **Borack** informed her it is \$500 a month. Staff from the City of Fountain Valley added that the space is 216 square feet, which is \$2.32 per square foot. Director **Rice** motioned to approve the amendment; seconded by Director **Shawver**, the motion passed unanimously as to those present.

At this time Chair **Ta** resumed the regular order of the meeting.

5. Reports:

B. Report of Administration: General Manager **Borack** summarized the administrative report, which included channel, rate change and programming notifications from the video service providers; recent press coverage including “City Honor” in the *Orange County Register*, “A Moving Moment in Fountain Valley History” in *Fountain Valley View*, “FV’s Courreges Ranch Tank House Gets Ready to Move!” distributed 7/27/16, and “Huntington Beach 4th of July Parade Airing on HBTV-3” on the City of Huntington Beach’s PIO Facebook page; an updated customer complaint log; and the attendance by PCTA at an eNATOA webinar on “Quadcopters and UAVs,” for which Production Manager **Rocha** gave a verbal report. Production Manager **Rocha** shared that the FAA approved drone regulations for small government agencies which should be taking affect this week, which would require individual “pilots” to be trained and certified to operate drones. PCTA staff discussed having contractors who wished to operate the drone pay for their own training; Attorney **Marticorena** was concerned about the liability of having contractors operate the agency’s drone, and would suggest discussing the issue with PCTA’s insurance broker. Director **Brothers** also mentioned that she was concerned for a contractor’s status if they are to be covered under the liability insurance. Huntington Beach PIO Julie **Toledo** added that the City of Huntington Beach is currently working on a drone policy; Stanton liaison Julie **Roman** mentioned the City of Stanton has one in the works as well. Director **Shawver**, with agreement from other Board members, gave direction to PCTA staff that an employee of PCTA be certified to operate the drone, which General Manager **Borack** agreed should be Production Manager **Rocha**.

There was a reminder that there is no meeting in September due to the NATOA conference. General Manager **Borack** led a discussion about the production of “Evergreen” programming, in which he encouraged the directors and liaisons to consider moving away from time sensitive event coverage that does not have a long shelf life, and instead consider more programming that will be relevant throughout the year, promoting and informing residents about events and services in the cities. He mentioned that PCTA staff could meet with city liaisons to create programming strategies for each city.

General Manager **Borack** continued the administrative report and followed up on the board’s inquiry regarding 1099 vs. W-2 tax forms for PCTA Board members. He reported that each city council member on PCTA’s Board receives W-2 tax forms as opposed to 1099’s, and that staff will follow up with the PCTA accountant to implement the change to W-2 forms for board members. A thank you note from the City of Fountain Valley for PCTA’s coverage of the summer concert series was discussed, as was the election of Production Manager **Rocha** to the SCAN-NATOA Board of Directors. Video Production Manager **Rocha** presented the production status report.

C. Report of the PCTA Attorney: Attorney **Marticorena** alerted the Board to the fact that Google Fiber is coming to the City of Irvine through an agreement with the Irvine Company. It will be the first “Google City” in Orange County and will be an interesting case study.

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. There was nothing to report.

7. New Business:

B. Consideration of Rate Adjustment for PCTA Legal Services: General Manager **Borack** presented the background and discussion to consider a pay increase schedule that would increase Rutan & Tucker’s hourly rate \$20 a year for the next three years. Attorney **Marticorena** added that Rutan & Tucker has been providing legal services for PCTA for 15-20

years, and the rate has remained \$150/hr. Director **Brothers** discussed the idea that an attorney's presence may not be necessary at every meeting, as items on the PCTA agenda often do not require legal counsel. It was thought that the original contract did not specify that an attorney must be present at board meetings, but Attorney **Martcorena** would look into finding the original agreement. Director **Rice** moved to approve the pay schedule increasing the rate to \$170 in 2016 (effective August 17, 2016), \$190 in 2017, and \$210 in 2018; Seconded by Director **Brothers**, the motion passed unanimously as to those present.

8. Old Business:

A. Consideration and Possible Action to Approve Merit Increases for Administrative Assistant and Production Manager:

General Manager **Borack** introduced the item by stating that in past months the Board had considered cost of living or merit increases for staff, whereas currently, after performing salary research on similar positions throughout California as directed by the Board, he would like to instead consider salary adjustments which would bring PCTA staff salaries closer to others in the field. General Manager **Borack** summarized the findings of the salary analyses he had conducted, along with speaking about PCTA accomplishments. Director **Vo** stated that a cost of living adjustment was about 1.7% and recommended a 2% increase salary increase for staff. Director **Rice** then mentioned 3%, and General Manager **Borack** proposed a 5% adjustment. Director **Rice** motioned to approve 5% salary increases for the Administrative Assistant and the Production Manager; seconded by Director **Shawver**, the motion passed unanimously as to those present.

B. Discussion of General Manager's Performance Evaluation and Possible Merit Increase: Director **Vo** moved approval of a 5% salary increase for the General Manager; Seconded by Director **Rice**, the motion passed unanimously as to those present.

9. Chair **Ta** **ADJOURNED** the meeting to **9:00 A.M.** Wednesday, **October 19, 2016** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager