



MINUTES

Regular Meeting of December 21, 2016

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

1. Call to Order: Chair **Ta** called the meeting to order at 9:01 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	Present
Director Carol Warren	Stanton	Present	Vice Chair Barbara Delgleize	Huntington Beach	Present

PCTA staff members present

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Christine M. Gilbert	Administrative Assistant
Emily Webb	Attorney

Also present

Diana Dobbert	City of Westminster
Julie Toledo	City of Huntington Beach
Toni Graham	City of Huntington Beach

3. Public Comments: None.

4. Consent Calendar: Director **Brothers** motioned to approve the consent calendar; seconded by Director **Shawver**, the motion passed unanimously as to those present, with Directors **Vo** and **Posey** abstaining from 4A, the November 16, 2016 Meeting Minutes.

5. Reports:

A. Report of Board Members: Director **Brothers** offered congratulations to all the new mayors and mayor pro tems serving on the Board after the recent election. Director **Rice** wished everyone a Merry Christmas and a Happy New Year. Director **Shawver** informed the Board that Frontier is expanding in the City of Stanton. Vice Chair **Delgleize** mentioned a positive interaction with Frontier in which the City of Huntington Beach asked the company to refresh their unsightly fence screening on the corner of Slater and Gothard. Frontier was quick to respond and replaced the screening on its own, even though the City had offered to help. The City of Huntington Beach was very pleased with Frontier’s prompt response and successful beautification of the fencing.

B. Report of Administration: General Manager **Borack** introduced Attorney **Emily Webb** from Rutan & Tucker, filling in for Bill Marticorena. General Manager **Borack** summarized the administrative report, which included channel, rate change and programming notifications from the video service providers; recent press coverage, including “Baron Broadcast News Now Being Televised,” in *Fountain Valley Living Magazine*, December 2016; an updated customer complaint log; a spreadsheet and graphs illustrating Quarterly Franchise Fees by City; an update on the PCTA’s phone number and description on Frontier bills; a letter from Senator Janet Nguyen congratulating PCTA on its NATOA awards; PCTA programming statistics for the year of 2016; PCTA staff speaking to students of the Baron Broadcast News class at Fountain Valley High School. A screening of the PCTA production “Fountain Valley: A Nice Place to Live and Do

Business” led to some discussion on similar projects for other Member Cities. Westminster suggested a video featuring economic development and the City’s 60th anniversary; in Stanton, a program on Economic Development happening in 2017 was also suggested.

General Manager **Borack** continued the report with a summary of a SCAN-NATOIA workshop on Closed Captioning which was attended by PCTA staff; an eNATOIA workshop on Production attended by PCTA producers; and a reminder for liaisons to submit production requests for 2017 as soon as they are known.

Video Production Manager **Rocha** presented the production status report.

C. Report of Attorney: None.

6. New Business:

A. Purchase of New Camera Equipment: General Manager **Borack** presented the topic of the purchasing of new equipment for PCTA field productions, for which three bids were obtained. General Manager **Borack** recommended to the Board approval of the purchase of equipment from VMI, the vendor that offered the lowest bid. Director **Posey** motioned to approve the acceptance of VMI’s bid, which was seconded by Director **Delgleize**. Director **Warren** asked if Production Manager **Rocha** had specified the JVC equipment listed, or if the vendors had selected the equipment based on the price range requested. Production Manager **Rocha** responded that he had selected the JVC equipment for its quality and value, and General Manager **Borack** added that he and Production Manager **Rocha** had seen the new equipment demonstrated at a vendor fair. Director **Shawver** requested that in the future all bids include a breakdown of price by item for a better comparison (one bid did not contain this specific breakdown). After this discussion, the motion passed unanimously as to those present.

7. Old Business:

A. Board Succession Discussion: General Manager **Borack** introduced the topic for discussion by the Board. Director **Delgleize** informed the Board that beginning in January PCTA will have two new Directors from the City of Huntington Beach, Councilmembers Patrick Brenden and Lyn Semeta. The consensus of the board was that, since the Huntington Beach Directors would be new to the Board, Chair and Vice Chair should be selected from two of the other Member Cities. Director **Delgleize** motioned for the Chair to be selected from the City of Fountain Valley, and the Vice Chair to be selected from the City of Stanton; seconded by Director **Posey**, the motion passed unanimously as to those present. Director **Shawver** nominated Director **Brothers** as Chair and Director **Warren** as Vice Chair; seconded by Director **Vo**, the motion passed unanimously as to those present, effective immediately.

B. Discussion of a Draft Letter Prohibiting Unauthorized Use of PCTA Programming: General Manager **Borack** introduced the topic for discussion by the Board. There was discussion regarding PCTA’s policy in which a program must air for two weeks on the channel before being posted on YouTube and shared elsewhere, and if that policy might affect PCTA’s approach to giving out copies of programming during that two week window. Attorney **Webb** informed the Board that with a Public Records request, PCTA would have up to 10 days, including weekends, to respond to that request. After the initial 10-day period, a 14-day extension could be given under certain conditions. The best practice would be to provide the copy within that 24-day window. Vice Chair **Warren** proposed that PCTA draft a policy that would require PCTA to release a DVD only after the two weeks have passed from the initial air date. Director **Delgleize** supported the idea, believing it would preserve the authenticity of what viewers would see.

Director **Posey** asked if there were a policy on screenshots taken from PCTA programming and used elsewhere, namely screenshots of live meetings; Attorney **Webb** responded that though sometimes unfortunate, the public is allowed to do so. General Manager **Borack** asked the Attorney if any of the four points on the drafted document covered online usage; Attorney **Webb** responded that that could be covered under the first point regarding “reproduction.” General Manager **Borack** asked that it be more explicitly referenced on the document. Regarding adding a “two-weeks after airing” clause to the document, Attorney **Webb** advised that PCTA would have the initial 10-day period to respond to a request, after

which in order to invoke the 14-day additional period, evidence would be needed as the need for the extension. It would be in PCTA's best interest to grant the request within 10 days, including weekends. Attorney **Webb** also clarified that if a request is made before a production is finalized, the 10-days would begin on the day that the production is aired. Vice Chair **Warren** suggested that the air date be noted on the request document.

Director **Ta** motioned to continue the item at the next meeting, when a revised document will be presented; seconded by Director **Vo**, the motion passed unanimously as to those present.

8. Chair **Brothers** **ADJOURNED** the meeting to **9:00 A.M.** Wednesday, **January 18, 2017** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager