



MINUTES

Regular Meeting of May 17, 2017

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

1. Call to Order: Chair **Brothers** called the meeting to order at 8:55 a.m.

2. Roll Call

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Absent	Chair Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Patrick Brenden	Huntington Beach	Absent
Vice Chair Carol Warren	Stanton	Present	Director Lyn Semeta	Huntington Beach	Absent

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
Tim Davis	City of Fountain Valley
Roxana Morales	City of Stanton
Eduardo Higuchi	Signature Resources
Keith Baumgarn	Signature Resources

3. Public Comments: None.

4. Consent Calendar: Director **Ta** motioned to approve the consent calendar; seconded by Director **Vo**, the motion passed unanimously as to those present, with Director **Vo** abstaining as to 4A, Minute Approval of April 19, 2017 Regular Meeting.

5. Reports:

A. Report of Board Members: Director **Shawver** wanted to thank General Manager **Borack** for his assistance with his AT&T issues, mentioning that the company is slowly updating old infrastructure within the City of Stanton. Chair **Brothers** wanted to remind the Board that the whole Board must turn in their Direct Deposit information in order for checks to be deposited directly. Chair **Brothers** also inquired about the status of Channel 6; General Manager **Borack** replied that PCTA has been waiting for the dust to settle after Time Warner Cable was acquired by Charter, as well as waiting for a new VP of Government Affairs to be hired, with whom PCTA will be dealing regarding the matter.

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 “Fuel Up Fitness” in the *Orange County Register*, 04/20/2017; “At Coastal Community, the Service isn’t Just on Sunday,” (PCTA mentioned) in the *Fountain Valley View*, 4/20/17; “New Fitness Show Airing on City’s TV Channel,” in *Fountain Valley Living Magazine*, May 2017; “Stanton TV Earns First Place Award,” in the City of Stanton’s City Manager’s Message (e-mail) 04/21/17; “Youth in Government Day Event Video,” (link to watch PCTA-produced segment) in the City of Stanton’s City Manager’s Message (e-mail) 04/21/17; “Fountain Valley 60th Anniversary Video” shared on various

Facebook pages throughout the month; and “Young at Heart,” in the *Westminster Senior Spotlight*, May 2017; an updated customer complaint log; the airing of “Every 15 Minutes” programs produced by Huntington Beach High School and the Fountain Valley Police Department; and an update on the annual PCTA Audit which is underway, being performed by White Nelson Diehl Evans.

General Manager **Borack** followed up on the fact that Administrative Assistant Christine **Gilbert** will be leaving PCTA in June 2017, and brought some ideas regarding filling the position to the Board. He proposed making the position part time at about 24 hours a week, without benefits, and bringing on C. Sue Braun, a PCTA contractor, in the interim until someone was hired. Chair **Brothers** questioned having a contractor working as a part time employee. Attorney **Webb** responded that she would have to look into the possibility. Director **Shawver** shared that he believes the agency needs a full time employee in the administrative assistant position, considering the many important responsibilities he or she would oversee. Chair **Brothers** recommended an Interview Committee which would help make the final decision on hiring an employee, adding the importance of computer and administrative skills. General Manager **Borack** would bring to the next agenda an Item to form an ad hoc Interview Committee, along with a job description for the position.

Production Manager **Louis Rocha** continued the administrative support with a summary of his attendance at the National Association of Broadcasters (NAB) Conference, at which he explored replacement equipment for the production truck, the upgrade of which he will propose in the next budget year; General Manager **Borack** continued to summarize the report including the attendance of PCTA staff at the SCAN NATOA Conference and Star Awards, at which PCTA won a second and a third place prizes; a reminder that the annual NATOA conference will be taking place September 11-14 in Seattle, Washington, informing the Board that the deadline for early registration is June 13th; an update that two recent Board-approved capital purchases were made and are on their way to PCTA; the drafting of the 2017-18 Budget which staff hopes to present at the next Board meeting; a reminder that General Manager **Borack** will be on vacation from May 30th through June 2nd, meaning a Board member will need to be available to sign checks on Tuesday, May 30th, which Chair **Brothers** volunteered to do; and a screening of a new episode of PCTA-produced “Young at Heart,” Episode 5. Production Manager **Louis Rocha** presented the production status report. Director **Shawver** mentioned he would like to see a PCTA presence at more City events, and General Manager **Borack** suggested that PCTA attend meetings or events where presentations may be made; Chair **Brothers** mentioned PCTA banners could be hung at events such as the Concerts in the Park. General Manager **Borack** also shared with the Board the PCTA would be participating in the Fountain Valley 60th Anniversary Parade, with PCTA show hosts Danny Hitt and Ron Roberson riding in the parade. Director **Vo** took the opportunity to extend an invitation to all to attend the Parade and join Fountain Valley in celebrating its anniversary.

C. Report of Attorney: Attorney **Emily Webb** had nothing to report.

6. New Business: None.

7. Old Business:

A. Discussion of Social Security/401K for PCTA Employees: Eduardo Higuchi and Keith Baumgarn from Signature Resources were present to discuss retirement plan options for PCTA employees. Mr. Baumgarn summarized his research, saying a 457 (b) plan would be the best fit for PCTA, which would require a third party administrator. He recommended meeting with Susan Gorsky of United Retirement Plan Consultants, whom he had already spoken with and had prepared a proposal. He recommended PCTA perform further research into plan options and perhaps form an ad hoc committee to perform the research and meetings. Chair **Brothers** recommended that the item be placed on the next Agenda to discuss continuing forward. General Manager **Borack** offered to meet with Susan Gorsky and Keith Baumgarn and bring information to the Board at the next meeting. Director **Shawver** asked if all employees must be on the same plan, and General Manager **Borack** responded that he would look into that at his meeting, to determine if it was possible for PCTA staff and Board Members to elect or opt in or out of the plan. Fountain Valley Liaison **Tim Davis** informed the Board that Board members would be able to put their whole checks into the plan and avoid Social Security payments, but whatever PCTA staff does not put into the plan would still have Social Security deductions. Chair **Brothers** recommended that, since the City of Fountain Valley already has this plan set up, PCTA might entertain the possibility of joining that existing program. Director **Ta** moved to continue the item to the next PCTA Board Meeting, with direction to General Manager **Borack** to research and meet with Susan of United Retirement Plan Consultants, with Fountain Valley’s Empower

representative, and possibly with Keith of Signature Resources, and to bring the information to the next meeting; seconded by Director **Warren**, the motion passed unanimously as to those present.

8. Chair **Brothers** **ADJOURNED** the meeting to **9:00 A.M.** Wednesday, **June 21, 2017** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager