



MINUTES

Regular Meeting of August 16, 2017

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

1. Call to Order: Chair **Brothers** called the meeting to order at 9:03 a.m.

2. Roll Call

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

PCTA staff members present

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Madison Love	Administrative Assistant
Joe Rodriguez	Editor

Also present

Diana Dobbert	City of Westminster
Tim Davis	City of Fountain Valley
Roxana Morales	City of Stanton
Julie Toledo	City of Huntington Beach
Toni Graham	City of Huntington Beach

3. Public Comments: None.

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

5. Reports:

A. Report of Board Members: Director **Rice** mentioned that she appreciated the work of the PCTA crew on the Westminster City Council Meetings, and wanted to thank everyone for doing a great job. Director **Brenden** inquired if it was possible to cover the Huntington Beach Air show that will take place in late September 2017. General Manager **Borack** mentioned that while the show cannot be aired live, options such as a promotional video or a later showing of event highlights were discussed. Chair **Brothers** reminded the board that she will be attending the NATOA conference in Seattle, WA in September along with General Manager **Borack** and Video Production Manager **Rocha**.

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 Fountain Valley and Huntington Beach Summer Concerts promoted on various Facebook pages and Fountain Valley 60th Anniversary Parade promoted on Fountain Valley Community Forum and Green Valley Forum Facebook pages; an updated customer complaint log; and a screening of a portion of the PCTA-produced Fountain Valley 60th Anniversary Parade video. There was a brief discussion regarding

PCTA's document retention policy. General Manager **Borack** informed the Board that there is no current retention policy. Director **Shawver** requested that each of the cities' retention policies be gathered as well as the cost of digitizing records in order to create a retention policy. General Manager **Borack** also mentioned that he met with Randal Hernandez, Spectrum's New Director of Government Affairs. During said meeting they discussed placing program titles on Spectrum's onscreen program guide; the issue concerning Spectrum's first quarter overpayment of PEG fees; PCTA's possible programming of Channel 6; a possible HD channel for PCTA cities; and Spectrum's new community affairs initiative. General Manager **Borack** also discussed that the California Department of Traffic Safety would like to air a public service announcement on our channels. General Manager **Borack** also requested feedback on the Board receiving hard copies of the agenda packet versus digital copies. After some discussion it was decided that each Board member will receive a digital copy of the agenda packet, with Directors **Brothers, Rice, Shawver** and **Ta** also receiving hard copies. The Board was then reminded that there would be no meeting in September due to the national NATOA conference.

Production manager **Rocha** presented the most recent production report. It was confirmed that the September 11th event will be filmed in Westminster, as well as the upcoming Miss Huntington Beach and Miss Westminster competitions.

C. Report of Attorney: Attorney not present.

6. Closed Session:

A. Pursuant to Government Code Section 54957 (b): Public Employee Performance Evaluation: Title-General Manager

7. New Business:

A. Action to Approve Merit Increase for General Manager: General Manager **Borack** was asked what his expectation for a merit increase would be, to which he responded at least 3.5%. After some discussion it was decided that General Manager **Borack** would receive a 3.5% merit increase as well as an additional \$100 per month to go towards his medical benefits. Director **Shawver** motioned to approve the merit increase; seconded by Director **Vo**, the motion passed 6 to 2 with Director **Semeta** and Director **Brenden** opposing. Director **Brenden** also requested a report on the total compensation the General Manager has received over the past five years.

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

Respectfully submitted,

John M. Borack
General Manager