



**MINUTES**

**Regular Meeting of November 15, 2017**

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

**1. Call to Order:** Chair **Cheryl Brothers** called the meeting to order at 9:01 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	Present

**PCTA staff members present**

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Madison Love	Administrative Assistant
Bill Marticorena	Attorney

**Also present**

Diana Dobbert	City of Westminster
Julie Toledo	City of Huntington Beach
Tim Davis	City of Fountain Valley

**3. Public Comments:** None.

**4. Introduction of Guest:** Randal Hernandez from Charter/Spectrum was unable to attend due to illness and plans to reschedule.

**5. Consent Calendar:** Director **Tri Ta** motioned to approve the consent calendar; seconded by Director **Michael Vo**, the motion passed unanimously as to those present with Director **Lyn Semeta** and Director **Carol Warren** abstaining.

**6. Reports:**

**A. Report of Board Members:** Council member **Cheryl Brothers** requested that the board agendaize PCTA’s check signature policy at the next meeting.

**B. Report of Administration:** General Manager **John Borack** summarized the administrative report, which included channel, rate change and programming notifications from the video service providers; recent press coverage, including various Facebook mentions and press coverage in the *OC Register*, as well as being mentioned in the Stanton State of the City Luncheon program; an updated customer complaint log; PCTA working with the City of Huntington Beach in regards to updating AV equipment in their city council chambers; PCTA entering the WAVE Awards video competition, with winners to be announced in March 2018; General Manager **Borack** speaking to students at Huntington Beach High School in regards to video production, as well as presenting a PCTA PowerPoint presentation to the Huntington Beach Lions Club. The PowerPoint was presented to the board at the meeting, as well as portions of a new PCTA-program called “The O Scene” and a Fountain Valley 60<sup>th</sup> Anniversary spot featuring Ed Arnold.

There was a brief discussion regarding setting aside a small promotional budget for social media in order to create more awareness about the services PCTA provides. Some of the promotional activities that are

currently in the works would involve a CityWORKS episode focusing on “behind the scenes” PCTA production activities, including a tour of the Huntington Beach studio. In addition, General Manager **Borack** has plans to promote the new show “The O Scene”.

General Manager **Borack** informed the board that the internet streaming service PCTA utilizes, Granicus, had ongoing issues with their billing department and had not billed its clients in several months. In addition, Granicus had incorrectly added taxes to PCTA’s bills. After General Manager **Borack** spoke with the CFO of the company, both issues have finally been resolved. General Manager **Borack** also reported that PCTA was able to resolve several other recent issues regarding invoices/billing and find the most cost effective services for various items.

Production manager **Louis Rocha** presented the most recent production report. It focused on upcoming year-end prograning and the new show “OScene,” which features segments on events in all four PCTA cities.

**C. Report of Attorney: None**

**7. Closed Session:**

- A.** The Board approved the annual performance review of general manager **Borack**.

**8. New Business:**

- A. Approval of ORDINANCE NO. 2017-2: AN ORDINANCE TO PRESERVE PCTA’S RIGHT TO CONTINUE TO COLLECT PEG FEES UNDER CALIFORNIA STATE LAW.** General Manager **Borack** presented the ordinance to the board. There was a brief discussion explaining the necessity of this ordinance in order for PCTA member cities to continue receiving PEG fees from Charter/Spectrum, whose statewide franchise expires in January 2018. Director **Semeta** motioned to approve the ordinance; seconded by Director **Warren**, it passed unanimously as to those present.

- B. Approval of RESOLUTION NO. 2017-2: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY (“PCTA”) PRESERVING PCTA’S RIGHT TO CONTINUE TO COLLECT PEG FEES UNDER CALIFORNIA STATE LAW.** General Manager **Borack** also presented the parallel resolution to Ordinance 2017-2 to the board. It was reviewed and Director **Warren** motioned to approve the resolution; seconded by Director **Semeta**, it passed unanimously as to those present.

**9. Old Business:**

- A. Discussion of PCTA document retention options:** Different options were presented to the board, including using an outsourced company to complete the entire process of digitizing the PCTA paper archives versus digitizing the documents internally. After some discussion, it was recommended that the PCTA administrative assistant scan all necessary documents into the Google drive cloud service and organize the documents on this platform. It was also recommended that a more efficient, high-speed scanner be purchased to complete the process more effectively. The board advised that this project be done with care and in a way that future employees could easily access. Director **Ta** moved to approve the proposal as recommended; seconded by Director **Warren**, it passed unanimously as to those present.

- 10. Chair Brothers ADJOURNED** the meeting to **9:00 A.M. Wednesday, December 20, 2017** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack  
General Manager