



**MINUTES**

**Regular Meeting of October 18, 2017**

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

**1. Call to Order:** Chair **Cheryl Brothers** called the meeting to order at 9:08 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	Absent	Director Lyn Semeta	Huntington Beach	Absent

**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 Roman	City of Stanton

**3. Public Comments:** None.

**4. Consent Calendar:** Director **Tri Ta** motioned to approve the consent calendar; seconded by Director **Patrick Brenden**, the motion passed unanimously as to those present.

**5. Reports:**

- A. Report of Board Members:** Director **Margie 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 **Michael Vo** inquired if it was possible to cover various activities in Fountain Valley, specifically the upcoming police department volunteer luncheon. General Manager **John Borack** mentioned that PCTA could produce a news-style package from this event (as well as others) and include it in PCTA’s new program titled “The OScene.” Chair **Brothers** informed the board that she will be reporting on her attendance at the NATOA conference at the next board meeting.
- 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 various Facebook mentions and press coverage in the *OC Register*; quarterly franchise fee reports showing trends from the past seven years; an updated customer complaint log; the bio of Randal Hernandez, Spectrum’s new director of government affairs; several thank you notes; new business cards for producers and other members of PCTA; and a screening of a portion of the “Stanton State of the City” video as well as the Huntington Beach Air Show promotional spot. Joe Rodriguez was complimented for his excellent editing services in a timely manner.

In addition, the application for franchise renewal from Spectrum was discussed. Because of timing there will need to be an ordinance and resolution created regarding the continuation of the collection of PEG fees, which will be presented at the next board meeting. Three honorable mention certificates from the NATOA Government Programming Awards were exhibited, as well as a summary of the conference's events. Mention was made of the public service announcement "OC's Deadliest Predator," which was aired in Westminster and Fountain Valley but was recommended to air in all cities. Stanton and Huntington Beach were both interested in doing so. General Manager **Borack** also mentioned that the Huntington Beach studio internet speed was recently increased and through adjusting services, the monthly cost is only twenty-dollars more.

Director **Dave Shawver** requested name badges for board members; General Manager **Borack** said he would follow up and order. Director **Shawver** distributed the annual performance review for General Manager **Borack**, and it was decided to agendaize the matter for a closed session at the November meeting. General Manager **Borack** mentioned the creation of a PCTA PowerPoint explaining the purpose and function of PCTA. The board was informed that he will be presenting the PowerPoint in November for the Huntington Beach Lions Club. It was mentioned that several other groups would also be interested in seeing the presentation, such as the Huntington Beach Kiwanis Club, and the Stanton Lions Club.

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

**C. Report of Attorney:** It was decided that attorney **Bill Marticorena** will attend PCTA board meetings going forward. Attorney Emily Webb was thanked for her hard work.

## 6. New Business:

- A. Approval of adjusted FY 2017-18 PCTA Budgets:** General Manager **Borack** presented the revised and finalized budgets, noting that the total amount stayed the same in both the administrative and PEG budgets, with a few minor adjustments of line items necessitated by salary increases for the general manager and video production manager, as well a few other items. Director **Rice** motioned to approve the revised budgets; seconded by Director **Ta**, the motion passed unanimously as to those present.
- B. Discussion of PCTA document retention options:** Several external hard drive options were presented. There was a brief discussion regarding PCTA's document retention policy, as well as digitizing documents. It was decided that further research was needed to determine the cost of an outside source to digitize and archive the documents as well as using a backup device such as the cloud or another online storage option. It was also decided that the retention policy should be updated.
- C. Approval of new 2017-18 production contracts:** Contracts for three new production contractors were presented to the board. Director **Ta** motioned to approve the contracts; seconded by Director **Vo**, the motion passed unanimously as to those present.

- 7. Chair **Brothers** **ADJOURNED** the meeting to **9:00 A.M. Wednesday, November 15, 2017** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack  
General Manager