



MINUTES

Regular Meeting of June 27, 2018

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

1. Call to Order: Chair **Carol Warren** called the meeting to order at 9:04 a.m.

2. Roll Call:

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

PCTA staff members present:

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Bill Marticorena	Attorney

Also present:

Diana Dobbert	City of Westminster
Antonia Graham	City of Huntington Beach
Matthew Peralta	City of Stanton

3. Public Comments: None.

4. Consent Calendar: Director **Dave Shawver** motioned to approve the consent calendar; seconded by Director **Patrick Brenden**, the motion passed unanimously as to those present, with Director Warren abstaining on the approval of the minutes.

5. Reports:

A. Report of Board Members: Director **Margie Rice** inquired as to the possibility of raising the board members’ monthly \$100 stipend for attending meetings; PCTA staff will add this item to a future agenda.

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 coverage in *Fountain Valley Living* and the *Orange County Tribune*, as well as the Stanton City Manager’s Newsletter; an updated customer complaint log; the most current franchise fees spreadsheet; a report on social media trends; updates on the new “HB Connected” program and the PCTA PowerPoint presentation, which PCTA staff presented at the Fountain Valley Chamber of Commerce meeting in June; various thank you notes PCTA has received; a report on PCTA’s summer intern from Cal State Fullerton; and a report on PCTA’s first, second, and third-place awards at SCAN-NATOA’s recent Star Awards Portions of PCTA-produced programs “HB Connected” and “An ‘Ausome’ Young Man” were shown.

Director **Michael Vo** requested that board members be tagged in PCTA’s social media posts that

include their respective cities. It was also determined that each member city will air PCTA's coverage of the Huntington Beach 4th of July parade on their channels.

Production Manager **Louis Rocha** presented the most recent production report.

- C. Report of Attorney:** Attorney **Bill Marticorena** reported that he will be a part of the panel at a NATOA pre-conference workshop on "Smart Communities" on Monday, August 27 in Philadelphia, PA.

6. New Business:

- A. Consideration of Draft FY 2018-2019 PCTA Budget:** General Manager **Borack** presented the draft budgets for both PEG and Administration. Discussion followed, after which Director **Rice** moved to approve the budgets as presented; seconded by Director **Shawver**, the motion passed unanimously as to those present.
- B. Presentation of the Finalized FY 2016-17 PCTA Audit:** The finalized audit, performed by White Nelson Diehl Evans, was presented to the board. It was suggested that this item be added to the July 2018 PCTA board meeting agenda after the board has the opportunity to look over the audit findings more closely. Director **Lyn Semeta** motioned to defer the item until the July 2018 board meeting; seconded by Director **Brenden**, the motion passed unanimously as to those present.

7. Old Business:

- A. Continuation of Discussion Regarding PCTA Joint Powers Agreement/Bylaws/Mission Statement:** General Manager **Borack** presented the Joint Powers Agreement and Bylaws with edits recommended previously by the Board, as well as four potential PCTA mission statements. The City of Huntington Beach reported that their City Attorney was still in the process of reviewing the JPA. After some discussion, it was decided to continue this item to an unspecified date after each member city brings back any proposed changes to the JPA. It will also be decided at that time whether there is a need for bylaws. Motioned by Director **Semeta** and seconded by Director **Shawver**, the motion passed unanimously as to those present.

After viewing four versions of a PCTA mission statement, the board agreed on choice number four, which reads, "Inform, educate and entertain residents by producing and delivering exclusive television programming for member cities; assist consumers in resolving issues with video service providers; and manage the day-to-day operations of each city's government access channel." Director **Brenden** amending the mission statement to include the words "and delivering" in the first sentence. Motioned by Director **Brenden** and seconded by Director **Rice**, the motion passed unanimously as to those present.

- B. Continuation of Discussion Regarding PCTA Reserve Policy:** A proposed reserve policy was briefly discussed, after which PCTA staff was instructed to bring back information regarding plans for the member cities' channels in the event of an unforeseen disaster or emergency; this includes information on PCTA's insurance reimbursement, possible replacement of equipment, and the potential need for a

mirrored offsite server which would archive playback and other programming information. The board decided to table this item until the September 2018 board meeting, as the consensus was that the gathering of this information would assist them in generating a proper figure for PCTA's potential reserves. Motioned by Director **Semeta** and seconded by Director **Rice**, the motion passed unanimously as to those present.

- C. Continuation of Discussion of Proposed PCTA Capital Purchase Plan/Bids for Production Truck Equipment Purchase:** Presented to the Board once again was a capital purchase/upgrade plan to replace production equipment that is either outdated or past its useful life span, as well as three bids for year one of the plan, which calls for an equipment upgrade of the PCTA production truck. As with the potential reserve policy, the board decided to table this item until the September 2018 board meeting after the information on potential emergency response and associated costs has been gathered. Motioned by Director **Semeta** and seconded by Director **Brenden**, the motion passed unanimously as to those present.

8. Chair **Warren** **ADJOURNED** the meeting to **9:00 A.M.** Wednesday, **July 18, 2018** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager