



MINUTES

Regular Meeting of May 16, 2018

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

1. Call to Order: Vice Chair **Lyn Semeta** called the meeting to order at 9:05 a.m.

2. Roll Call:

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Patrick Brenden	Huntington Beach	Present
Chair Carol Warren	Stanton	Absent	Vice Chair 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
Tim Davis	City of Fountain Valley
Rob Houston	City of Fountain Valley
Matthew Peralta	City of Stanton
Kirsten Graham	City of Huntington Beach

3. Public Comments: None.

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

5. Reports:

A. Report of Board Members: None

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 a mention in *Fountain Valley Living*, as well as the Stanton City Manager’s Newsletter; an updated customer complaint log; and an update on the PCTA PowerPoint presentation, where it was noted that General Manager **Borack** presented the PowerPoint at the Huntington Beach Yacht Club earlier in May, and will also be presenting at the Fountain Valley Historical Society meeting as well as the June Fountain Valley Chamber of Commerce luncheon; an update on the nearly-completed PCTA annual audit, which should be available at the next Board meeting. General Manager **Borack** reported that PCTA staff and contractors judged several categories for the upcoming NATOA Awards. PCTA staff has begun monitoring social media trends for videos posted online, with the number of views being tracked for each segment posted. These segments are now titled “Around Town” and have opening and closing graphics that promote each member city, the PCTA website, and the local channels. A new program called “HB Connected” will now be aired prior to Huntington Beach City Council meetings; this

program will be two to three minutes long and inform viewers about agenda items and local events. Thank you notes from the cities of Stanton and Westminster were presented; also included was an email from Charter/Spectrum describing the upcoming launch of gigabit internet in Southern California. Portions of PCTA-produced programs “The H. Bee,” a documentary on the relocation of the Fountain Valley Tank House, and a segment titled “Two Angels Meet” were shown.

Production Manager **Louis Rocha** presented the most recent production report. He mentioned that election coverage, candidate forums and candidate statements will soon be added to the report.

- C. Report of Attorney:** Attorney **Bill Marticorena** informed the Board that he will be moderating a breakout session about Public Private Partnerships (P3) at the upcoming SCAN-NATO conference on May 24. He encouraged all to attend.

6. New Business:

- A. Consideration of Purchase of Ancillary Equipment for Huntington Beach City Council Chambers Technology Upgrade:** General Manager **Borack** explained that the City of Huntington Beach is currently in the midst of a technology upgrade for their city council chambers. Presented to the Board were four quotes from Matrix (the company hired by Huntington Beach to perform the upgrade) for ancillary equipment needed to complete the upgrade, as well as three quotes for the purchase, construction, and installation of a new production console for the City Council Chambers control room. After some discussion it was recommended that the board approve the Matrix quotes for the ancillary equipment as well as the Vidiflo quote for the purchase of the production console. Director **Brothers** moved to approve the proposal as recommended; seconded by Director **Dave Shawver**, it passed unanimously as to those present.
- B. Discussion of Proposed PCTA Capital Purchase Plan:** Presented to the Board was a capital purchase/upgrade plan to replace production equipment that is either outdated or past its useful life span. The plan was outlined as follows: year one would include the purchase of new equipment to upgrade the PCTA production truck to High Definition capability as well as a new studio set; year two would include the purchase of a new playback system to replace our current, outdated system in all four cities; year three would include the purchase of new equipment to upgrade the PCTA studio to High Definition capability. The most recent PCTA capital asset list was also included for the Board’s review. After some discussion, Director **Semeta** moved to have PCTA staff obtain three bids and a justification for year one of the capital purchase plan to be presented at the next Board meeting. This motion was seconded by Director **Patrick Brenden** and passed unanimously as to those present.

7. Old Business:

- A. Discussion Regarding PCTA Joint Powers Agreement/Bylaws/Mission Statement:** General Manager **Borack** presented the Joint Powers Agreement and Bylaws with the edits recommended previously by the Board. The City of Huntington Beach reported that their City Attorney was in the process of reviewing the JPA; the City of Westminster reported that their City Attorney has completed the process of reviewing the JPA. Director **Brenden** proposed a change to the wording of Article 3, Section 4 of the proposed Bylaws to read as follows: “A vacancy on the Board shall be filled for the remainder of the term by an appointment from the member city that has the vacancy.” There was also some discussion as to the necessity of Bylaws.

A draft of a PCTA Mission statement was also presented. After some discussion it was requested that General Manager **Borack** bring back a few options for the Board to choose from at the next meeting. It was moved by Director **Ta** to continue the discussion of the JPA, Bylaws, and Mission Statement at the next Board meeting. This motion was seconded by Director **Margie Rice** and passed unanimously as to those present.

B. Discussion Regarding PCTA Reserve Policy: General Manager **Borack** reminded the board that the current reserves were around three million dollars and indicated that these funds can only be used for PEG-related items. There was some discussion as to whether those funds are actually reserve money or if they would be more appropriately called operational funds. After some discussion as to the best use of these funds, the general consensus was to continue the discussion at the next meeting.

8. Vice Chair **Semeta** **ADJOURNED** the meeting to **9:00 A.M.** Wednesday, **June 20, 2018** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager