



MINUTES

Regular Meeting of April 18, 2018

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

1. Call to Order: Chair **Carol Warren** 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	Present	Vice Chair 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
Tim Davis	City of Fountain Valley
Matthew Peralta	City of Stanton
Antonia Graham	City of Huntington Beach
Joyce Zacks	City of Huntington Beach

3. Public Comments: None.

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

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.
- 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; the most recent quarterly franchise fee reports; recent press coverage, including an article in the *Huntington Beach Local News*, entitled “PCTA Wins Regional Award for Television Programming Excellence”; an updated customer complaint log; and an update on the PCTA PowerPoint presentation, where it was noted that General Manager **Borack** will be presenting the PowerPoint to the Huntington Beach Sea Belles in May and also at the June Fountain Valley Chamber of Commerce luncheon; Also, information was provided on an eNATOA webinar entitled “State of the States”; and positive feedback for the PCTA-produced program “The OScene” was presented. General Manager **Borack** gave an update on the nearly-completed PCTA annual audit; Director **Patrick Brenden** requested a SAS 114 letter from the auditors. General Manager **Borack** also reported that PCTA staff and contracted employees judged several categories for the upcoming

SCAN-NATO Star Awards; PCTA was nominated in four categories for these awards. A portion of the latest “OScene” was shown, with clips from the “Westminster Spring Festival.”

Production Manager **Louis Rocha** presented the most recent production report. Included are events such as the Huntington Beach Spelling Bee (“The H. Bee”) and the Taste of Fountain Valley that will be covered within the next week. It was also mentioned that PCTA will soon begin production on brief segments that will air before each Huntington Beach City Council meeting; these segments will include a look at agenda topics and upcoming community events.

C. Report of Attorney: None.

6. New Business: None.

7. Old Business:

Discussion Regarding PCTA Joint Powers Agreement/Bylaws: PCTA attorney **Bill Marticorena** provided an edited first draft of the Joint Powers Agreement with changes that reflect how PCTA is currently being operated after DIVCA and noting PCTA’s shift from primarily a regulatory organization to one that focuses on television production for its member cities. He also explained the process of updating the JPA; it will require unanimous consent among all member cities. Attorney **Marticorena** also explained that bylaws are not necessary, but they would have the power to be changed and edited by a vote of the Board members vote, making it an easier process to change than the JPA. After some discussion Director **Cheryl Brothers** moved that the first draft of the JPA be taken to the cities for further review. This motion was seconded by Director **Patrick Brenden** and passed unanimously as to those present.

The PCTA bylaws were then discussed in further detail. The importance of having the bylaws be consistent with the JPA was discussed. Some minor edits were recommended, and it was decided that the bylaws should be edited by General Manager **Borack** and agendized for the next meeting. Director **Brenden** moved to approve the decision, seconded by Director **Rice**. The motion passed unanimously to all those that were present. There was further discussion on a Statement of Goals, with Director **Dave Shawver** recommending that a mission statement would be more appropriate. Chair **Warren** recommended that the mission statement be 18 words or less. Director **Brenden** moved that a mission statement be presented at the next Board meeting; it was seconded by Director **Brothers** and passed unanimously as to those present.

- A. Discussion Regarding PCTA Reserve Policy:** General Manager **Borack** reminded the board that the current reserves were around three million dollars in PEG fees and indicated that these funds could only be used for PEG-related items. He also mentioned that while researching the topic, he found that most similar organizations keep the equivalent of two years’ budget or less in their reserves. After some discussion, the consensus was that the excess funds should be spent on replacing equipment that has reached the end of its useful life span. The board requested more information be presented at the next board meeting about what equipment needs to be replaced, the projected cost, and a comprehensive list of the equipment PCTA currently owns, as well as its life expectancy. Moved by Director **Brenden** and seconded by Chair **Warren**, this request passed unanimously as to those present.

- 8. Chair Warren ADJOURNED** the meeting to **9:00 A.M. Wednesday, May 16, 2018** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager