



MINUTES

Regular Meeting of March 21, 2018

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

1. Call to Order: Chair **Carol Warren** called the meeting to order at 9:02 a.m.

2. Roll Call:

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Absent	Director Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Patrick Brenden	Huntington Beach	Absent
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
Madison Love	Administrative Assistant
Bill Marticorena	Attorney

Also present:

Diana Dobbert	City of Westminster
Kirsten Graham	City of Huntington Beach
Matthew Peralta	City of Stanton
Tim Davis	City of Fountain Valley

3. Public Comments: None.

4. Introduction of Guest – Randal Hernandez, Director of Government Affairs, Charter/Spectrum:

Randal Hernandez introduced himself to the board, outlining his background in banking and government. He presented a corporate profile for Charter and showed a video entitled “Think Forward” that spoke about the company’s services. He mentioned where Spectrum hopes to be in the next few years, including faster internet speeds for less cost and mobile services. He then spoke of a locally-produced public affairs program titled “In Focus” that covers regional issues such as homelessness. The board was encouraged to make suggestions for this program, and Mr. Hernandez answered a few questions from the Board and PCTA staff.

5. Consent Calendar: Director **Dave Shawver** motioned to approve the consent calendar; seconded by Director **Cheryl Brothers**, the motion passed unanimously as to those present, with Directors **Tri Ta** and **Michael Vo** abstaining from item 4A, the February 21, 2018 Meeting Minutes.

6. Reports:

A. Report of Board Members: Director **Brothers** requested that the PCTA staff handle her NATOA registration this year, because of the free registration she won at last year’s conference. She mentioned she would be attending the SCAN-NATOA conference as well. Vice Chair **Lyn Semeta** informed the Board that she will also be attending the NATOA conference this year.

- 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 “Saturday Night Live” skit called “Homework Hotline” that mentioned PCTA, and a video of the latest “Fuel Up Fitness” program being posted to various Facebook pages; an updated customer complaint log; and an update on the PCTA PowerPoint presentation, where it was noted that staff presented the PowerPoint to three organizations in the past month.

Administrative Assistant **Madison Love** gave a summary of the Public Records Retention Workshop she attended which focused on the Public Records Act as well as digital file organization. General Manger **Borack** reported that PCTA’s yearly audit is currently in progress; Director **Brothers** recommended the possibility of other auditors for next year. An online production scheduling calendar has been created by Production Manager **Louis Rocha**, which allows for more convenient scheduling amongst the contracted employees. General Manager **Borack** also reminded the board that each Board member’s conflict of interest Form 700 is due to the County of Orange by April 3. General Manager **Borack** provided an update regarding his attendance at the WAVE Awards/Alliance for Community Media conference in Sacramento; PCTA received a first-place award in the Best Special Audience Programming category for “Young at Heart” and was a finalist in two other categories. Much of the conference was focused on “cutting the cord” and how to gain revenue from other sources. PCTA has entered numerous programs in the upcoming SCAN-NATOA Star Awards and NATOA Government Programming Awards.

A portion of the PCTA-produced documentary “Saving the Tank House” was shown, with clips featuring the transportation of the oldest structure in Fountain Valley.

Production Manager **Rocha** presented the most recent production report. It includes the bulk of the production requests for the remainder of 2018 except for a few programs such as the Huntington Beach 4th of July Parade, candidate forums and election coverage, and other requests the member cities may have throughout the year.

- C. Report of Attorney:** None.

7. New Business:

- A. Discussion Regarding PCTA Joint Powers Agreement/Bylaws.** General Manager **Borack** presented the 2004 Joint Powers Agreement, PCTA’s Statement of Goals from 1994, and a first draft of proposed bylaws. Director **Brothers** requested that the JPA be discussed first and by itself. After some discussion it was decided that Board members would submit any additions, deletions, and suggestions to **Attorney Bill Marticorena** and General Manager **Borack** so that they may work on updating the current JPA. Director **Ta** moved to approve this plan; seconded by Vice Chair **Semeta**, the motion passed unanimously as to those present.
- B. Discussion Regarding Revision to the PCTA Holiday Schedule** - Upon review of all member cities’ holiday schedules, PCTA staff noted that Presidents Day was currently a paid holiday for all cities, but not for PCTA employees. General manager **Borack** recommended that Presidents Day be added to the list of PCTA paid holidays beginning in 2019. Director **Brothers** motioned to approve this change to the current PCTA holiday schedule; seconded by Director **Ta**, the motion passed unanimously to all those present.

8. Old Business:

None.

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

Respectfully submitted,

John M. Borack
General Manager