

PUBLIC CABLE TELEVISION AUTHORITY

A Joint Powers Agency
10350 Fern Ave. Stanton, CA 90680

AGENDA

DATE: October 18, 2023
TIME: 9:00 A.M.
PLACE: Stanton City Hall, City Council Chambers
7800 Katella Ave. Stanton, CA 90680

IN ACCORDANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2, THIS AGENDA IS POSTED NOT LESS THAN 72 HOURS PRIOR TO THE MEETING DATE AND TIME ABOVE. ALL WRITTEN MATERIALS RELATING TO EACH AGENDA ITEM ARE AVAILABLE FOR PUBLIC INSPECTION IN THE OFFICE OF THE CITY CLERK OF EACH MEMBER CITY OF PCTA.

IN THE EVENT ANY MATTER NOT LISTED ON THIS AGENDA IS PROPOSED TO BE SUBMITTED TO THE BOARD FOR DISCUSSION AND/OR ACTION, IT WILL BE DONE IN COMPLIANCE WITH SECTION 54954.2 OR AS SET FORTH ON A SUPPLEMENTAL AGENDA POSTED NOT LESS THAN 24 HRS PRIOR TO THE MEETING.

1. Call to Order
2. Pledge of Allegiance & Roll Call
3. Public Comments: Persons wishing to address the Board on PCTA matters may as determined by the Chair; comments are limited to three minutes or deferred until the specific agenda item.
4. Consent Calendar: All matters listed under the Consent Calendar are considered to be routine and will be enacted on simultaneously with one motion without discussion, unless separate action and/or discussion is requested by a board member, staff, or a member of the public.
 - A. Minute Approval of August 16, 2023 Regular Meeting: See backup to Item 4A.
 - B. Receive/File Register: See backup to Item 4B.
 - C. Receive/File Treasurer's/Administrative Expenditure Reports: See backup to Item 4C.

RECOMMENDED ACTION: PCTA Board approve all items on the Consent Calendar.

5. Reports:
 - A. Report of Board.
 - B. Report of Treasurer
 - C. Report of Attorney
 - D. Report of Administration

6. Old Business

A. PCTA Presentation and Update

RECOMMENDED ACTION: Staff recommends Board to review and provide direction to staff.

7. **Closed Session**

A closed session will be held pursuant to Government Code Section 54957 to conduct an employee performance evaluation.

Title: Supervising Manager

8. ADJOURNMENT TO November 15, **2023**, at 9:00 A.M. at Stanton City Council Chambers, 7800 Katella Ave. Stanton, CA 90680



MINUTES

Regular Meeting of August 16, 2023

10350 Fern Avenue
Stanton, CA 92680

1. Call to Order: Chair David Shawver called the meeting to order at 9:03 a.m.

2. Roll Call:

Director Kimberly Ho Westminster Absent Vice-Chair Kim Constantine Fountain Valley Present
Director Carol Warren Stanton Present Chair Dave Shawver Stanton Present
Director Glenn Grandis Fountain Valley Present Director NamQuan Nguyen Westminster Present

Staff Present:

Louis Rocha PCTA Hannah Shin-Heydorn Stanton
Meghan Wishner Fountain Valley Vanessa Johnson Westminster
Maggie Le Fountain Valley Christine Cordon Westminster
Alfredo Ozaeta Westminster

3. Public Comments: None

4. Consent Calendar:

Director Warren motioned to approve Consent Calendar of July 19, 2023; seconded by Seconded by Vice Chair Constantine. Motion passes 5-0,

5. Reports:

B: Report of Finance Director: Director Grandis asked for Board approval to purchase a QuickBooks Desktop license for Treasurer’s use. Motion by Director Grandis, seconded by Director Nguyen, motion passes 5-0. Chair Shawver asked for clarification on American Express charges against the Citizens’ Business Bank Account. Chair Shawver also asked for information regarding recurring QuickBooks payments, to which Directors Warren and Grandis informed the Chair that they were payroll and payroll taxes payments.

C: Report of Administration: Supervising Manager Rocha provided the Board with an update on multiple government districts providing more content for PCTA member city’s channels. In addition, one agency asked what any potential costs may be incurred if PCTA were to create content for them. Manager Rocha asked the Board for guidance on the topic before reaching out to the agency on the matter. The Board requested Manager Rocha to move forward with a proposal on a production partnership. Also, an update on Westminster’s City Council Chamber was addressed. Manager Rocha met with city staff regarding the existing proposals provided by the vendors. City staff requested a few changes to the equipment being offered and ask that the vendors resubmit based on those changes. Existing proposals were provided to the Board as an attachment as a point of reference.

6. Old Business:

6A. PCTA Presentation and Update

Member cities provided verbal updates on production programming and requested projects of and for PCTA.

No Action Required

Closed Session:

7A. A Closed Session was held pursuant to Government Code Section 54957 to conduct an employee performance evaluation.

Title: Supervising Manager

No Reportable Action

The meeting was adjourned to 9:00 A.M. Wednesday, September 20, 2023 at City of Stanton City Council Chambers. 7800 Katella Ave., Stanton CA 90680

Respectfully submitted,

Louis A. Rocha
Supervising Manager

PUBLIC CABLE TELEVISION AUTHORITY

Memorandum

To: PCTA Board of Directors
From: Louis Rocha, Supervising Manager
Date: October 18, 2023
Re: Report of Recent PCTA Activities

PCTA Production Partnerships

At the request of the Board, Manager Rocha has initiated contact with OC Sanitation District regarding a production partnership between the District and PCTA. Initial meetings were promising, and the district is due to provide a list of productions where they may wish to use the services of the PCTA. Once this list was provided, Manager Rocha would review the requests and provide the district with a pricing schedule based on the anticipated costs.

Westminster City Council Chamber Update

Due to a variety of issues among multiple vendors and their staff, there continues to be a delay in receiving quotes for the Westminster City Council Chamber Update. To date, only two vendors have provided quotes for the installation.

PCTA Supervising Manager's Resignation

Supervising Manager, Louis Rocha, will announce his resignation and take a few minutes to address the Board of Directors.