



# Mt. Hood Cable Regulatory Commission

*Serving Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale & Wood Village*

## MEETING NOTIFICATION

**December 18, 2023**

**6:30 p.m.**

**In-Person: Open Signal, 2766 NE Martin Luther King Jr. Blvd, Portland OR 97212**

**- Or -**

**Virtually: Join Zoom Meeting**

<https://us02web.zoom.us/j/84816573895?pwd=R1BkdGlwTURqWUhhGN044dFJxWUplGQT09>

Meeting ID: 848 1657 3895

Passcode: 954237

One tap mobile

+14086380968,,84816573895# US (San Jose)

+16694449171,,84816573895# US

- Roll Call
- Welcome MHCRC staff Laura Dyer, Franchise & Utility License Compliance Analyst
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)
- Community Media Center Updates
  - MetroEast
  - Open Signal
- Franchisee Activity Report
  - Ziplly
  - Comcast

### **\*CONSENT AGENDA – NO DISCUSSION**

All items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.

- C1. October 16, 2023 Meeting Minutes
- C2. December 11, 2023 Retreat Minutes

### **REGULAR AGENDA**



**MHCRC** 1120 SW 5<sup>th</sup> Ave. Suite 405 Portland, Oregon 97204  
503.823.5385 info@mhcr.org www.mhcr.org

- \*R1. MHCRC FY22-23 Fund Audit 45 min
  - Moss Adams Presentation
  - Commission Discussion
- \*R2. Strategic Planning Consulting Contract and Contingency Request 5 min
- \*R3. Contract Amendment: Dulles Technology Partners, Inc. 5 min
- \*R4. Community Technology Grant - Off-Cycle Grant Request: City of Portland 5 min
- \*R5. Community Technology Grant Amendment: CETI 5 min

Staff Activity

- Legislative Advocacy Report
- FY24-25 Budget Process
- Community Technology Grant 2024 Funding Cycle
- Franchise Compliance Update
- Consumer Protection Report
- I-Net End Fund Update
- Peer Learning Event Summary
- Committee Reports
  - Finance Committee - Unaudited report (Informational only)
  - Equity Committee
  - Policy Committee
  - City of Portland Charter Reform Liaison
  - Open Signal Board Appointee
  - MetroEast Board Appointee
- New Business; Commissioner Open Comment
 

Meeting Schedule:

  - January 22, 2024 – Hybrid In-Person hosted by MetroEast (4<sup>th</sup> Monday due to Holiday)
  - February – Recess
  - March 18, 2024 – Hybrid In-Person hosted by Open Signal
  - April – mini planning retreat TBD
  - May 20, 2024 – Hybrid In-Person hosted by MetroEast
  - June 17, 2024 – Hybrid In-Person hosted by Open Signal
- Public Comment
- Adjourn

\*Denotes possible action item



*Please notify the MHCRC no less than five (5) business days prior to our event for ADA accommodations at 503-823-5385, by the City of Portland's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.*

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## MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – Open Signal: Portland, OR

October 16, 2023, Meeting Minutes DRAFT

### SUMMARY MINUTES

#### Call to Order 6:30 PM

#### Roll Call:

*Present:* Vice Chair Harden; Commissioner Studenmund; Commissioner Dennerline; Commissioner Wagner; Commissioner Thomas; Commissioner Roche; Commissioner Goodlow

*Absent:* Chair DeGraw (excused).

*Staff:* Eric Engstrom, Deputy Director; Rebecca Gibbons, Operations Manager; Andrew Speer, Utility Manager; Kevin Block, Policy Coordinator; Rana DeBey, Grants Manager; Kathleen Lefebvre, Administrative Specialist

- Agenda Review: none.
- Disclosures: none.
- Public Comment (non-agenda items): none.
- Community Media Center Updates
  - John Lugton shared a video titled “Follow the Water”, a partnership between MetroEast and Clean Rivers Coalition, aired at Hollywood Theatre, regional Emmy Nomination and recently aired at the Oregon Documentary Film Festival in The Dalles, Oregon.
  - Courtney Rae, Open Signal Director of Growth/Development Director, shared a video from Prabu Muruganantham titled “In the Beginning” <https://vimeo.com/795331305> Courtney shares that the City Appointed Board member will be approved this week: Jonathan Jenkins. Jim Bruce, Director of Information Systems, reports that Open Signal completed an audit of their Operations Department which resulted in a shift away from relying on a combined HR Finance Coordinator and moving to a Finance Manager position. He shares updates on Production, IT and Operations.
  - Franchisee Activity Report
    - Zply – not in attendance
    - Comcast – Tim Goodman attending. No updates.

#### \*CONSENT AGENDA – NO DISCUSSION





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Items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.

## C1. September 18, 2023 Meeting Minutes

**MOTION:** Commissioner Thomas moved to approve the Consent Agenda. Commissioner Goodlow seconded.

**VOTE: 7-0** passed

## REGULAR AGENDA

### R1. Community Technology Grant – Off-Cycle Grant Request: PHAME

Rana DeBey reports staff is recommending the Commission approve an Off-Cycle grant agreement with PHAME for the “Expanding Video Production for Adults with Intellectual and Developmental Disabilities” project for a total of \$205,285.59. DeBey said the MHCRC Equity Committee reviewed and is in support to bring this off-cycle grant request to the Commission for funding. DeBey reviewed the rationale for the grant contained in the staff cover sheet included in the meeting packet.

**MOTION:** Commissioner Goodlow moved to approve Community Technology Grant Off-Cycle Grant with PHAME. Commissioner Wagner seconded.

**VOTE: 7-0** passed

### Staff Activity

- MHCRC FY22-23 Unaudited Financial Report Update – Eric Engstrom said MHCRC Staff is currently working on the report and will be sharing it with the Finance Committee in the coming weeks, and to the full Commission in December.
- Legislative Advocacy Report – Kevin Block reported on staff advocacy efforts to defend local authority against H.R. 3557. Kevin referred to the advocacy letter signed by Chair DeGraw in strong opposition to H.R. 3557, the American Broadband Deployment Act of 2023. Kevin Block, Rebecca Gibbons, Andrew Speer attended the NATOA National Conference in early October and reported that they participated in discussions about how to defend against the bill, which threatens to remove local right-of-way authority.
- Community Technology Grant Peer Learning Event Update – Rana DeBey said staff is hosting on behalf of the Commission a gathering of current Community Technology Grant grantees on October 17<sup>th</sup> at The Laurelhurst Club. DeBey said the event is designed to provide an opportunity for grantees to network and collaborate. DeBey said staff has contracted with Paula Manley to help facilitate the event.
- Comcast/Zipty Cable Franchise Negotiations Update – Andrew Speer updated the Commission that Tim Goodman and he are meeting frequently to negotiate the Cable Franchise Agreement.





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Andrew is also working with BBK for a legal review of the edits.

- Franchise Compliance Update – Andrew Speer said recruitment is on-going for a Franchise Compliance Analyst, the person in this role will be involved in MHCRC compliance monitoring.
- Consumer Protection Report – Andrew Speer reported on the new complaint tracking database that will allow viewing the data in a variety of ways through a real-time dashboard. Andrew connected with the software developer to ensure there is communication out to MHCRC Staff. This will be shared through MHCRC website soon. Commissioners would like to review this process at the next meeting.
- MHCRC Strategic Planning Update – Rebecca Gibbons reported that staff has been in conversations with a few consultants. Rebecca said staff hopes to bring a contract for consideration at the next Commission meeting.
- I-Net End Fund Update – Rebecca Gibbons expressed appreciation to the Commissioners for the final signed agreement. Free Geek was recently awarded the first \$2 million and we expect to calendar a press event with Comcast in the coming months. Rebecca noted the staff and Comcast are discussing drawing down on some of remaining end-fund dollars to support a program that provides in-person support to people interested in signing up for the Affordable Connectivity Program.
- Mini Planning Retreat- Rebecca Gibbons said staff will be contacting Commissioners to identify a date and time for a 4-hour retreat in November or early December.

## Committee Reports

- Finance Committee – Commissioner Thomas notes next committee meeting is 10/24/2023
- Equity Committee – none.
- Policy Committee – none.
- City of Portland Charter Reform Liaison – In Chair DeGraw’s absence, Eric Engstrom reported that Mike Jordan, City of Portland Chief Administrative Officer, recently released the second draft of the new City of Portland Org Chart. Eric said the MHCRC will have a liaison connection with the City Administrator office. This puts MHCRC at high-level representation. Mike Jordan and Chair DeGraw met to express the importance of MHCRC maintaining the current high-level representation.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – none.

## New Business; Commissioner Open Comment - none

Next MHCRC meeting is Monday, December 18, Hybrid, hosted at Open Signal

**Adjourned: 7:32 PM**

Respectfully submitted,  
Kathleen Lefebvre





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MT. HOOD CABLE REGULATORY COMMISSION  
Hybrid – MHCC– Gresham, OR  
December 11, 2023 Retreat Minutes – **DRAFT**

## SUMMARY MINUTES

Call to Order: 5:10 PM

Commissioners Present: Julia DeGraw(Chair), Scott Harden (Vice Chair – virtual), Leslie Goodlow (virtual), Carol Studenmund (virtual), Norm Thomas, Richard Roche, Cherri Wagner, and Jeff Dennerline

Staff Present: Rebecca Gibbons, Andrew Speer, Rana DeBey, Kevin Block, Eric Engstrom, and Kathleen Lefebvre

### Retreat Goals

1. Provide an opportunity for Commissioners and staff to get to know each other and strengthen working relationships.
2. Refresh on the Commission’s workplan for the year – a roadmap of key milestones, priorities, and resources – with a deeper dive into the Community Grants program work and the current and anticipated policy landscape.

### Commission’s Workplan Review

Rebecca Gibbons led the Commission through a review of the Commission’s 2023-2024 Workplan.

2023 -2024 GOALS:

- Goal I: Advocate for continued local authority regarding cable franchises and use of the public rights of way by communication providers. Refresh on the Commission's IGA and Staff Services Agreement
- Goal II: Effectively administer cable services franchise agreements to serve member jurisdictions and their residents. Reach agreement on a strategic planning process to explore future direction and regulatory authority of the Commission
- Goal III: Focus the community grants program on key impacts for addressing needs and equity issues identified by the community/stakeholders to guide the financial investment of capital funds in the community
- Goal IV: Ensure access to and use of current and new services available through the cable system technology by citizens, local governments, and community institutions.
- Goal V: Lead Commission operations efficiently and effectively

### Community Grants





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Following the Work Plan Review, Rana DeBey opened a discussion with Commissioners seeking their feedback for a programmatic name change and a revised calendar for the competitive grant cycle application and review process. Commissioners were open to a programmatic name change and discussed possibilities with staff. Commissioners also agreed that it may serve both MHCRC and grantees better to have a bi-annual grant application process. Commissioners shared ideas and staff will continue to work through updates with community stakeholders and the Equity Committee members and bring updated plan proposals for future funding cycles to the Commission.

Rana DeBey also led a discussion on PEG Funding Model and the impact of a reduced fund balance.

### **Policy Landscape Discussion**

Kevin Block briefly presented on legislative items expected over the coming year and staff's advocacy efforts. Specifically, Block gave an update on HR-3557, noting optimism that the bill might not move forward. Block said that in November an FCC proposal was announced to eliminate junk fees and will be voted on in December. This proposal would eliminate early contract termination fees, and require credits applied to consumers. Block said in November the FCC adopts final rules to prevent digital discrimination.

### **Adjourn to enter into Executive Session: 7:15 pm-8:25 pm**

The MHCRC entered into executive session to consult with the Commission's legal counsel regarding the MHCRC's legal rights and duties regarding franchise renewal, as provided under ORS 192.660(2)(f).

Reconvene: 8:26 pm

Adjourn: 8:30pm

Respectfully submitted,  
Kathleen Lefebvre

