



Cable Regulatory Commission

Washington County and the Cities of Fairview, Gresham, Portland, Troutdale & Wood Village

MEETING NOTIFICATION

March 18, 2024

6:30 p.m.

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

- Or -

Virtually: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84816573895?pwd=R1BkdGlwTURqWUhGN044dFJxWUpGQT09>

Meeting ID: 848 1657 3895

Passcode: 954237

One tap mobile

+14086380968,,84816573895# US (San Jose)

+16694449171,,84816573895# US

- Roll Call
- Agenda Review
- Introduce Douglas Imaralu
- Disclosures
- Public Comment (non-agenda items)
- Executive Session
 - Executive Session is expected to start at 6:45 pm
 - The MHCRC will hold an executive session during the March 18th Regular meeting for approximately 45 minutes 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). Representatives of the news media and designated staff shall be allowed to attend. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No recording of the executive session is allowed without express permission from the Commission. No final decision may be made in executive session.
 - Regular Agenda is set to reconvene at 7:30 pm

***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. January 22, 2024 Meeting Minutes

REGULAR AGENDA

R1. MHCRC Strategic Planning Process 20 min
1. NEX Strategies Introductions
2. Roles/Responsibilities & Timeline
3. Commission Discussion

*R2. Community Technology Grant Agreements: 2024 Cycle 15 min
A. Outside the Frame \$83,814
B. Northwest Documentary \$47,968
C. Roots and Beats Project (Immutable Studio) \$68,944
D. NAAME (Voices of Wisdom) \$81,100
E. Wild Diversity \$42,935

- Community Media Center Updates
 - MetroEast
 - Open Signal
- Franchisee Activity Report
 - Ziplly
 - Comcast
- Staff Activity
 - Legislative Advocacy Report
 - FY24-25 Budget Process
 - Franchise Compliance Program Update
 - Consumer Protection Report
 - April Mini Retreat
 - Hiring update
- Committee Reports
 - Finance Committee 4/8/2024 4:00 – 5:00 pm and 5/7/2024 4:00 – 5:00
 - Equity Committee
 - Policy Committee
 - City of Portland Charter Reform Liaison
 - Open Signal Board Appointee
 - MetroEast Board Appointee
- New Business; Commissioner Open Comment
Meeting Schedule:

- April 23, 2024 – In person Mini Retreat 4:30-8:30 Portland Building Room 210
- 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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CONSENT AGENDA – NO DISCUSSION

All items listed on the consent agenda 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.



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – Zoom and MetroEast, Gresham, Oregon

January 22, 2024 Meeting Minutes - DRAFT

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

Present: Chair DeGraw, Vice Chair Harden; Commissioner Dennerline; Commissioner Thomas; Commissioner Roche; Commissioner Studenmund

Absent: Commissioner Goodlow (excused), Commissioner Wagner (excused)

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

- Agenda Review: none.
- Disclosures: none.
- Public Comment (non-agenda items): An in-person attendee introduces himself as Mike Jones*. He addressed the Commission to express concerns about the lack of response from the MHCRC in response to his email and in person visit to the MHCRC staff offices. Laura Dyer exchanges contact information for follow-up after the meeting. Andrew Speer and Rebecca Gibbons shared with the Commission that they do not have record of receiving any contact with the public commenter Mike Jones, however, Staff will report back to Commission. Additionally, Tim Goodman comments his team will have someone investigate this as soon as possible.

*The record should reflect that the person commenting at the meeting name is actually Craig Wood.

- Community Media Center Updates
 - John Lugton, MetroEast's Director of Production Services, shared updates which included a recently completed project with the Gresham Barlow School District. During this engagement MetroEast created videos which instructed the community on their budget process, a successful project which now lives on the Gresham Barlow School District's website as an on-going resource. Lugton describes more successful engagements, including with Clean Rivers Coalition, Quest Integrative Health, and Young Audiences. Lugton reported that the IT team recently collaborated with surrounding Municipal sites to provide technology upgrades; this project will continue over the coming months. Lugton screen shared [this video](https://vimeo.com/905348824) featuring the Mobile Media Lab, a community engagement resources which was brought to life by an MHCRC grant: <https://vimeo.com/905348824>





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- KatMeow García, Open Signal’s Director of Community Media, screen shared a PowerPoint presentation. García describes a successful Winter Variety Show that featured music, poetry and comedy. García announced Open Signal was recently awarded a 3-year grant that will focus on youth programming. García reported the funding campaign was a success with 180 donors, of which 20% were new donors. García provided partnership updates, which included a film screening collaboration with Ubuntu Climate Initiative, a National Endowment for the Arts recipient, this collaboration will result in local and non-commercial material featuring climate arts and storytelling. García highlighted another recent successful partnership, Project 48, an organization working with youth experiencing foster care. Organizational updates included the recruitment for their Community Media Manager and the newly created position Director of Community Productions. García noted that Open Signal’s Board is examining the performance of the shared leadership structure. García gave a heartfelt thank you to Jamie Plankos who will be leaving Open Signal.
- Franchisee Activity Report
 - Zply – not in attendance
 - Comcast – Tim Goodman spoke about the January storm and the priority of restoring service. Goodman also shared that Comcast is developing their 2024 non-profit partnership program.

***CONSENT AGENDA – NO DISCUSSION**

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. December 18, 2023 Meeting Minutes

MOTION: Commissioner Harden moved to approve the Consent Agenda. Commissioner Dennerline seconded.

VOTE: 6-0 passed

REGULAR AGENDA

R1. Preliminary Funding Decisions: 2024 Community Technology Grants

Rana DeBey gave an overview of the pre-application process and noted there are currently 30 pre-applicants to be considered. DeBey reminded Commissioners that they are not approving funding at this meeting, rather deciding which pre-applicants had strong merit in relation to the funding criteria that should move forward in the process to develop a full project plan. Staff is recommending just over \$1.5 million grant budget allocation for the 2024 Community Technology Grant cycle. Staff is recommending the Commission consider pre-applicant attrition, submitted ineligible staffing costs and the available MHCRC contingency funds as reasons for considering approving over the allocated grant budget. DeBey noted Staff believe some pre-applicants will need to adjust their submitted budgets due to requested high contractual cost, which Staff believe is a line item that is not eligible for funding. DeBey said all pre-applicants agreed to adjust their budgets as necessary. DeBey said all pre-applicants





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have verified that if they are awarded MHCRC grant funds they are willing and able to provide video content to the Community Media Centers for cable broadcast.

MOTION: Commissioner Thomas moved that the pre-applicants 1 World Chorus, Catholic Broadcasting Northwest DBA Mater Dei Radio, NW Documentary, Outside the Frame, Portland Community College, Portland Public Schools, The North Northeast Business Association DBA Soul District Business Association, Roots & Beats Project: Indigenous Media Guild Project, Alberta House, Hand2Mouth Theater, NAAME: Keys, Beats, Bars: Video Series, NAAME: Voices of Wisdom Project, Roots & Beats Project: Proposal for "Immutable Studio", The Arc Portland Metro, Trash for Peace, Underscore, Wild Diversity, Black Men in Training (B.M.I.T.), Southwest Somali Community, Swingin' Sounds, The Blosser Center for Excellence in Dyslexia Education, and Torus move forward to the next phase of the grant process. Commissioner Roche seconded.

VOTE: 5-0 passed, Commissioner Studenmund abstained

Commissioners engage in discussion on the pre-applicants with scores of 3, 2 or 1.

MOTION: Commissioner Dennerline moved that the pre-applicants Caldera, Loco por la Aventura and Roots & Beats Mary Kiona Foundation Process move forward to the next phase of the grant process. Commissioner Thomas seconded.

VOTE: 5-0 passed, Commissioner Studenmund abstained

Commissioners engage in discussion on the pre-applicants with scores of 2 or 1. Commissioners said Mosquito Fleet PDX produces engaging content addressing how public policy effects river contamination, and funding Imagine Black Futures has potential for a large impact.

MOTION: Chair DeGraw moved that the pre-applicants Mosquito Fleet PDX and Imagine Black Futures move forward to the next phase of the grant process. Commissioner Dennerline seconded.

VOTE: 5-0 passed, Commissioner Studenmund abstained

Staff Activity

- Legislative Advocacy Report – Kevin Block referring to the policy memo included in the meeting packet reported updates on FCC NFPRM on Junk Fees, HR 3557, HR 907, and Net Neutrality.
- Strategic Planning Process – Rebecca Gibbons reported that NEX Strategies will guide MHCRC in the strategic planning process and in the coming weeks Staff will have a formalized strategic planning process to share with Commissioners including information on background, timeline, and scheduling.
- FY24-25 Budget Process – Eric Engstrom reported more information on the FY25 city budget preparation process will be shared as it becomes available and the FY25 MHCRC budget process will continue in the next few months. Douglas Imaralu started this month as the recently hired MHCRC Financial Analyst. Douglas will be introduced to the Commission at the March Regular Meeting. Engstrom shared the 2023 MHCRC Audit process was successfully completed,





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addressing one comment about end-of-year improvement.

- Franchise Compliance Update – Andrew Speer reported that there is movement with current negotiations with Comcast.
- Consumer Protection Report – Andrew Speer shared a 311 report and noted these will be produced quarterly. Speer ensured that Staff would report unresolved cases.
- April Mini Retreat – Kathleen Lefebvre confirms the April Mini Retreat date/time with Commissioners Tuesday, April 23rd from 4:30-8:30 pm.

Committee Reports

- Finance Committee – none.
- Equity Committee – none.
- Policy Committee – none.
- City of Portland Charter Reform Liaison – none.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – Board meeting in early December, no updates, January meeting will be on Wednesday, January 24, 2024.

New Business; Commissioner Open Comment – none.

Next MHCRC Regular Meetings:

- February – Recess
- March 18, 2024 – Hybrid In-Person hosted by Open Signal
- April 23, 2024 – In Person (hybrid if necessary)
- May 20, 2024 – Hybrid In-Person hosted by MetroEast
- June 17, 2024 – Hybrid In-Person hosted by Open Signal

Adjourned: 8:11 PM

Respectfully submitted,
Kathleen Lefebvre



REGULAR AGENDA



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REPORT

For Commission Meeting: March 18, 2024

To: Mt. Hood Cable Regulatory Commission

From: Rebecca Gibbons

RE: MHCRC Strategic Planning Process

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The MHCRC has contracted with NEX Strategies to facilitate the MHCRC’s Strategic Planning process. The Strategic Planning process is designed to help the Commission better understand the member jurisdictions’ and community stakeholders’ current and future needs, to develop a long-term strategy in response to those needs and provide recommendations for an updated IGA that would better align with those objectives.

NEX Strategies LLC is an organizational development and strategic planning firm that supports efforts to build community.

At the March meeting we plan to formally introduce the NEX Strategies team, Autumn Carter and Reed Wagner, and provide an opportunity for the Commission to ask questions and discuss timeline and roles/responsibilities.

In preparation for Phase 1, NEX Strategies has embarked on a discovery process that includes:

- Meeting regularly with staff and Chair DeGraw
- Conducting surveys/interviews with Commissioners
- Conducting interviews with MHCRC staff and the community media centers
- Reviewing MHCRC history and telecom regulatory constructs and policy perspectives, etc.

Phase 1: Education and Initial Assessment

Objective: Educate member jurisdictions about MHCRC's role and assess their current satisfaction and future needs.

Phase 2: Stakeholder Engagement and In-Depth Analysis

Objective: Conduct comprehensive research and analysis, gathering detailed insights for strategic planning.

Presentation, Finalization, and Consensus-Building

Objective: Present findings and collaborate on the development of strategic recommendations for the future Intergovernmental Agreement (IGA).

