

MT. HOOD CABLE REGULATORY COMMISSION
Portland Community Media, Studio A
September 21, 2015 Meeting Minutes -- **DRAFT**

SUMMARY MINUTES

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE COMMISSION AT A
SUBSEQUENT MEETING. PLEASE REFER TO SUBSEQUENT MINUTES FOR
APPROVAL OR CHANGES.

Call to Order: 7:30pm

- Roll Call

Commissioners present: Carol Studenmund (Chair); Scott Harden; Sue Dicile; Norm Thomas;
Rich Goheen; Mike Bennett.

Commissioners Absent: Leif Hansen

Staff: Mary Beth Henry, Director; Ben Walters, Legal Counsel; Julie Omelchuck, Program
Manager; Rebecca Gibbons, Program Coordinator.

- Agenda Review: none.
- Disclosures: none.
- Public Comment: none.

Consent Agenda

- C1. June 15, 2015 Meeting Minutes
- C2. 2016 Community Technology Grant Cycle

MOTION: Goheen moved to approve the Consent Agenda. Harden seconded.
VOTE: 6-0 passed

Regular Agenda

*R1. Comcast Franchise Fee and PEG/I-Net Fee Review
Henry said the Commission contracted with the City of Portland, Division of Revenue to conduct
a franchise fee review of Comcast. Henry said the Revenue Division reported that, based upon
full compliance with audit requests, that all audit issues have been resolved. The audit period
covered quarters ending March 31, 2012 through September 30, 2014. Henry said the auditor
recommends that the audit be accepted as filed.

MOTION: Thomas moved to accept the Comcast Franchise Fee and PEG/I-Net Fee audit.
Harden seconded.

DISCUSSION: none.

VOTE: 6-0 passed.

***R2. Community Technology Grant Contract: PSU.TV**

Gibbons said the Commission approved a grant agreement with PSU.TV at its June meeting. Gibbons said that while processing the contract for signature, PSU.TV staff soon learned that PSU Sponsored Projects Administration staff, upon closer review, was requesting changes to contract language before signing the agreement. Gibbons said staff and PSU.TV staff mutually agreed to put the project on hold while working through the contract language issues. Gibbons said Ben Walters reviewed PSU's requested changes and worked with staff to negotiate language edits as they appear in the redlined version of the contract included in the meeting packet. Gibbons said staff recommends the Commission approve the revised contract.

MOTION: Dicile moved to approve the grant contract with PSU.TV. Bennett seconded.

DISCUSSION: Thomas asked if the grant budget changed. Gibbons said that nothing in the grant project plan, including the budget, changed.

VOTE: 6-0 passed.

R3. Media Centers Annual Activity Reports - Information Only

MetroEast Community Media: Rob Brading reported MetroEast had another exceptional year. Brading reported on the year's highlights:

- MetroEast welcomed Wood Village to council coverage family. Brading said the first council meeting was produced 2 weeks ago.
- Jen Dynes, MetroEast Education Director, received the Jewell Ryan-White Award for Cultural Diversity at the Alliance for Community Media conference. This award goes to individuals who show an outstanding contribution to a process that encourages culturally diverse community involvement in the field of community media.
- MetroEast continues to develop and strengthen its relationship with local non-profits.
- The Get Reel youth program worked with POW Fest. The program held a summer camp for the past few years that draws participants from as far away as Battle Ground and Silverton. Brading shared a video produced by the youth for Portland Kitchen.

Brading shared some additional video examples and said MetroEast is focusing on engaging more women and Spanish speakers in video production. Brading said MetroEast is collaborating with the City of Gresham to build a digital inclusion facility in the Rockwood area.

Portland Community Media: Paula Manley said she became the interim executive director in early August. Manley said PCM is embarking on a national executive director D search. Manley said PCM hopes to have hired for the position in early 2016. Manley said PCM remains mission oriented and maintains a talented and dedicated staff. Manley said PCM's youth media program, headed by Elisa Barrios, held summer camps that were very well attended. Manley said the youth participants produced a documentary about emergency preparedness. Manley said PCM hosts regular producer circles, where produces meet informally with staff and Board members. Manley said PCM continues to develop its team building and supportive organizational culture. Manley said PCM has seen an increased interest in its fee for service productions by organizations such as City Club, Portland City Council and TriMet. Manley said PCM teamed up

with MetroEast and PDX Tech4Good to deliver a seminar on video content creation that was attended by almost 40 non-profit professionals. Manley report that attendance at media education classes, laptop use for editing, studio usage and field equipment check out s is up compared to last year.

In response to a question from Dicile about the timeline for the ED search, Manley said the application closing deadline is October 12. Manley said the goal is to have narrowed the pool to a few finalists by the first week in December. Manley said she is project managing the search and hire process. Manley said Lisa Faust, PCM Board member, is leading the search committee.

Staff Activity Reports and Updates

- FCC/Federal legislative developments: Henry reported on her recent visit to Washington, DC. Henry said she met with staff of all five FCC commissioners and media bureaus to talk about the proceeding on multi-channel video service providers. Henry said the FCC is expected to take action by the end of the year. Henry said the attorneys hired by the coalition, of which the MHCRC is a member, are developing a next steps plan that will need additional funding support.
In response to a question from Thomas, Henry said the attorneys will focus next steps on providing media bureau staff with more information.
Henry said the FCC issued a ruling on effective competition. Henry said the ruling determined that competition is presumed to exist unless a local authority defends that it doesn't. Henry said the burden of proof has been moved from the provider to the local authority.
- 2015 Oregon Legislative – Henry said Senate Bill 611, which is intended to encourage existing providers to deploy gigabit services and to encourage new providers, required the Oregon Public Utilities Commission to develop rules for implementation. Henry said the PUC convened a meeting with providers and local government representatives this week. Henry said is engaged and focused on helping to ensure the intent of legislation is carried out in the rules. Google, CenturyLink, Frontier, Comcast have been involved.
- Comcast rate adjustment and set-top box update: Gibbons referred Commissioners to the Comcast notices included in the meeting packet.
- TechSmart Initiative: Omelchuck said Centennial School District and Gresham Barlow School District staff have initiated discussions with staff on the development of project plans under the TechSmart Initiative. Omelchuck said staff anticipates bringing forward complete project plans and contracts for these districts by June 2016. Omelchuck said staff continues to work closely with PRE and PSU, the MHCRC evaluation consultants, to finalize the evaluation design. Omelchuck said that for those districts that have projects in place, PRE has developed individual evaluation plans that align with the logic model.
- NATOA Conference: Henry said she and Gibbons attended the NATOA conference in San Diego. Henry presented on digital inclusion and broadband planning.
- Smart Cities: Henry said it was a great honor to be invited to attend this event. Henry said the purpose of the event was to encourage partnerships between universities and

cities to solve problems using technology. Henry said eight different funding initiatives were announced.

- MHCRC Business Cards: Omelchuck distributed new MHCRC business cards to Commissioners.
- Other: none.

Committee Reports

- Finance Committee: The Committee is due to meet at the end of November.
- Grant Committee: none.
- PCM Board Appointee: Dicile said she received a call from a PCM producer, who said he was excluded from a Board meeting. Studenmund said she was in attendance at a Finance Committee meeting, at which a member of the public was advised that there would be no public comment, but was welcome to stay and listen.
- MetroEast Board Appointee: Thomas said MetroEast is pursuing new opportunities in the Rockwood area.

New Business; Commissioner Open Comment

Omelchuck ask Commissioner to be aware that the December meeting is the Monday of Christmas week. Omelchuck asked Commissioners to let staff know if they have a conflict.

Thomas said he was honoured to receive the City of Troutdale's citizen award.

Franchisee Activity Report

Marc Farrar, Comcast, said that 99% of petitions filed by cable providers under effective competition are granted. Farrar said Comcast is piloting a learning lab environment to test new ways to improve the customer experience. Farrar said for new customers for example, Comcast technicians will assess a home to help optimize the WiFi connection. Farrar said the technician looks at the best router placement and the homeowners' usage patterns. Farrar said Comcast recently updated the format of the monthly billing statement for all subscribers. Farrar said the changes are credited with reducing the number of billing calls. Farrar said through the My Account app, subscribers can track appointments with technicians.

In response to a question from Thomas about the set-top box upgrade, Farrar said the new mpeg4 format requires switch out of some older model set-top boxes.

Bennett raised a concern about Comcast's third-party subcontractors conducting work in his neighborhood without any identifiers on the trucks or technicians.

Stewart, CenturyLink, said launched services in Portland and May and made its first franchise fee payment in August. Stewart said CenturyLink is a NATOA sponsor and held a roundtable session at the conference. Stewart reported CenturyLink has approved franchises with Unincorporated Washington County, Lake Oswego, North Plains, West Linn, City of Tigard near Washington Square and Oregon City. Stewart said CenturyLink currently is serving more than 60,000 households with gigabit service. Stewart said CenturyLink received the FTTH Council award for gigabit fiber service deployment. Stewart said CenturyLink accepted Connect America fund dollars and committed to bringing broadband to underserved areas, including rural Oregon.

In response to a question from Dicile about the communities to be served under the Connect America program, Stewart said specific communities have not yet been selected and will be determined using census block data.

In response to a question from Thomas, Stewart said CenturyLink has an Internet Basics program designed to serve low-income residents. Stewart said the Internet Basics service is not tied to the school lunch program; rather is the person meet state requirements for life line service then they qualify. Stewart said CenturyLink and PCM partnered to produce Internet Basic trainings classes.

PEG Provider Activity Report

- MetroEast Community Media: none.
- Portland Community Media: Manley said her role as the interim ED is to lead the ED search process, finalize the strategic plan and translate the plan into a staff work plan, inventory PCM policies and procedures for updates, and formalize Board development practices through orientation, officer elections and evaluation.

Public Comment: none.

Adjourn 9:13 pm

Respectfully submitted,

Rebecca Gibbons
Program Coordinator