



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

December 16, 2024 Meeting Minutes -- **APPROVED**

SUMMARY MINUTES

Call to Order 6:32 PM

Roll Call:

Present: Chair DeGraw; Commissioner Dennerline; Commissioner Thomas; Commissioner Wagner

Absent: Commissioner Goodlow (excused); Vice Chair Harden (excused)

Staff: Seema Kumar, BPS Chief of Community Technology; Andrew Speer, Utility Manager; Rebecca Gibbons, MHCRC Operations; Rana DeBey, MHCRC Grants Manager; Laura Dyer, MHCRC Compliance Analyst; Douglas Imaralu, MHCRC Financial Analyst; Kevin Block, Policy Coordinator; Kathleen Lefebvre, MHCRC Administrative Specialist

- Agenda Review: Chair DeGraw welcomes Mark Wolf, MHCRC contracted legal counsel, to the meeting. Mark is with the law firm Local Government Law Group.
- Disclosures: none.
- Public Comment (non-agenda items): none.
- Community Media Center Updates
 - John Lugton shares an update for MetroEast, noting multiple educational programming engagements and a brief update on the roof project. Production team is also working with Arts for Learning Northwest/Young Audiences on teacher modules for the Oregon Department of Education. John provided other MetroEast programmatic updates.
 - Courtney Rae, Open Signal Director of Growth, shares programming updates, including Production Services is currently building out the new technology necessary to support the 12 member Portland City Council taking office in January 2025. The Fall 2024 Production Cohort are near completing their projects and the screening is scheduled for Saturday January 25th. Courtney shares updates on Open Playground, Signal Share, Budget Amendments and Capital Campaign planning which included information on the planning of a capital campaign to fund the total renovation of the Open Signal facility starting around 2030. Courtney shares Operations updates including that Open Signal recently welcomed Brit Pioquinto into the revived position of Media Education Assistant. Courtney notes Open Signal received a sizable donation of field production editing gear equipment from Wild Diversity as they recently and unexpectedly had to discontinue their programming. Finally, Courtney notes that Open Signal recently submitted the grant titled Community Centered Impact Initiative which focuses on data,





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data processes and tools and assessing community impact which will inform Open Signal strategic planning beginning in 2026.

- Franchisee Activity Report
 - Zply- not present
 - Comcast – David Harden is present on behalf of Tim Goodman. David is available during the meeting in case there are questions but did not present any materials.

***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 21, 2024 Meeting Minutes
- C2. November 18, 2024 Meeting Minutes
- C3. December 3, 2024 Strategic Planning Work Session Minutes

MOTION: Commissioner Dennerline moved to approve the consent agenda. Commissioner Thomas seconded.

VOTE: 4-0 passed

REGULAR AGENDA

- *R1. MHCRC FY23-24 Fund Audit

Chair DeGraw invites Commissioner Thomas as Chair of the Finance Committee to introduce this agenda item. Commissioner Thomas expresses appreciation for MHCRC Staff, including MHCRC Finance Manager Douglas Imaralu for the excellent work on the budget. Douglas welcomes Keith Simovic from Moss Adams to present. Keith Simovic, a partner with Moss Adams, a CPA Firm, begins by sharing his screen to detail the Audit results. Keith reviewed Moss Adams' Engagement Team, the full staff who worked on the MHCRC Audit. As Keith began his presentation, he noted there were no delays or issues with the process and therefore that reflects a good indication of the results. This is an independent review of the MHCRC's reported financial statements in accordance with government auditing standards. Moss Adams met with the MHCRC Finance Committee prior to finalizing the audit report and it was noted that MHCRC staff and City of Portland accounting staff were all responsive and all document requests were met without delay. Moss Adams reports there were no material weaknesses nor significant deficiencies in our internal control processes, and ultimately issued MHCRC a clean audit for FY 23-24. Keith acknowledges Douglas Imaralu (MHCRC Finance Manager), Jared Longoria (City of Portland Budget and Finance) and Minh Dan Vuong (City of Portland Auditors Office) for excellent facilitation of the MHCRC audit process.

DISCUSSION: Commissioner Dennerline inquires on the Grant Expenditures accounting, and Keith notes that it was a spreadsheet correction and recommended a revised reconciliation process, which Staff





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acknowledged and revised. Commissioner Thomas and Chair DeGraw expressed appreciation for the excellent work of the MHCRC Staff, especially Douglas Imaralu on the FY 23-24 Audit process.

MOTION: Commissioner Thomas moved to acknowledge receipt of the MHCRC FY23-24 Fund Audit prepared by Moss Adams and directed MHCRC staff to submit the Audit to the Oregon Secretary of State by December 31, 2024. Commissioner Dennerline seconded.

VOTE: 4-0 passed

R2. Public Comment – Comcast Franchise Renewal

Andrew Speer gave an update and overview on the Comcast Franchise Renewal which included a timeline of events up to present. Speer highlights that Section 5 changes are reflected in the packet materials which have all been reviewed by MHCRC legal counsel.

Discussion: Commissioners had an opportunity to ask questions of Staff, there were no questions.

Public Comment: Chair DeGraw invited public comment from members of the public.

Public Comment – Summarized:

NAME - AFFILIATION:

Courtney Rae – Open Signal:

Courtney Rae notes written substantive comment on the financial issues will be submitted ahead of the January 27th MHCRC Meeting. Upon the first reading of the edits, Courtney appreciates there is some expanded and improved access and availability of Open Signal channels across all service tiers. Courtney shares concerns for financial implications for the jurisdictions and the PEG centers that were not in the 2012 contract. Courtney expresses appreciation for the opportunity to meet with Andrew Speer and Laura Dyer to discuss that channels are accessible in an equitable way and feels those concerns have been addressed.

Chair DeGraw confirms with Staff that there were no written comments submitted via email since the November 18th Special Regular Meeting, however Chair DeGraw encourages written public comment be submitted as soon as possible to have time to review and discuss as a Commission before the January 27th Regular Meeting. Commissioner Thomas suggests the deadline for written public comment be extended to Friday, January 10th from the prior December 9th deadline.

MOTION: Commissioner Thomas moves to extend written comment on the Comcast Franchise Renewal open until January 10, 2025; Commissioner Dennerline seconds.

VOTE: 4-0 passed

R3. Ziplly Franchise

Chair DeGraw invites Andrew Speer to present. Speer notes that Staff have met with Ziplly to discuss and follow up on compliance issues and the termination agreement. Formal updates to the Commission will follow. Laura Dyer gave a Ziplly compliance event timeline and noted that Ziplly has requested a





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hearing. Dyer noted that under the Franchise Agreement there is some interpretation in how the fees for violation are calculated. Dyer noted that written correspondence is in the packet materials for the Commission's review.

Staff Activity

- Legislative Advocacy Report- Kevin Block gave a report to the Commission, which is included in the packet materials. Block expanded on how the new federal administration will potentially impact MHCRC over the coming year, including new FCC leadership. Block reviews MHCRC's submission of comments to FCC based on a notice of inquiry about the state of customer service and the telecommunication industry. Full text of the comments is in the packet materials.
- FY25-26 Budget Process Update – Douglas Imaralu noted that Staff are working to develop the preliminary budget FY25-26 Budget and outlines the calendar schedule and an overview of budget projections. Imaralu noted the Finance Committee met on November 15th and during that meeting it was discussed that Imaralu recommends MHCRC participate in the city's mid-year adjustment process. Also, as part of the Finance Committee Imaralu recommended MHCRC formalize the process to track grants and advances and estimate resources that cross over fiscal years.
- Consumer Protection Report – Laura Dyer shares the MHCRC Compliance Report which is included in the packet materials.
- Community Technology Grant Process Update – Rana DeBey shares process and calendar reminders on grant reviews. DeBey notes the Commission received 31 pre-applications and the community response implicates that the grant need and community desire is strong.
- Peer Learning Event – Rana DeBey shares with Commissioners that the 2nd Annual Grantee Peer Learning Event took place on Tuesday, October 29th from 8:00 am – 12:00 pm at The Laurelhurst Club was a success. Attendees included 64 grantees from 46 organizations. Chair DeGraw and Commissioner Dennerline were in attendance and DeBey expresses appreciation for their engagement. Chair DeGraw and Commissioner Dennerline expressed appreciation for the opportunity to engage with grantees. Chair DeGraw shared that this type of engagement and event was one of the reasons why she was drawn to be a part of the Commission.

New Business; Commissioner Open Comment –none.

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 – none.

Public Comment (non-agenda items): none.





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Next MHCRC Meetings:

- December 17th Mini Retreat - The Portland Building/Hybrid 4:30 pm – 8:30 pm
- January 27, 2025 – Open Signal/Hybrid
- March 17, 2025 - MetroEast/Hybrid
- May 19, 2025 - Open Signal/Hybrid
- June 16, 2025 - MetroEast/Hybrid

Adjourned: 8:17 PM

Respectfully submitted,
Kathleen Lefebvre

