



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – virtual or Open Signal – Portland, OR

January 23, 2023 Meeting Minutes – [APPROVED](#)

SUMMARY MINUTES

Call to Order 6:32 PM

Roll Call

Present: Chair Studenmund (in person), Vice Chair Dennerline (in person), Commissioner Wagner (virtual), Commissioner Roche (in person), Commissioner Goodlow (virtual), Commissioner DeGraw (virtual), Commissioner Thomas (6:42pm) (virtual)

Staff: Elisabeth Perez (in person), Rebecca Gibbons (in person), Rana DeBey (in person), Michael Wong (virtual), Eric Engstrom (7:30 in person), Donnie Oliveira (virtual)

- Agenda Review. None.
- Disclosures: None reported.
- Public Comment (non-agenda items): No public comment.
- Community Media Center Updates
 - John Lugton, MetroEast, reported that staff and the Board are working on updating the Bylaws. Lugton said they have hired a new finance manager and the Board and leadership team are engaged in a strategic planning process. Lugton updated the Commission on several of MetroEast's ongoing and new program and service areas.
 - Rebecca Burrell, Open Signal, shared a PowerPoint presentation that included photos from their holiday variety show. Burrell updated the Commission on several of Open Signal's ongoing and new program and service areas. Burrell report some changes in staffing including the creation of a Director of Partnership Education, filled by Elisa Barrios, who will be working with nonprofits and Cat Meow Garcia, who is taking on the role of Director of Community Media. Burrell said Open Signal is recruiting for a Director of Growth position.
- Franchisee Activity Reports
 - Ziplly: none
 - Comcast: Tim Goodman, Comcast, reported on Comcast's Lyft Zone program.





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***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. December 19, 2022 Meeting Minutes

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

VOTE: 7-0 passed

REGULAR AGENDA

R1. Preliminary Funding Decisions: 2023 Community Technology Grants

DeBey gave an overview of the pre-application process and the Commission's grantmaking criteria. DeBey said the Commission's evaluation criteria and equity indicators are published on the Commission's website so applicants know how their applications will be reviewed. DeBey reminded Commissioners that they are not approving grants for 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.

MOTION: Commissioner Thomas moved to approve Accent Network, African Youth & Community Organization, Caldera, CETI, City of Portland, The Rosewood Initiative, Trash for Peace, Wisdom of the Elders, Municipal Eco Resiliency Project and Outside the Frame to move forward in the granting process. Commissioner DeGraw seconded.

Discussion: Roche commented that all the applications were very strong and commended DeBey for her work in the community to solicit the applications. Dennerline, Studenmund, and DeGraw concurred and called out applicant organizations they were excited to see in the pool of applications.

Wagner said DeBey was very responsive and helpful in answering her questions and helping to guide her as she conducted the review of the applications. Wagner said reading all the information was overwhelming in a good way; that she learned about all the amazing things that are happening in the community.

VOTE: 7-0 passed

MOTION: Commissioner Roche moved to approve CymaSpace, Wonderfolk, Northwest Children's Theater & School, Portland Art Museum, Race Talks, Resolutions Northwest, Self Enhancement Inc., moving forward in the granting process. Commissioner Wagner seconded.

Discussion:

In response to a comment from Thomas about some of the applications lacking clarity, DeBey said if Commissioners have questions or comments about things they'd like staff to focus on with the applicants in the drafting of their final applications.





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Amended MOTION: Commissioner Roche moved to include Lower Boom Foundation in the list of applications above approved to move forward in the granting process. Dennerline seconded.

Discussion: DeGraw said the Lower Boom Foundation application was hard to follow and would benefit from more explanation about what they do and how they serve the community.

Thomas concurred and said they need to explain the community need and explain acronyms.

VOTE: 6-1 passed. Thomas voted nay.

DeBey said she will notify each of the applicants that they have been selected to move forward in the process. DeBey said she works with the applicants to address questions highlighted by staff and Commissioners in the development of a final application. DeBey said staff will bring forward final applications at the March, May, or June meetings.

Thomas said we may have to do a budget adjustment should the total amount awarded exceed the amount budgeted this year.

R2. Amend Contract with CBG Communications, Inc.

Perez said the Commission approved a contract with CBG in December 2020 for Franchise Renewal Consulting Services. Perez said the Commission amended the contract in September 2021 to include additional funds to support the Ziplly franchise renewal process and extended the term of the CBG contract and the Comcast negotiations period through March 31, 2022 and then amended the term a third time to September 30, 2022.

Perez said staff and the MHCRC's consulting team continue to meet with Comcast and Ziplly representatives regarding franchise renewal. While negotiations continue the terms and conditions of the existing franchise agreements apply.

MOTION: Commissioner Roche moved to amend its contract with CBG Communications, Inc. in order to extend the contract term through June 30, 2023. Commissioner Dennerline seconded.

VOTE: 7-0 passed

R3. Extend Ziplly Cable Franchise Renewal Negotiation Period

Perez said staff recommends that the Commission authorize the Chair to send a letter to Ziplly acknowledging the agreement to extend the cable franchise renewal negotiation period through December 31, 2023. In a letter dated February 6, 2020, Frontier Communications (now Ziplly Fiber) preserved its rights under the Cable Act for renewal of its Franchises between the Commission's Member Jurisdictions and Frontier Communications.

Perez said Ziplly has informed MHCRC staff that it no longer desires to renew its franchises with Commission Member Jurisdictions but has not indicated when it will not cease Cable TV operations.





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In November and December 2022, Perez said she met with each Member Jurisdiction to discuss the status of the franchise and the negotiations timeline; no questions or concerns were raised.

Perez said approval of the updated negotiations period will take the form of a letter from the MHCRC Chair to Zply acknowledging agreement to extend the negotiation period.

MOTION: Commissioner Thomas moved to authorize the Chair to send a letter to Zply acknowledging the agreement to extend the cable franchise renewal negotiation period through December 31, 2023. Commissioner Roche seconded.

VOTE: 7-0 passed

- Staff Updates
 - MHCRC FY23-24 Budget Process: Wong said the MHCRC's budgeting process will begin in March following the City of Portland's budgeting process.
 - Staffing Update: Perez said she is leaving Community Technology and the MHCRC in March 2023 to take on a new position at City's Community Safety Division as the Deputy Director. Perez said her last day is the end of February. Eric Engstrom, Bureau of Planning & Sustainability (BPS) Deputy Director, and Donnie Oliveira, BPS Director, were in attendance to provide an overview of the bureau and future staffing structure. Engstrom said BPS has an internal services group that includes finance, communications, technical, and HR staff that are now able to support the MHCRC and its programs. Oliveira gave a high-level over of BPS's mission.
- Committee Reports
 - Finance Committee: none.
 - Equity Committee: Roche said the Committee is scheduled to meet on March 6
 - Policy Committee: none.
 - Open Signal Board Appointee: Commissioner DeGraw reported that Open Signal's Board remains engaged and productive.
 - MetroEast Board Appointee: Dennerline reported that the Board and staff have completed their 2nd strategic planning session.
- New Business; Commissioner Open Comment: None
DeBey reminded Commissioner of the upcoming TechSmart celebration breakfast and encouraged all to attend.
- Public Comment: None

Adjourned: 7:54 PM

Respectfully submitted,





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