

MHCRC Policy Committee, September 29, 2025 - Approved
4:30 pm VIRTUAL Via Zoom

Called to Order 4:43 pm

In Attendance:

Scott Harden, Chair, MHCRC Policy Committee
Commissioner Asad Butt, MHCRC Policy Committee
Commissioner Julia DeGraw, MHCRC Policy Committee
Seema Gadh Kumar, Chief of Community Technology, City of Portland
Douglas Imaralu, MHCRC Finance Manager
Laura Dyer, MHCRC Staff
Julian Hanlon-Austin, MHCRC Staff
Andrew Speer, MHCRC Staff
Kevin Block, MHCRC Staff
Kathleen Lefebvre, MHCRC Staff
Julie Omelchuck, MetroEast Board Chair
John Lugton, MetroEast
Courtney Rae, Open Signal
Chris Fick, Gresham
Mike Weston, Troutdale
Autumn Carter, NEX Strategies
Nancy Werner, MHCRC Legal Counsel
Nate Midgley, Fairview
Seth Ring, MetroEast

AGENDA

1. Welcome – Chair Harden, MHCRC Policy Committee
2. Engagement with Gresham
3. Create Recommendation of transition plan – 9 mo or 18 mo
4. Community Tech Grant Funding – discuss and clarify
5. What does the end-point look like – goal to create a high level sunset consensus
 - o After sunset:
 - i. Community Tech Grant management
 - ii. Operational functionalities

Committee Comments and Discussion:

Committee discusses timetable of sunset and highlights that Jurisdictions have the authority to dissolve the Commission not Commissioners, per the IGA – this Committee will bring a recommendation to the full Commission at the October 13th Regular Meeting for approval.

Chair DeGraw highlighted the information shared in the packet, and discusses a potential scenario is to take a vote at the October 13th Regular Meeting to follow Gresham's timetable – vote by 12/31/25 to dissolve the Commission by 6/30/25 – and complete the transition plan duties within that timetable.

Committee discusses fund balances after commitments, and dives into what is remaining of the three funds: PEG, Franchise Fee and Interest Fund. There is also a discussion on the timeline of FY 27 budget planning relating to remaining fund balances. Douglas Imaralu, MHCRC Finance Manager, shares he is working on balances and shares with the group estimated balances of those three funds. Budget planning for the upcoming fiscal year begins around March so it will be important to provide estimated balances to jurisdictions. Committee discusses timeline of budget planning for next FY.

East County Cities are meeting this week to form ideas on how to form their new IGA/Agreement. There is consensus with the Committee that Portland will not be involved in this new IGA. There is consensus that Grant Compliance will remain with Portland.

The Committee begins to discuss Community Tech Grant Funding and clarify the \$1 million allocated to the grant program this FY. Nancy Werner, MHCRC Legal Counsel from Bradley Werner, notes the Commission does not need to distribute the allocated \$1 million on grants, however all remaining balances after the Commission dissolves goes to the jurisdictions – percentage amounts are noted in the IGA - and then the jurisdictions are able to decide whether to distribute it to CMCs or keep the funds. Nancy also noted that our IGA requires the Commission to settle all obligations before distributing funds back to the jurisdictions. There was a discussion on if we wind down next FY (FY 27) the Commission could design a budget to allocate remaining balances to CMCs - subject to all jurisdictional approval. There is an open discussion to end the Commission on July 1, 2026 and therefore go through a FY27 budget approval process that would distribute the remaining balances to CMCs. This would have to go to each jurisdiction for approval in June, like a typical budget approval cycle – Courtney Rae from Open Signal notes this approach allows an opportunity for advocacy for the CMCs. It was noted that PEG funds have historically been seen as funding for CMCs and Grant Funds.

Committee Decisions:

- Committee confirms the \$1 million to Community Tech Grants this Fiscal Year

- Committee will bring a recommendation to full Commission at the October 13th Regular Meeting that we are winding down effective July 1, 2026.
 - Requires MHCRC to get FY 27 Budget approval from all jurisdictions - an approved FY 27 budget cycle - to distribute all balances to CMCs.
- Start drafting new IGA(s) by January or sooner for wind down.

Scott Harden, Chair of MHCRC Policy Committee, thanks all members, noting that we are navigating this process without a handbook and appreciates everyone involved and their effort to do so with grace.

Meeting adjourned at 5:57 pm

Minutes taken by Kathleen Lefebvre

September 29, 2025

To: MHCRC Public Policy Committee

From: MetroEast Board of Directors & Executive Leadership Team

MetroEast encourages the Committee to forward the following for adoption by the MHCRC at its October meeting in order to provide the jurisdictions an organized, reasonable path to wind down the MHCRC and to reiterate your stated priority to support community media.

Action: Recommend Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County approve a Resolution by Dec 31, 2025 for dissolution of the MHCRC IGA by end of FY25-26, to include:

Primary Tenets:

- **Timing of MHCRC dissolution to coincide with adoption of a new services IGA for franchise administration among the four East County cities and Multnomah County (see below).**
- **Plan to close out MHCRC Fund, including reconciliation of the Fund and subsequent transfer of appropriate amounts to jurisdiction administering the new East County IGA and to Portland, including funds for Portland for grant contract compliance and close out requirements, and payment of funds to Open Signal and MetroEast.**
- **Any unobligated PEG Capital Funds remaining balance at end of FY25-26 transfers 60% to Open Signal and 40% to MetroEast to help supplement the declining amount of annual PEG Fee for media centers' capital costs.**

Timing: All Jurisdictions adopt the Resolution by Dec. 31, 2025, to provide direction to and allow time for the MHCRC and City of Portland staff to complete transition plan and duties; also provides direction for Jurisdictions' and community media centers' FY26-27 budgets.

Resolution Purpose: To provide the Jurisdictions, MHCRC, and community media centers an agreed upon road map for how and when the MHCRC and its duties and funds will be dissolved and disseminated.

Action: Recommend, in tandem with a dissolution resolution (see above), Gresham, Troutdale, Fairview, Wood Village and Multnomah County approve a new franchise administration services IGA effective July 1, 2026, to include:

Primary Tenets:

- **One jurisdiction (most likely Gresham) serves as the administrator of the new IGA and collects and disburses Franchise and PEG revenues on behalf of the five jurisdictions.**
- **MetroEast designated as the community media provider for the franchise; established by a services agreement between MetroEast and the administering jurisdiction.**
- **MetroEast continues to receive 60% of franchise fees and the PEG Fee going forward.**
- **Franchise admin funded by an agreed upon amount of the franchise fees and a portion of the carryover/remaining balance amount in the MHCRC Fund attributable to interest earned on the Fund overtime.**
- **Effective upon dissolution of current MHCRC IGA.**