



Mt. Hood Cable Regulatory Commission

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

MEETING AGENDA

March 16, 2026

6:30 p.m.

In-Person: Open Signal, 2766 NE Martin Luther King Jr. Blvd, Portland OR 97212

- Or -

Virtually: Join Zoom Meeting

<https://us06web.zoom.us/j/81968025359?pwd=LbG69m3BPQhs7hdpbTeTyIDUU8PqaY.1>

Meeting ID: 819 6802 5359

Passcode: 872808

One tap mobile

+16694449171,,81968025359# US

+16699006833,,81968025359# US (San Jose)

- Roll Call
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)
- Community Media Center Updates
 - MetroEast
 - Open Signal
- Franchisee Activity Report
 - Comcast

***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 26, 2026 Meeting Minutes

REGULAR AGENDA

- | | | |
|------|--|----------|
| *R1. | 2026 Community Technology Grants | 20 min |
| A. | 1 World Chorus | \$88,612 |
| B. | All Ages Music Portland dba Friends of Noise | \$47,895 |
| C. | Curious Comedy Theater | \$69,400 |



MHCRC 1810 SW 5th Ave. Suite 710 Portland, Oregon 97201
503.823.5385 info@mhcr.org www.mhcr.org

D. Lion Speaks	\$80,000
E. Loco por la Aventura	\$62,000
F. Oregon Rohingya Myanmar Muslim Society	\$32,500
G. Roots & Beats Project (Polliwog Props)	\$58,846
H. Thru & Thru	\$34,000
	Total \$473,253

R2. PEG vs Franchise Fee Analysis – Info Only	20 min
Discussion	10 min

Staff Activity

- Dissolution Team
- Post-MHCRC IGA status
- Ceremony of Appreciation – May 18th 4:30 pm – 6:15 pm MetroEast Community Media Center
- Consumer Protection Report

- Committee Reports
 - Finance Committee
 - Equity Committee
 - Policy Committee
 - Open Signal Board Appointee
 - MetroEast Board Appointee

- New Business; Commissioner Open Comment

- Meeting Schedule:
 - April – recess
 - MHCRC Regular Meeting – Monday, May 18, 6:30pm, MetroEast/Hybrid
 - MHCRC Regular Meeting – Monday, June 15, 6:30pm, Open Signal/Hybrid

- 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.



CONSENT AGENDA – NO DISCUSSION

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MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – Zoom and MetroEast

January 26, 2026 REGULAR Meeting Minutes – **DRAFT**

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

Present: Chair DeGraw; Vice Chair Harden; Commissioner Butt; Commissioner Dennerline; Commissioner Thomas; Commissioner Underdahl; Commissioner Wagner

Absent (excused): Commissioner Goodlow

Staff: Seema Kumar, BPS Chief of Community Technology; Andrew Speer, Franchise Utility Program Manager; Rana DeBey, MHCRC Community 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 reviews the agenda for the evening.
- Disclosures: None.
- Public Comment (non-agenda items): No public comment on non-agenda items.
- Community Media Center Updates
 - MetroEast – John Lugton, MetroEast’s Director of Production Services, shared updates with the Commission which included a technology update in edit room four, which will be the YouTube studio which is a response to MetroEast’s community needs assessment. John also shared that MetroEast is working with three Gresham Middle Schools assisting with technology upgrades. John shared other program collaborations including Free Geek and Underscore News. On the production side of updates, John shared that MetroEast is working with Quest Integrative, Reynolds School District, and League of Women Voters. David Bram Elkin gave a technology update which included upgrades to Studio B and David noted that MetroEast is embarking on building upgrades which include the HVAC system and the bathrooms.
 - Open Signal – Courtney Rae, Open Signal’s Director of Growth, shared updates with the Commission which included that Community Media activity remains strong shown by Open Signal’s production classes are at capacity with waitlists. Courtney also shared that their Youth Media Program is producing a documentary on the Lloyd Center. Courtney shared that Open Signal continues to host public events that create space for dialogue, learning, and connection among community media makers. Courtney highlights that in January Open Signal hosted a very successful Signal Share event, titled *Strategy-Led Storytelling*. Courtney noted that for their production services





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department, the public and government meetings continue to be the primary focus. Courtney emphasized that Open Signal remains focused on maintaining access, strengthening programs, and aligning internal systems to support the community media ecosystem Open Signal serves.

- Franchisee Activity Report:
Comcast – Tim Goodman reports that Comcast is going through a major reorganization within the Government and Community Affairs division. He notes that the company reorganization will not impact MHCRC. Tim notes that he will include more updates during the agenda item R4.

***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 15, 2025 Regular Meeting Minutes

MOTION: Vice Chair Harden moved to approve the consent agenda. Chair DeGraw seconded.

VOTE: 7-0 passed

REGULAR AGENDA

R1. MHCRC Dissolution Updates – (information only)

Chair DeGraw notes that Autumn Carter is in attendance for questions and invites Seema Gadh Kumar, Chief of Community Technology, to present. Gadh Kumar shares that the Dissolution Agreement, which formally dissolves the MHCRC on June 30, 2026, is currently under consideration for signature by all jurisdictions. MHCRC staff will share the fully executed Agreement with the Commission once all requisite signatures have been obtained.

Mark Campbell, the financial analyst subcontracted by NEX Strategies to conduct the PEG vs. Franchise Fee analysis, is expected to deliver a draft report to MHCRC staff by late January/early February. MHCRC staff will review the draft and work with Mark Campbell and NEX Strategies to finalize it. Mark Campbell and NEX Strategies will present the report's findings and answer questions during the March 2026 MHCRC Regular Meeting.

Gadh Kumar notes that jurisdictions are still negotiating the terms of a Post-MHCRC IGA. The primary focus is ensuring that community technology grants are managed and outstanding PEG advances through the current fiscal year remain in compliance. Once the Post-MHCRC IGA is finalized, MHCRC staff will keep the Commission informed.

Discussion: Commissioner Butt requests more information on the period analyzed of the PEG Vs. Franchise Fee report, and Gadh Kumar notes that Mark Campbell will be reporting on approximately 10 years of historical PEG vs. Franchise Fee budget analysis. Commissioner Thomas expresses his appreciation for the update.





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***R2. Preliminary Funding Decisions: 2026 Community Technology Grants**

Chair DeGraw notes that five Commissioners participated in the preliminary round of grant reviews and emphasizes that only Commissioners who completed the grant reviews will be able to participate in the grant review discussion. Additionally, those who did not participate in the reviews will need to abstain when voting.

Chair DeGraw reminds everyone that the vote tonight is to move applications forward in the process, this is not a yes or no on funding, as will happen at the March and May Regular Meetings.

Chair DeGraw invites Rana DeBey, Community Technology Grant Manager, to present. Rana DeBey presents to Commissioners the 2026 Community Technology Grants (CTG) preliminary review and the suite selection document, sharing that there are 34 applications with a budget of \$1 million and confirmed that no contingency funds are available. DeBey shares her screen with the scoring and suite selection summary, a document structured to help Commissioners decide on grantee awards. All 34 grant applications met the grant criteria. The Commission will decide on which of the 34 pre-applications they would like to invite to complete a full application for funding, and those invited will come back for funding approval at the March or May Regular Meeting.

Discussion: Chair DeGraw appreciates the scoring document and the ease of digesting all the applicants' scoring.

MOTION: Commissioner Thomas moves to approve and forward the applications for funding consideration those grantees that scored a 5 on the suite selection document (Outside the Frame; Oregon Rohingya Myanmar Muslim Society; African Youth and Community Society; Portland Community College; 1 World Chorus; Thru and Thru; Curious Comedy Club; All Ages Music dba Friends of Noise; PSU Community Archiving; Loco Por la Aventura; Community for Positive Aging; Polliwog Props; and Open Hearts Open Minds), and the first four grantees on the suite selection document who scored a 4 (ELSO, Inc; Hacienda CDC; KairosPDX; and Lion Speaks) for a total of \$994,033.76. Plus, the alternate grantees will be: Global Works Community Fund, dba Wonderfolk; Lloyd EcoDistrict; Wisdom of the Elders, Inc; Caldera; and CETI. Chair DeGraw seconded.

VOTE: 5 - YES

2 – Abstain (Dennerline, Underdahl)

0 – NO

Passed

***R3. Updates on MHCRC Ceremony of Appreciation**

Chair DeGraw invites Rana DeBey to present. DeBey shares that in acknowledgement of the years of service and community impact of the Commission, staff intends to host a Ceremony of Appreciation for Commissioners in May 2026. The ceremony will be held prior to the May 2026 Regular meeting at MetroEast Community Media. Community members, community media center partners, jurisdictional representatives, staff, and grantees will be invited to attend. The ceremony will include:

- Highlights of the Commission's work
- Appreciations
- Sharing video content produced by grantees with grant-funding





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- Certificate presentation to Commissioners

Staff are requesting up to \$3,000 in Commission funds to be used for catering, items of appreciation for Commissioners, and miscellaneous event supplies such as decorations, name tags, etc. These funds are already included in the Commission budget.

Discussion: Chair DeGraw highlights that Staff have sent an email requesting Commissioners let Staff know who they would like to invite and to please fill out that form. Chair DeGraw emphasizes that this is the Commission's moment to celebrate our work and accomplishments.

MOTION: Commissioner Wagner moves to approve up to \$3000 budget on MHCRC Ceremony of Appreciation event expenses. Vice Chair Harden seconds.

Vote: 7-0 Passed

R4. I-Net End Fund grantmaking update (information only)

Chair DeGraw invites Kristi Manseth from Pacific Research & Evaluation (PRE) and Tim Goodman from Comcast to present. This agenda item is to present the community benefits of the I-NET program.

Tim Goodman gives an overview and the history of I-Net End Fund.

Kristi Manseth, PRE, shared the impact of the I-Net funding in the community, and highlighted that the data show a reduction in digital inequities within East Multnomah County.

Discussion: Vice Chair Harden shares his experience with I-Net Funds and how important this work is in the Communities it serves. Commissioner Thomas notes that this program has exceeded expectations and expressed appreciation for the program. Chair DeGraw expressed appreciation for the presentation.

Staff Activity

- Dissolution Planning Update – Andrew Speer notes that Staff are working together on administrative tasks to dissolve the Commission and will report to the Commission during Staff Activity any updates on this work. Speer also shares that Staff are working with NEX Strategies with communicating the dissolution actions and plans out to constituents.
- Consumer Protection Report – Laura Dyer shares the Consumer Protection Report, details are included in the packet materials.
- Legislative Activity Report – Kevin Block gives an updated legislative activity report. Kevin emailed Commissioners the docket numbers referenced in his report. Currently there are 3 ongoing federal actions that Kevin recommended that Commissioners flag for their jurisdictions:





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- [HR 2289 – Proportional Reviews for Broadband Deployment Act](#) – This bill is currently waiting to be scheduled for a full House vote.
- FCC Docket 25-253 – This docket seeks to preempt local control over the deployment of **wireline** infrastructure
- FCC Docket 25-276 – This docket seeks to preempt local control over the deployment of **wireless** infrastructure

Kevin noted that NATOA is leading advocacy regarding HR 2289 and the League of Oregon Cities is leading advocacy for the FCC dockets.

Committee Reports

- Finance Committee – none.
- Equity Committee – none.
- Policy Committee – none.
- Open Signal Board Appointee – Chair DeGraw reported on the recent Board meeting.
- MetroEast Board Appointee – Commissioner Dennerline reported on the recent Board meeting.

New Business/Open Comment – none

Public Comment – No public comment on agenda items.

***Denotes a voting item**

Adjourned: 7:55 pm

Respectfully submitted,
Kathleen Lefebvre



REGULAR AGENDA



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEMS #R1

For Commission Meeting: March 16, 2026

“Community Technology Grant Agreements: 2026 Cycle”

Recommendation:

Staff recommend that the Commission approve the following nine Community Technology grant agreements:

A. 1 World Chorus	\$88,612
B. All Ages Music Portland dba Friends of Noise	\$47,895
C. Curious Comedy Theater	\$69,400
D. Lion Speaks	\$80,000
E. Loco por la Aventura	\$62,000
F. Oregon Rohingya Myanmar Muslim Society	\$32,500
G. Roots & Beats Project (Polliwog Props)	\$58,846
H. Thru & Thru	\$34,000

Background:

At its January meeting, the Commission selected 17 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff began to engage all applicants in the process to complete full grant applications and contracts. In follow-up to specific Commissioner comments at the January meeting, staff have collaborated with applicants to make suggested revisions to the pre-applications including clearly defining measurable outcomes and evaluation measures, expanding on programmatic details surrounding beneficiaries, and the development of a detailed project budget that would more clearly identify the matching resources necessary to successfully implement the project.

MHCRC staff has reached agreement with eight applicants on final grant agreements recommended for approval for a total amount of \$473,253 in grant funds.

As part of the normal grantmaking process, Comcast is given the opportunity to review all final grant applications and contracts prior to staff moving the contracts forward for Commission consideration.



Grant Agreements for Approval - Summaries:

A. 1 World Chorus

Recommendation:

“Approve the Community Technology Grant Agreement with 1 World Chorus for a total of \$88,612.”

Background:

Final Grant Request: \$88,612 (Pre-Application Grant Request: \$89,000)

Final Total Project Budget: \$198,412 (Pre-Application Total Project Budget: \$182,725)

Public Benefit Area: Reducing Disparities

The “York the Explorer Journal” project seeks to lead a total of up to 120 BIPOC youth in researching, scripting, and producing video journals during three 10-week residencies. The video content will blend historical research with personal reflection, showing how these hidden figures’ struggles and contributions related to current conditions facing Black communities. Youth participants will gain hands-on video production and media literacy skills along with journalism techniques. Upgraded professional-grade equipment will become a tool for amplifying their authentic voices through video. Over a two-year period, a minimum of three documentary-style video journals will be shared for cable distribution through both Open Signal and MetroEast Community Media.

Attachment: Draft Community Technology Grant Agreement with 1 World Chorus.

1 World Chorus has received several previous grants from the MHCRC (2018 - \$89,459; 2021 - \$119,446.93; 2024 - \$70,531). All grant outcomes have been satisfactorily.

B. All Ages Music Portland dba Friends of Noise

Recommendation:

“Approve the Community Technology Grant Agreement with All Ages Music Portland dba Friends of Noise for a total of \$47,895.”

Background:

Final Grant Request: \$47,895 (Pre-Application Grant Request: \$48,000)

Total Project Budget: \$100,335 (Pre-Application Total Project Budget: \$96,975)

Public Benefit Area: Reducing Disparities

The “Friends of Noise Video Production” project seeks to launch a free video production program for emerging creatives ages 13 – 24 at their all-ages community arts venue and teen workforce center, The Off Beat. Youth participants will be divided into six-month cohorts, where they will train to film live concerts at the venue utilizing a system of four fixed cameras, then, they will learn to edit the content into multi-song episodes combined with artist interviews before sharing with Open Signal for cable distribution. Up to 10 youth per cohort will participate in a kick-off workshop followed by twice-monthly hands-on training sessions, using the newly purchased equipment, and led by community mentors and staff. A minimum of eight episodes will be produced throughout the two-year project term.

Attachment: Draft Community Technology Grant Agreement with All Ages Music Portland dba Friends of Noise.

C. Curious Comedy Theater

Recommendation:

“Approve the Community Technology Grant Agreement with Curious Comedy Theater for a total of \$69,400.”

Background:

Final Grant Request: \$69,400 (Pre-Application Grant Request: \$68,000)

Final Total Project Budget: \$175,559 (Pre-Application Total Project Budget: \$146,000)

Public Benefit Area: Reducing Disparities

The “Amplifying Voices Maintenance” project seeks to replace or upgrade aging and/or broken video, audio, and lighting equipment to continue to meet the ever-raising professional standards in video technology, all while supporting women and BIPOC comedians. Curious Comedy Theater will showcase over 100 women and BIPOC performers over the next two years by filming the nationally known All Jane Comedy Festival and the Chroma Comedy Festival. In addition, they will provide the comedians with professional videos to further their careers. Video content is used by performers to book shows in clubs and at festivals, to build a social media following, and acquire industry representation. A minimum of 32 videos highlighting these performances will be shared with Open Signal for cable distribution.

Attachment: Draft Community Technology Grant Agreement with Curious Comedy.

Curious Comedy has received two previous grants from the MHCRC (2016 - \$172,775.19; 2022 - \$255,620.87). All grant outcomes have been satisfactorily.

D. Lion Speaks

Recommendation:

“Approve the Community Technology Grant Agreement with Lions Speaks for a total of \$80,000.”

Background:

Final Grant Request: \$80,000 (Pre-Application Grant Request: \$80,000)

Final Total Project Budget: \$160,000 (Pre-Application Total Project Budget: \$160,000)

Public Benefit Area: Reducing Disparities

The “Film Oregon Workforce Initiative” project seeks to serve a minimum of 26 youth and creatives (recruitment is focused on BIPOC and Immigrant communities) annually through a six-week workforce initiative designed to stimulate real-world production workflows. Participants will work collaboratively to produce a short film using newly purchased professional cinema cameras, lighting and sound equipment during a two-week production intensive followed by a post-production intensive focused on editing, sound design, and workflow training. At least five videos (short films, PSAs, or community stories) will be produced annually and shared with Open Signal for cable distribution. Participants will leave the program with 80+ hours of real-world production experience, documented technical credit, and a portfolio-ready project. In addition, emerging creatives will be invited to utilize the grant-funded community production and finishing studio, thereby reducing disparities in access to industry standard production tools.

Attachment: Draft Community Technology Grant Agreement with Lion Speaks.

E. Loco por la Aventura

Recommendation:

“Approve the Community Technology Grant Agreement with Loco por la Aventura for a total of \$62,000.”

Background:

Final Grant Request: \$62,000 (Pre-Application Grant Request: \$62,000)

Final Total Project Budget: \$124,000 (Pre-Application Total Project Budget: \$124,000)

Public Benefit Area: Reducing Disparities

The “Outdoors Changed Me” project seeks to expand equitable access to community-based media technology, bilingual storytelling, and hands-on training opportunities for Latino and immigrant residents of Multnomah County. Grant-funded professional equipment will be utilized in the production of a four-episode bilingual documentary series featuring Latino individuals and families as they experience Oregon’s outdoors for the first time. Each episode will highlight themes of resilience, emotional healing and belonging while also increasing representation within community media audiences. A minimum of ten staff, volunteers and/or community members will receive hands-on training in the operation, configuration and maintenance of purchased cameras, audio systems and production software. Video content will be shared with both MetroEast Community Media and Open Signal for cable distribution.

Attachment: Draft Community Technology Grant Agreement with Loco por la Aventura.

Loco por la Aventura has received one previous grant from the MHCRC (2024 - \$131,755). All grant outcomes have been satisfactorily.

F. Oregon Rohingya Myanmar Muslim Society

Recommendation:

“Approve the Community Technology Grant Agreement with Oregon Rohingya Myanmar Muslim Society for a total of \$32,500.”

Background:

Final Grant Request: \$32,500 (Pre-Application Grant Request: \$32,250)

Final Total Project Budget: \$65,000 (Pre-Application Total Project Budget: \$65,000)

Public Benefit Area: Reducing Disparities

The “Digital Bridge: Reducing Linguistic & Digital Disparities for Rohingya and Myanmar Families” project aims to serve the Rohingya and Myanmar residents of Portland, Gresham, and Fairview. ORMMS will recruit 25 refugee youth and young adult volunteers (ages 16 to 24) to receive hands-on instruction in camera operation, audio, lighting, and video editing using newly purchased equipment and software. Training will take place in eight-week cycles throughout the two-year grant term. During this time, trained youth, staff and community volunteers will produce a minimum of 30 short multilingual videos in Rohingya, Burmese, and other Myanmar

ethnic languages. Topics for videos include healthcare access, tenant rights, school enrollment, food assistance and community safety. Completed videos will be shared with both MetroEast Community Media and Open Signal for cable distribution, as well as through community workshops and online platforms.

Attachment: Draft Community Technology Grant Agreement with Oregon Rohingya Myanmar Muslim Society.

G. Roots & Beats Project*

**Roots & Beats Project is the fiscal sponsor of Polliwog Props*

Recommendation:

“Approve the Community Technology Grant Agreement with Roots & Beats Project for a total of \$58,846.”

Background:

Final Grant Request: \$58,846 (Pre-Application Grant Request: \$58,500)

Final Total Project Budget: \$155,131 (Pre-Application Total Project Budget: \$149,500)

Public Benefit Area: Reducing Disparities

The “Polliwog Props” project seeks to increase BIPOC and femme involvement in Portland’s film/commercial industry by both highlighting stories of the professionals already established in the industry, and by sharing core practical skills with younger aspiring creatives (ages 18 to 25). To do so, Polliwog Props will host a six-week summer media training and community storytelling project grounded in set design and video production for up to 16 creatives. Participants will be recruited from partner organizations and will learn foundational skills through hands-on training and mentorship from industry insiders. The program will culminate in a three-day video production shoot at Desert Island Studios, where participants will conceptualize, design, build, light, and shoot two original music videos in collaboration with local youth artists from Friends of Noise and Roots & Beats Project. The music videos will be combined with artist interviews to produce a documentary series. Workshops and seminars will be filmed to support hybrid participation for remote learners and to create a instructional video archive which will be shared out via Open Signal and MetroEast Community Media for cable distribution, along with the completed music videos and interview series.

Attachment: Draft Community Technology Grant Agreement with Polliwog Props.

H. Thru & Thru

Recommendation:

“Approve the Community Technology Grant Agreement with Thru & Thru for a total of \$34,000.”

Background:

Final Grant Request: \$34,000 (Pre-Application Grant Request: \$34,000)

Final Total Project Budget: \$68,000 (Pre-Application Total Project Budget: \$68,000)

Public Benefit Area: Reducing Disparities

The “Thru & Thru MHCRC Grant” project aims to expand its existing hands-on media production programs that provide direct experience using industry-standard equipment in real production settings. Grant funds will be used to purchase upgraded equipment that will function as shared educational infrastructure. A minimum of 25 emerging filmmakers will be served annually through hands-on training experiences at structured monthly productions where participants will operate professional cameras, lighting, and audio equipment. Participants are selected through an open application process on a rolling basis. Selected filmmakers complete onboarding followed by a structured training program composed of bi-monthly classroom-style sessions led by industry professionals. Participants then move to real-world training at Thru & Thru’s four primary programs. At least 35 original media productions - including live performance recordings, Artist spotlight features, documentary features and behind-the-scenes media – will be produced and submitted to Open Signal for cable distribution throughout the grant term.

Attachment: Draft Community Technology Grant Agreement with Thru & Thru.

As part of the normal grantmaking process, Comcast is given the opportunity to review all final grant applications and contracts prior to staff moving the contracts forward for Commission consideration.

NOTE: Draft Grant Agreements and Attachments provided in separate PDF due to document size.

Prepared by:
Rana DeBey
March 10, 2026



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEM #R2

For Commission Meeting: March 16, 2026

PEG vs Franchise Fee Analysis – Info Only

Recommendation

N/A

Background

Mark Campbell was engaged by NEX Strategies to analyze, and develop a methodology to document and quantify, the components of the Mount Hood Cable Regulatory Commission's (MHCRC) fund balance. This analysis was specifically designed to determine how the two primary sources of MHCRC's revenue – Franchise Fees and Public, Educational, and Governmental (PEG) Fees – contribute to the fund balance. The analysis covers the period FY 2013-14 through FY 2024-25 and relies on data published in the MHCRC's Budget, Audit, and Annual Report documents along with internal grant tracking documents.

Attachments

1. Mount Hood Cable Regulatory Commission Fund Balance Memo (PDF)
2. Fund Balance Analysis Overview Slides (PDF)

Prepared By: Seema Gadh Kumar
10 March 2026



MEMORANDUM

Date: March 9, 2026
To: Autumn Carter, NEX Strategies
Reed Wagner, NEX Strategies
From: Mark Campbell, Consultant
Re: Mount Hood Cable Regulatory Commission Fund Balance

I have been engaged by NEX Strategies to analyze, and develop a methodology to document and quantify, the components of the Mount Hood Cable Regulatory Commission's (MHCRC) fund balance. This analysis is specifically designed to determine how the two primary sources of MHCRC's revenue – Franchise Fees and Public, Educational, and Governmental (PEG) Fees – contribute to the fund balance. The analysis covers the period FY 2013-14 through FY 2024-25 and relies on data published in the MHCRC's Budget, Audit, and Annual Report documents along with internal grant tracking documents.

Background

The MHCRC was formed through an intergovernmental agreement in 1992, subsequently amended in 1998, between the cities of Portland, Gresham, Troutdale, Fairview, Wood Village, and Multnomah County. It receives the majority of its revenues from two sources that are paid by cable franchisees (primarily Comcast) operating within the jurisdictions.

Franchise Fees are general purpose fees that are set at 5% of gross cable revenues generated from the cities of Gresham, Troutdale, Fairview, Wood Village, and unincorporated Multnomah County (commonly referred to as East County Franchise Fees). Some Franchise Fees generated within Portland are allocated in support of the MHCRC's operating budget but most of that revenue accrues to the City of Portland's General Fund.

PEG Fees are generally restricted to capital costs and were previously set at 3% of gross cable revenues generated from ***all of the member jurisdictions*** that comprise the MHCRC. The PEG Fees were reduced to 2.5% of gross cable revenues in the current franchise agreement.

Franchise Fees

The amended IGA directs the use of Franchise Fee revenues (Section 9, D) collected by the MHCRC. Under the agreement, 60% of all franchise fee revenues generated by East County jurisdictions are allocated to the entity that provides PEG access services within those member jurisdictions, MetroEast. Portland's funding structure for Open Signal includes franchise fees and other general fund revenues.

The remaining revenue is allocated, first, to the Commission's operating budget, based on a formula that distributes those costs between the MHCRC and the City of Portland. Any remaining revenues are returned annually to the jurisdictions from where the fees are generated.

Attachment A highlights the revenue collections and disbursements since FY 2013-14. There are minor discrepancies between amounts recorded in budget documents and Annual Reports but they appear to be immaterial to this analysis. The conclusion drawn from this review is that the ***East County Franchise Fees have not materially contributed to the fund balance.***

PEG Fees

The amended IGA establishes the MHCRC as a “grantmaking board” for the allocation of PEG capital fees. Unlike Franchise Fees, there are no specific programmatic allocations of PEG fees addressed in the IGA. The terms of the IGA (Section 9, E) provide that the Commission will establish “the purposes for PEG capital grants, and evaluation criteria for grant applications.”

As noted above, PEG Fees are collected from all MHCRC member jurisdictions and support a broader array of uses. PEG Fees have been the primary source of capital funding for MetroEast Community Media and Open Signal. Over the years, PEG Fees have also supported grants to many different organizations through the Community Access Capital Grant program. During FY 2013-14 the MHCRC launched a TechSmart Initiative, in partnership with local school districts, that greatly expanded the allocation of PEG Fee revenue. The PEG fees are allocated annually based on funding formulas approved by the Commission.

Specifically, the PEG Fees support, or have supported, the following programmatic expenditures:

- Grant Compliance/Administration – 10% of PEG Fees support costs associated with managing, and accounting for, grant awards and capital spending.
- Community Media Capital – the community media organizations receive an allocation of 1/3 of PEG revenues, less the amount allocated to compliance, to support their capital needs.
- I-Net Capital – the MHCRC reimburses public agencies for costs related to I-Net connectivity, including capital expenses and network upgrades. I-Net payments ended in FY 2019-20.
- Community Access Grants – the MHCRC provides grants to public agencies and community organizations to promote digital equity and educational opportunity.
- TechSmart Initiative – this program provided grants and evaluation resources to school districts in Multnomah County to use technology for improved educational outcomes. The TechSmart Initiative ended in FY 2019-20.

Attachment B highlights annual revenues and expenses associated with each program that receives PEG Fees. It is important to note that annual allocations for Community Media Capital and the grant programs do not necessarily match actual annual spending. There are various reasons why this is true (i.e., grant awards are spent over multiple years, formula adjustments were made during the budget process) but it has complicated the review of the uses of the PEG Fee. Annual expenditures and obligations have been provided from the City of Portland’s SAP system.

Other Revenues

The Beginning Working Capital (BWC) as of FY 2013-14 was \$5.5 million which was made up of unallocated PEG fees. This was primarily comprised of PEG Fees that had accumulated over time but had not been specifically allocated to grant programs. Most of this revenue (about \$5.1 million) was associated with implementation of the TechSmart Initiative. This BWC **accounts for slightly more than half of the reported FY 2024-25 ending fund balance.**

Interest earnings are allocated annually based on the MHCRC’s accumulated fund balance. They are sometimes used in support of the MHCRC’s operating budget but have not been allocated to other program expenses. Earnings on investments have totaled about \$1.9 million over the analysis timeframe. Only about \$230,000 of that amount has been used to balance the operating budget. Based on this analysis, therefore, interest earnings **contribute approximately \$1.7 million to the reported FY 2024-25 ending fund balance.**

Finally, the City of Portland contributes to the MHCRC’s operating budget through a cost allocation formula. It is assumed that this funding support is derived from the City’s Franchise Fee revenue so it is not relevant to the analysis of the fund balance.

Composition of FY 2024-25 Fund Balance

The reported fund balance at the end of FY 2024-25 is approximately \$10.2 million. The table below highlights the composition of the fund balance:

BWC/Unallocated PEG Fees	\$ 5,524,905
Unallocated PEG Fees (FY 2014-15 to FY 2024-25)	1,644,885
Unallocated Interest Earnings	1,714,093
Unspent Compliance Allocations (from PEG Fees)	1,310,422
Unallocated “East County” Franchise Fees	<u>29,245</u>
Total Fund Balance	\$10,223,550

The BWC and Interest Earnings have been described above. The unallocated PEG Fees represent the difference between actual revenues and annual allocations. It appears that a conscious decision was made to hold back some PEG revenues beginning in FY 2019-20. It is likely this was done in recognition of the fact that cable revenues were shrinking as more consumers switched to broadband and other technologies. **Attachment C** highlights the annual PEG revenues and program allocations.

The grant compliance and administration program receives an allocation of 10% of PEG revenues. This amount comes “off the top” before any other allocations are made. The program has only recently spent to the full level of its’ allocation. **Attachment D** provides a calculation of the savings generated over the analysis period.

Conclusion

The “East County” Franchise Fee revenues are either allocated to the MHCRC operating budget and community media organization operations or they are returned annually to the jurisdictions (Gresham, Troutdale, Fairview, Wood Village, and Multnomah County) where they were generated. With the exception of a couple instances where the actual amounts returned to the jurisdictions differed from the allocation formula, **they do not materially contribute to the FY 2024-25 ending fund balance.**

PEG Fees are derived from all MHCRC member jurisdictions. PEG Fees are allocated to multiple capital and grant programs. The timing of grant awards and disbursements contributes to the discrepancy between allocations and actual spending. In addition, some portion of PEG Fees have not been allocated to programs and the grant compliance program has underspent its allocation. **Approximately 83% of the FY 2024-25 ending fund balance, or \$8.5 million is, therefore, attributable to the PEG Fee revenue.**

MHCRC Fund Balance

Page #4

Interest earnings have been generated over the analysis timeframe but they are rarely programmed. **They make up about 16.8%, or \$1.7 million, of the FY 2024-25 ending fund balance.**

This analysis has been complicated by gaps and inconsistencies in the MHCRC data. For example, amounts reported in budget documents do not necessarily match amounts reported in either the annual audit or programmatic reports. I want to thank the program finance staff for providing additional insight into the grantmaking process and how the revenue allocation model was designed. As a result, I have a high degree of confidence that this analysis is a fair representation of the MHCRC's financial status.

Attachment A

"East County" Franchise Fees and Uses

	Fee Revenue	Payment to MetroEast	MHCRC Operations	Payments to Jurisdictions	Annual Balance
2014	\$ 1,685,059	\$ 1,011,035	\$ 149,315	\$ 524,709	\$ -
2015	1,696,654	1,017,992	155,503	523,159	-
2016	1,718,577	1,031,146	159,619	538,952	(11,140)
2017	1,793,830	1,076,298	155,205	562,327	-
2018	1,724,113	1,034,468	159,291	530,354	-
2019	1,669,901	1,001,941	164,230	503,730	-
2020	1,587,596	952,558	169,505	469,490	(3,957)
2021	1,577,838	946,703	158,458	472,677	-
2022	1,543,947	926,368	187,696	429,883	-
2023	1,467,299	880,379	185,444	401,476	-
2024	1,439,424	863,654	191,012	340,416	44,342
2025	1,309,209	785,525	186,111	337,573	-
Totals	\$ 19,213,447	\$ 11,528,068	\$ 2,021,389	\$ 5,634,745	\$ 29,245

Attachment B

Public, Educational, Governmental (PEG) Fees and Uses

Actual Revenues and Expenses

	Annual Revenue	Compliance	Community Media	I-Net Grants/Capital	Community Access	Tech Smart Initiative	Total Spending
2014	\$ 5,042,539	\$ 202,778	\$ 1,735,530	\$ 113,081	\$ 637,798	\$ 347,423	\$ 3,036,610
2015	5,184,402	332,411	1,522,248	8,569	857,568	2,207,923	4,928,719
2016	5,393,179	386,959	1,587,551	75,114	787,132	6,470,516	9,307,272
2017	5,540,134	379,527	1,648,757	404,167	97,856		2,530,307
2018	5,196,878	408,745	1,726,301	189,884	1,063,806	2,002,938	5,391,674
2019	4,795,295	325,332	1,469,402	568,179			2,362,913
2020	4,488,043	352,164	1,504,299	838,279	868,276	4,855,847	8,418,865
2021	4,338,682	351,181	2,083,120		830,583		3,264,884
2022	4,246,471	314,985	1,566,576		924,455		2,806,016
2023	4,071,933	431,960	2,610,600		1,292,621		4,335,181
2024	3,659,225	392,421	2,290,275		2,166,172		4,848,868
2025	3,309,159	345,131	2,292,723		994,416		3,632,270
Totals	\$ 55,265,940	\$ 4,223,594	\$ 22,037,382	\$ 2,197,273	\$ 10,520,683	\$ 15,884,647	\$ 54,863,579

Attachment C

Public, Educational, Governmental (PEG) Fee Allocation

	Total Revenue	Compliance	Community Media	I-Net Grants/Capital	Community Access	Tech Smart Initiative	Annual Balance
2014	\$ 5,042,539	\$ 504,254	\$ 1,512,762	\$ 113,081	\$ 970,814	\$ 1,941,628	\$ -
2015	5,184,402	518,440	1,555,321	8,569	1,034,024	2,068,048	-
2016	5,393,179	539,318	1,617,954	75,114	1,053,598	2,107,195	-
2017	5,540,134	554,013	1,662,040	404,167	973,304	1,946,610	-
2018	5,196,878	519,688	1,559,063	189,884	976,081	1,952,162	-
2019	4,795,295	479,530	1,438,588	568,179	769,666	1,539,332	-
2020	4,488,043	448,804	1,419,991	838,279	593,656		1,187,313
2021	4,338,682	433,868	2,083,120		869,211		952,483
2022	4,246,471	424,647	1,566,576		1,152,043		1,103,205
2023	4,071,933	407,193	2,610,600		1,292,621		(238,481)
2024	3,659,225	365,923	2,177,869		2,166,172		(1,050,739)
2025	3,309,159	330,916	2,292,723		994,416		(308,896)
Totals	\$ 55,265,940	\$ 5,526,594	\$ 21,496,607	\$ 2,197,273	\$ 12,845,606	\$ 11,554,975	\$ 1,644,885

Source: City of Portland, Program Finance Staff

Attachment D

Compliance Program Allocations and Actual Spending

	Allocated Revenue	Actual Expense	Under/(Over) Spending
2014	\$ 504,254	\$ 202,778	\$ 301,476
2015	518,440	332,411	186,029
2016	539,318	386,959	152,359
2017	554,013	379,527	174,486
2018	519,688	408,745	110,943
2019	479,530	325,332	154,198
2020	448,804	352,164	96,640
2021	433,868	351,181	82,687
2022	424,647	335,832	88,815
2023	407,193	403,691	3,502
2024	365,923	392,421	(26,499)
2025	330,916	345,131	(14,215)
Totals	\$ 5,526,594	\$ 4,216,172	\$ 1,310,422



FUND BALANCE ANALYSIS OVERVIEW

FY 2013-14 TO FY 2024-25

MT. HOOD CABLE REGULATORY COMMISSION – MARCH 16, 2026



CONTENTS

- Purpose & Scope of Analysis
- Overview of Findings
- Methodology & Challenges
- Key Findings: Fund Balance Breakdown
- Takeaways and Implications
- Questions & Answers

PURPOSE OF ANALYSIS

1

Clarify composition of the MHCRC's FY 2024-25 ending fund balance

2

Document how the fund balance accumulated over time using available records

3

Surface any limitations that may impact interpretation & planning going forward

ANALYTICAL SCOPE & BOUNDARIES

What this analysis does:

- **Reconstruct major fund balance** components using budgets, audits, annual reports, and internal tracking.
- **Quantify the largest drivers and distinguish** PEG-derived vs franchise-derived contributions.

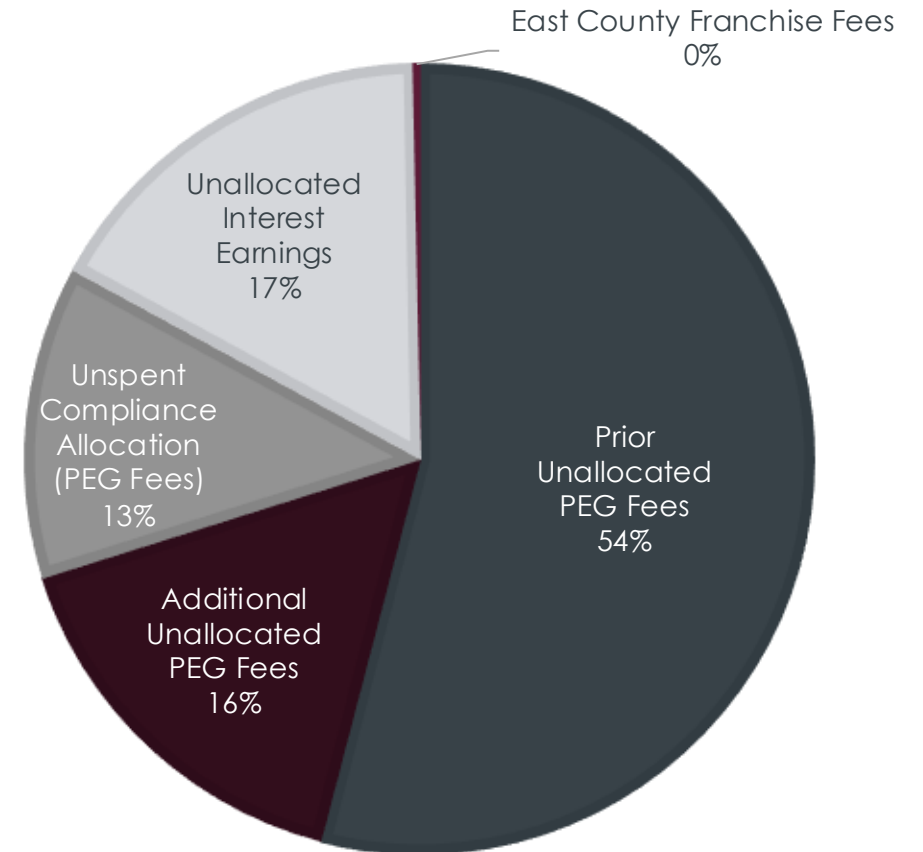
What this analysis does not do:

- **Recommend how funds** should be distributed or disposed.
- **Provide legal interpretation** of revenue restrictions (PEG, capital, etc.).
- **Resolve every discrepancy** where documentation is incomplete.

OVERVIEW OF FINDINGS

As of FY 2024-25, the ending fund balance is approximately \$10.2 million. It is primarily composed of PEG Fee Revenues and interest earnings.

Franchise fees contribute less than 1% to the fund balance.



METHODOLOGY



Challenges

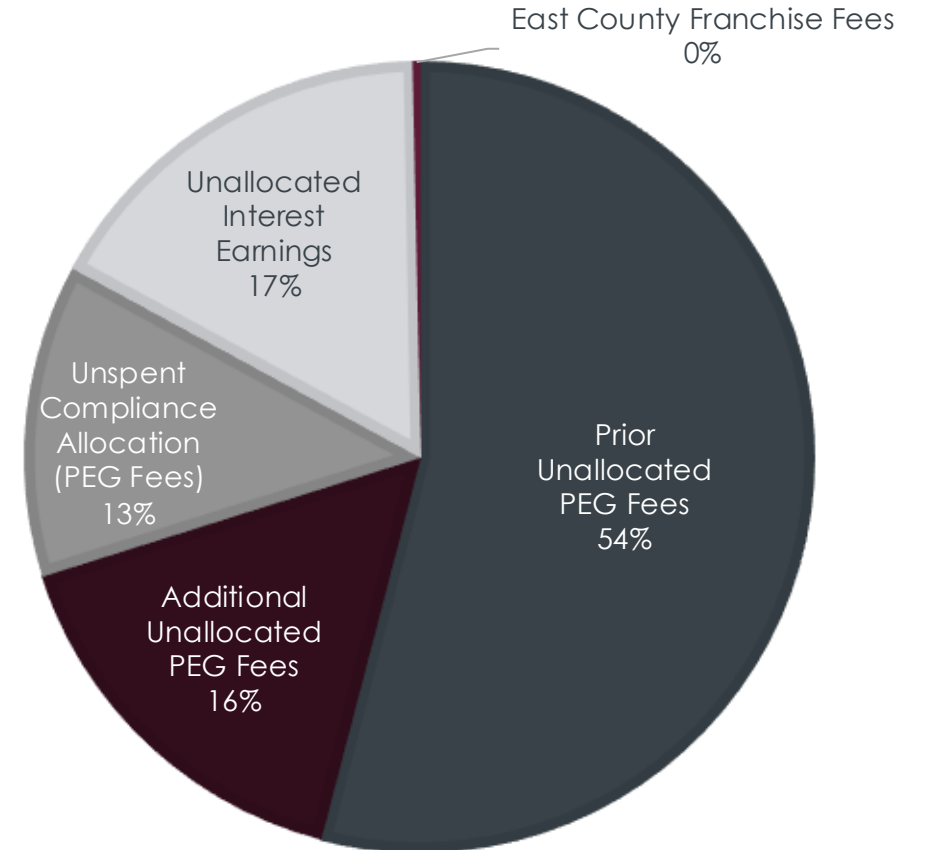
- **Documentation Inconsistencies.** Over time, documentation practices varied across budgets, audits, and program reporting.
- **Allocation vs Spend Timing.** Timing differences between when revenues were budgeted and spent over multiple years (i.e. grants) impacted reporting.
- **Data Gaps.** Historical gaps limited precision when reviewing early years.

OVERVIEW OF REVENUE SOURCES

SOURCE	DESCRIPTION
PEG Fees	<ul style="list-style-type: none">▪ Eligible PEG-related capital purposes and capital grants. Previously used for:<ul style="list-style-type: none">▪ Community Media Center Capital Expenses▪ Community Access Grants▪ I-Net Grants▪ TechSmart Initiative Grants▪ Grant Compliance & Administration
Interest Earnings	<ul style="list-style-type: none">▪ Rarely allocated to program uses
City of Portland Allocation	<ul style="list-style-type: none">▪ Supports commission's operating budget
East County Franchise Fees	<ul style="list-style-type: none">▪ IGA specifies how these funds are allocated (60% to MetroEast)▪ Minor discrepancies between actual uses and formula

FUND BALANCE BREAKDOWN

SOURCE	AMOUNT	% OF TOTAL
Prior Unallocated PEG Fees (Before FY 2013-14)	\$ 5,524,905	54.0%
Additional Unallocated PEG Fees (Since FY 2013-14)	\$ 1,644,885	16.1%
Unspent Compliance Allocation (PEG Fees)	\$ 1,310,422	12.8%
Unallocated Interest Earnings	\$ 1,714,093	16.8%
East County Franchise Fees	\$ 29,245	0.3%
Total Fund Balance as of 6/30/2025	\$ 10,223,550	



TAKEAWAYS & MOVING FORWARD

Takeaways

- **FY 2024-25 ending fund balance:** \$10.2 million
- **Primary composition:** primarily PEG-related resources and interest earnings

Implications: What Jurisdictions Should Do Next

- **Confirm constraints:** Validate allowable uses and handling requirements for PEG-derived balances and interest earnings
- **Sequence planning:**
 - Separate outstanding commitments from unallocated resources
 - Develop options for the remaining balance based on confirmed constraints



THANK YOU. PRESENTED BY:



Reed Wagner, Partner
Mark Campbell, Consultant

3/16/26

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INFORMATION ONLY

