



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 Wood Village City Hall

Council Chambers

24200 NE Halsey

Wood Village, OR 97060

September 3, 2025 REGULAR Meeting Minutes – **APPROVED**

SUMMARY MINUTES

Call to Order 8:10 PM

Roll Call:

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

Staff: Seema Kumar, BPS Chief of Community Technology; 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

Chair DeGraw expresses appreciation for Meghan Moyer for her service as MHCRC Multnomah County Commissioner from January 2025 through June 2025. Chair DeGraw shared with the Commission both her contributions to MHCRC and her background and expertise that she brought into her role as Multnomah County MHCRC Commissioner.

- Agenda Review: none
- Disclosures: Vice Chair Harden noted that he had a meeting with Tim Goodman to put together a Computer Training Program at the Senior Center where he is employed as the Program Manager.
- Public Comment (non-agenda items): John Lugton from MetroEast Community Media – Gresham, Oregon – encourages the Commission to adopt recommendations by September 30, 2025 and forward to its member jurisdictions which includes its four east county cities to recommend a collaborative IGA or agreement with one of those jurisdictions for franchise oversight and revenue collection and disbursement for FY 26-27. More specifically, this is about forming a collective agreement between Gresham, Troutdale, Wood Village, Troutdale and Multnomah County and one of those jurisdictions to collect and disburse the Franchise Fees and PEG fees along with manage PEG Compliance Obligations. The grant agreements between MetroEast and the jurisdictional cities would therefore be closer to the communities it serves; MetroEast is seeking that funding for MetroEast would continue at 60% of the Franchise Fees of the jurisdictional cities; John notes that MetroEast is requesting that upon dissolution the PEG fee balance is disbursed 60% to Open Signal and 40% to MetroEast.

*CONSENT AGENDA – NO DISCUSSION





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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. June 16, 2025 Meeting Minutes

MOTION: Vice Chair Harden moved to approve the consent agenda. Commissioner Goodlow seconded.
VOTE: 8-0 passed

REGULAR AGENDA

*R1. Launch 2025-26 Grant Cycle

Rana DeBey, MHCRC Grant Manager, shares that Staff is recommending that the Commission allocate the \$1 million that was budgeted this fiscal year to the competitive Community Technology Grant program for the 2025-2026 and establish a grant pre-application deadline of December 3, 2025.

Discussion: Commissioner Underdahl recommends that we table this agenda item until the Regular October Meeting on October 13th. Commissioner Thomas notes this does not require a vote to table a topic if there is Commissioner agreement. DeBey notes that tabling this item until the October meeting will conflict with her regularly scheduled information session that are typically held during that month.

Commissioner Thomas notes that we have already budgeted the Community Tech Grants for this Fiscal Year. Commissioner Underdahl notes given the conversation earlier in the evening it seems delaying this process to October makes sense. DeBey notes that to delay the process would impact the process greatly to move the pre-application date forward. DeBey notes that the informational meetings could be moved but it also has an impact on the overall cycle.

MOTION: Commissioner Underdahl moved to table the launch of the 2025-26 Grant Cycle until the October 13th Regular Meeting. Vice Chair Harden seconded.

VOTE: 1 yes (Goodlow) - 1 abstain (Underdahl) - 6 no
Motion Failed

MOTION: Vice Chair Harden moved to launch the 2025-2026 Grant Cycle and establish a pre-application deadline of December 3, 2025. Commissioner Wagner seconded.

Discussion: Commissioners engage in conversation on reducing the grant budget or approving it as budgeted. Commissioner Underdahl shares concern that before we have decided on what is happening around sunseting this Commission and how we are going to approach the next year or two and in particular how we are going to fund the Community Media Centers in the future it doesn't seem sensible to approve the launch.

VOTE: 6 yes - 2 abstain (Butt, Underdahl)
Motion Passed

*R2. Off Cycle Grant Request – PCC: PCCTV Channell Media Asset Storage Solution (\$62,689)





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DeBey reviews the Off-Cycle Grant request from Portland Community College. DeBey notes that these off-cycle grant applications are reviewed on a case by case basis and first reviewed by the Equity Committee before bringing to the full Commission for approval.

MOTION: Commissioner Thomas moved to approve the Portland Community College Grant Request for \$62,689. Commissioner Dennerline seconded.

VOTE: 8 -0 Passed

***R3. NEX Strategies Contract Amendment**

Seema Gadh Kumar reviews the contract amendment before the Commission for approval and the history of MHCRC's engagement with NEX Strategies and notes that Staff is recommending the Commission approve amending the NEX Strategies Contract to change the scope of work from strategic planning services to change management facilitation, helping MHCRC and its jurisdictional partners navigate decisions about the organization's future direction.

Discussion: Commissioners confirm with Staff that this is for expanding scope of work only and no other timeline or additional budget is requested nor needed for amending this scope of work amendment. Chair DeGraw makes the case that as Chair she leans very heavily on NEX Strategies to coordinate with Jurisdictions including guidance for her as Chair through the Strategic Planning process. Chair foresees the Commission engaging with NEX Strategies on the Policy Committee and adds that NEX Strategies adds a value that is different than Staff that is very beneficial to the Commission's transition. Chair DeGraw notes she has found their support as consultants in serving all interested parties to be uniquely beneficial and very different than what Staff provides. Chair DeGraw strongly recommends approval of this agenda item.

MOTION: Commissioner Underdahl moved to amend the NEX Strategies Contract to change the scope of work from strategic planning services to change management facilitation. Vice Chair Harden seconded.

VOTE: 8 -0 Passed

New Business/Open Comment – none

Public Comment - none

***Denotes a voting item**

Adjourned: 9:10 pm

Respectfully submitted,
Kathleen Lefebvre





TAKE CONTROL OF THE MEDIA

September 3, 2025

The MetroEast Board and Executive Leadership Team submit the following comments and input for consideration at the MHCRC Sept. 3, 2025, retreat, during the “Public Discussion-Media Centers” on the retreat agenda and the regular meeting on the same day under Public Comment.

Timing:

In light of the Gresham Council direction to its staff on Sept. 2, MetroEast encourages the MHCRC to adopt recommendations by September 30, to forward to its member Jurisdictions, which includes the four East County cities and the County forming a collaborative IGA or services contract with one of those jurisdictions for franchise oversight and revenue collection and disbursement going forward in FY2026-27.

More specifically, we support a structure that:

- Establishes a collective agreement among Gresham, Troutdale, Fairview, Wood Village and Multnomah County for one of these jurisdictions to collect and disburse franchise fees and the PEG fee and oversee compliance of PEG obligations of Comcast.
- Places administration and oversight of a MetroEast grant agreement for community media services close to the communities we serve.
- Continues to fund MetroEast services with 60% of the franchise fees and, going forward after dissolution of the MHCRC IGA, all PEG fees attributable to the East County cities and the County.
- Upon dissolution of the MHCRC IGA, disburses the PEG Fee ending balance in the MHCRC Fund, not obligated for community technology grants, to Open Signal and MetroEast with Open Signal receiving 60% and MetroEast receiving 40%.
- Wrap-Up the MHCRC Community Technology Grant program - Final grant round in FY25-26 for up to 2-year grant projects.
- Emphasizes MetroEast’s role as a continuing resource to East County nonprofits, schools and local governments once the Community Technology Grant program ends.