



Mt. Hood Cable Regulatory Commission

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

MEETING AGENDA

March 17, 2025

6:30 p.m.

In-Person: MetroEast, 829 NE 8th Street, Gresham, OR 97030

- Or -

Virtually: Join Zoom Meeting

<https://us06web.zoom.us/j/85645718376?pwd=cRL6vcTw4esW5qA7u4aOzhwv4Yj9Ua.1>

Meeting ID: 856 4571 8376

Passcode: 083391

One tap mobile

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- Roll Call
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)
- Community Media Center Updates
 - MetroEast
 - Open Signal
- Franchisee Activity Report
 - Zply
 - 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. February 24, 2025 Meeting Minutes

REGULAR AGENDA

- R1. Remarks from the Chair on Comcast Franchise Renewal – Info Only 10 min
- R2. Updates from Nex Strategies on Strategic Planning Process – Info Only 15 min
- *R3. 2025 Community Technology Grant 10 min



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

- Staff Activity
 - FY25-26 Budget Process and Timeline Update
 - Legislative Activity Report
 - Consumer Protection Report
 - MHCRC FY 25-26 Goals and Objectives

- Committee Reports
 - Finance Committee
 - Equity Committee
 - Policy Committee
 - City of Portland Charter Reform Liaison
 - Open Signal Board Appointee
 - MetroEast Board Appointee

- New Business; Commissioner Open Comment

- Meeting Schedule:
 - April – recess
 - MHCRC Regular Meeting – Monday, May 19, 6:30pm, Open Signal/Hybrid
 - MHCRC Regular Meeting – Monday, June 16, 6:30pm, MetroEast/Hybrid
 - FY 25/26 Jurisdictional Budget Presentations:
 - City of Fairview Council Wednesday, June 4th at 7:00 pm
 - City of Troutdale Council Tuesday, June 10th at 7:00 pm
 - City of Wood Village Council Tuesday, June 10th 6:00 pm
 - Comcast FA Renewal Dates:
 - Gresham City Council scheduled for April 1st
 - Troutdale City Council scheduled for April 8th
 - Fairview City Council scheduled for April 16th
 - Fairview Work Session April 2nd
 - Wood Village City Council scheduled for April 22nd

- 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

Virtual - Zoom

February 24, 2025 Meeting Minutes --**DRAFT**

SUMMARY MINUTES

Call to Order 5:00 PM

Roll Call:

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

Staff: Seema Kumar, BPS Chief of Community Technology; Andrew Speer, Utility Manager; Rebecca Gibbons, MHCRC Operations; Laura Dyer, MHCRC Compliance Analyst; Kathleen Lefebvre, MHCRC Administrative Specialist

- Chair DeGraw welcomes Meghan Moyer, Multnomah County MHCRC representative to the Commission. Commissioner Moyer shares a brief background with Commissioners and Staff. Chair DeGraw acknowledged Mark Wolf with LGLG, PC, MHCRC Legal Counsel, was in attendance.
- Agenda Review: none.
- Disclosures: none.
- Public Comment (non-agenda items): none.

***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 24, 2025 Meeting Minutes
- C2. Authorize Moss Adams for MHCRC FY2024-25 Fund Audit

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

VOTE: 7-0 passed

REGULAR AGENDA

- *R1. Resolution 2025-02: Recommend MHCRC Jurisdictions to Sign Termination Plan with Ziplly Fiber Northwest LLC and Recommend that MHCRC Jurisdictions Sign Termination Agreements in line with Provided Template





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Chair DeGraw invites Andrew Speer to present. Speer shares a high-level history of this issue, which Speer notes is outlined in the Resolution that was included in the packet under the section one. Speer notes that since last summer he and Laura Dyer, MHCRC Compliance Analyst, have been working with Zply on steps to terminate their Cable Franchise Agreement. Speer notes that this termination resolution abides by cable franchise law and the franchise agreement. Speer asks for Commissioners to refer to the packet materials which includes the termination letter that sets out the steps for terminating. Speer notes this resolution would give a pathway to termination, and all provisions are stated in the letter. Speer also noted that in the packet materials is the termination ordinance that jurisdictions can use as a template. Speer shares that all relevant documents have been reviewed by Gail Karnish, MHCRC Legal Counsel.

Andrew highlights a few key points in the agreement: this resolution solves all outstanding Zply compliance issues; Zply will provide MetroEast Community Media Center Internet Service through the end of March 2026; jurisdictions will take action to terminate all the agreements in order for all the provision of the letter to remain in effect; and, all the East County Jurisdiction termination agreements take effect by the end of this calendar year.

DISCUSSION: No Discussion

MOTION: Commissioner Moyer moved to recommend MHCRC Jurisdictions to sign Termination Plan with Zply Fiber Northwest LLC and recommend that MHCRC Jurisdictions sign Termination Agreements in line with provided template. Commissioner Goodlow seconded.

VOTE: 7-0 passed

New Business; Commissioner Open Comment –Commissioner Thomas requests adjusting the April 8, 2025 Comcast FA Renewal date at Troutdale City Council. Andrew Speer will work off-line with Commissioner Thomas on scheduling. Staff will send Chair DeGraw all calendar invites for the jurisdictional Comcast FA Renewal dates.

Public Comment (non-agenda items): none.

Next MHCRC Meetings:

- Regular MHCRC Meeting March 17, 2025 - MetroEast/Hybrid
- April - Recess
- Regular MHCRC Meeting May 19, 2025 - Open Signal/Hybrid
- Regular MHCRC Meeting June 16, 2025 - MetroEast/Hybrid
- Comcast FA Renewal Dates at Jurisdictions:
 - Gresham City Council scheduled for April 1st
 - Troutdale City Council scheduled for April 8th
 - Fairview City Council scheduled for April 16th
 - Fairview Work Session April 2nd
 - Wood Village City Council scheduled for April 22nd

Adjourned: 5:20 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 ITEM #R1

For Commission Meeting: March 17, 2025

Remarks from the Chair on Comcast Franchise Renewal

Background

At the January 2025 Commission meeting, the Commission voted to recommend (via Resolution 25-01) the Comcast franchise agreement (FA) renewal to the MHCRC member jurisdictions. Now that the Commission has made its recommendations, staff have been scheduling council and commission dates to present to the member jurisdiction the recommended agreement. Also, over the past month, staff have send the franchise agreement with attachments to the jurisdictions in advance of meeting dates with jurisdictions.

The Chair will provide their thoughts on the Comcast FA renewal and its process within each of the jurisdictions.

Prepared By: Andrew Speer
March 11, 2025





Mt. Hood Cable Regulatory Commission

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COVER SHEET – AGENDA ITEM #R2

For Commission Meeting: March 17, 2025

“Updates from Nex Strategies on Strategic Planning Process”

Recommendation

Informational only – NEX Strategies anticipates questions from Commission

Background

NEX Strategies will:

- Summarize the overall workplan for this phase of the strategic planning process (what was presented in January 2025)
- Outline what they are analyzing (scenarios overview)
- Update what’s currently undergoing analysis (financials)
- Outline the steps once it's complete, including legal analysis and reviews with jurisdictions to obtain clearer input, evaluate options, develop recommendations, and chart a feasible roadmap
- Answer questions from the Commission

Attachments

PPT is attached.

Prepared By: Seema Gadh Kumar
March 11, 2025





UPDATE: STRATEGIC ROADMAP DEVELOPMENT

MT. HOOD CABLE REGULATORY COMMISSION – MARCH 17, 2025



OVERVIEW: STRATEGIC PLANNING PROCESS



- Held 1-on-1 meetings with stakeholders & jurisdictions
 - Conducted SWOT analysis of the current IGA & approach
 - Summarized shared principles & jurisdiction perspectives
 - Delivered jurisdiction education presentations
 - Regular planning meetings with MHCRC staff & Chair
- Facilitated legal support & scenario development
 - Hosted commission retreats & work sessions with jurisdictions
 - Conducted regular planning meetings with staff & Chair
 - Collaborated with staff on initial financial analysis
 - Synthesized stakeholder input for deeper financial analysis
- **March:** Assess costs, funding needs, & scenario implications
 - **April:** Workshop financial findings with jurisdictions
 - **April:** Develop actionable recommendations aligned with jurisdiction priorities
 - **April/May:** Refine recommendations through stakeholder feedback
 - **April/May:** Present final strategic plan & recommendations

OBJECTIVES FOR STRATEGIC PLAN

- 1 Assess feasible strategies** informed by engagement with the commission & jurisdictions.
- 2 Foster alignment & shared understanding** on potential paths forward.
- 3 Explore options to address the financial challenges** posed by declining cable revenues.
- 4 Recommend approaches to governance & operations** that support jurisdiction needs.

SCENARIOS FOR FURTHER ANALYSIS

STATUS QUO (ADJUSTED)

Retain the commission structure & adjust budget to address fiscal challenges.

SUNSET CURRENT COMMISSION STRUCTURE

Transition to new IGA for jurisdictions to coordinate shared responsibilities.

INDEPENDENT ORGANIZATION

Establish a standalone entity to manage responsibilities autonomously.

SAMPLE ANALYSIS QUESTIONS

AREA	SAMPLE QUESTIONS
FUNDING REQUIREMENTS	What are the expected annual costs of each scenario, including administration/operations, franchise negotiations, PEG oversight, communications, engagement, legal/compliance, finance support, and audits?
COST-SHARING MODELS	How can costs be equitably distributed among jurisdictions?
	What factors should be considered when determining the appropriate level of ongoing financial support from jurisdictions to media centers?
POTENTIAL SAVINGS	What operational savings could be achieved by eliminating or restructuring the commission?
	How might reallocating funding from community technology grants impact the financial sustainability of the commission and media centers?
MEDIA CENTER IMPACT	What financial support is required to sustain core services like public meeting broadcasts?
	How might media centers adjust to reduced or redirected funding?

OVERVIEW: STRATEGIC PLANNING PROCESS



Progress Update:

- **Complete:** Background Document Collection and Initial Review
- **Complete:** Analytical Framework Development
- **In Progress:** Baseline Scenario Financial Analysis and Refinement as Needed
- **April:** Workshop financial findings and implications with jurisdictions
- **April:** Develop actionable recommendations aligned with jurisdiction priorities
- **April/May:** Refine recommendations through stakeholder feedback
- **April/May:** Present final strategic plan & recommendations



THANK YOU. PRESENTED BY:



Autumn Carter, Managing Partner
Reed Wagner, Partner

3/17/25

7



Mt. Hood Cable Regulatory Commission

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COVER SHEET – AGENDA ITEMS #R3

For Commission Meeting: March 17, 2025

“Community Technology Grant Agreements: 2025 Cycle”

Recommendation:

Staff recommends that the Commission approve the Community Technology grant agreements with Portland Art Museum for \$91,000.

Background:

At its January meeting, the Commission selected 15 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff began to engage all 15 applicants in a process to complete full grant applications and contracts. In follow-up to specific Commissioner comments at the January meeting, staff has 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.

In addition, the Commission directed staff to work with the MHCRC Equity Committee to move additional applicants forward if funds were available.

One organization (Rohingya Youth Association of Portland) has since withdrawn their applications from consideration in the 2025 Community Technology Grants Cycle. One organization (Sabin CDC) has significantly decreased their grant request.

As a result, staff engaged the MHCRC Equity Committee to determine two additional applicants to move forward into the final application process (Peer Tribe Foundation, North Star Civic Foundation). The Commission will review these final applications at future Commission meetings.

MHCRC staff has reached agreement with one application on a final grant agreement recommended for approval for a total amount of \$91,000 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. Portland Art Museum*

**Portland Art Museum is the fiscal sponsor for Desert Island Studios*

Recommendation:

“Approve the Community Technology Grant Agreement with Portland Art Museum for the Desert Island Studios project for a total of \$91,000.”

Background:

Final Grant Request: \$91,000 (Pre-Application Grant Request: \$91,100)

Final Total Project Budget: \$189,366 (Pre-Application Total Project Budget: \$183,900)

Public Benefit Area: Reducing Disparities

The “Post Production Facility & Expanded Member Equipment Pool” project at Desert Island Studios seeks to establish a professional post-production suite and expand their member equipment pool in order to expand their work in the mediamaking community, and ultimately serve more people and projects. The newly-created editing suite will assist members in finalizing projects for distribution as well as allow for additional training opportunities in post-production workflows through professional mentorship. The additional production equipment and associated studio upgrades (including electrical systems and soundproofing) will expand the gear pools available for use, allow for increasingly professional productions, and create more access for DI studio members. Content created through DI Studios is primarily produced by BIPOC, LGBTQ2S+, and/or women creatives and technicians, although they remain a welcoming creative hub for all identities. As a result of the new equipment, and updated/expanded spaces, DI Studios will serve an additional 200 people, see a 40% increase in project outputs by members and see a 50% increase in video content delivered to the community media centers for cable distribution.

PAM (Desert Island Studios) has received one previous grant from the MHCRC (2023); all grant outcomes were met satisfactorily.

Attachment: Draft Community Technology Grant Agreement with Portland Art Museum.

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, 2025

INFORMATION ONLY



Mt. Hood Cable Regulatory Commission

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

MEMORANDUM

For Commission Meeting: March 2025

To: Mt. Hood Cable Regulatory Commission

From: Kevin Block

RE: March 2025 Legislative Advocacy Update

+++++

State Legislation Update

We are currently in the middle of the state long session. MHCRC staff have been monitoring proposed bills for any that may impact the ability of the Commission to ensure local control of the right of way. Several bills are being monitored, but none are high risk.

- *HB 3147 – Utilizing Federal Broadband Funds (Oppose/Low Risk)*
 - This bill declares it a state goal to capitalize on and make the best use of federal moneys available for broadband service.
 - The bill would only directly impact state agency operations, but feeds an industry narrative of permitting as a primary barrier to deployment.
 - **The MHCRC concern for this bill is its broad language with respect to prioritizing permitting for telecommunications equipment.**
- *SB 1062 – Study of Locally Regulated Utilities (Monitor/Low Risk)*
 - This is a placeholder bill concerning local control of utilities operating in the right of way.
 - **Placeholder bills have no content, but its topic could impact the MHCRC so staff is monitoring.**

Federal Legislation Update

We are now several months into the new administration, and we are starting to see bills be introduced. The following bills contain many of the same provisions of 2023’s HR 3557 and could potentially be rolled into an omnibus bill like HR 3557 was. Staff will continue to monitor these bills and robustly advocate against any infringement on the Commission’s ability to manage access to the right of way.



- *HR 278 – BROADBAND Leadership Act (Oppose)*
 - Requires franchise fees to be “cost-based”
 - Implements unnecessary shot-clocks with deemed granted provisions
- *HR 339 – Broadband Resiliency and Flexible Investment Act (Oppose)*
 - Requires local governments to approve any request for modification of any wireless tower, base station, or eligible support structure that doesn’t substantially change the dimensions of the structure

FCC Updates

President Trump has nominated Senate aide Olivia Trusty to the FCC’s open seat. Trusty is an aide on communications topics to Sen. Wicker (R-Miss) and has previously worked with Sen. John Thune (R-SD), Sen. Mike Rounds (R-SD), and Rep. Bob Latta (R-OH). She also previously worked for both Verizon and Qwest Communications. She could be approved as early as April.

Trusty has significant backing from industry and will likely be approved. There will likely not be much opposition to her appointment as she is seen as a relative moderate.

Cable Complaints Summary



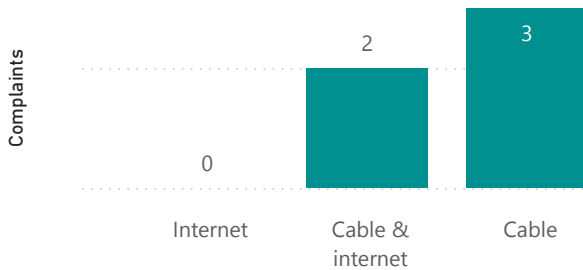
1/20/2025 3/9/2025

Comcast

Complaints **5** Avg Days to Solve **6.8**

Complaints by Issue and Service

Issue Type	Count of Tickets
Billing/Cost	0
Installation/Repair	2
Other	1
Phones	1
Service Quality	1
Total	5

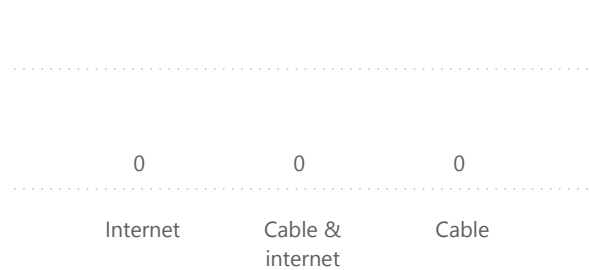


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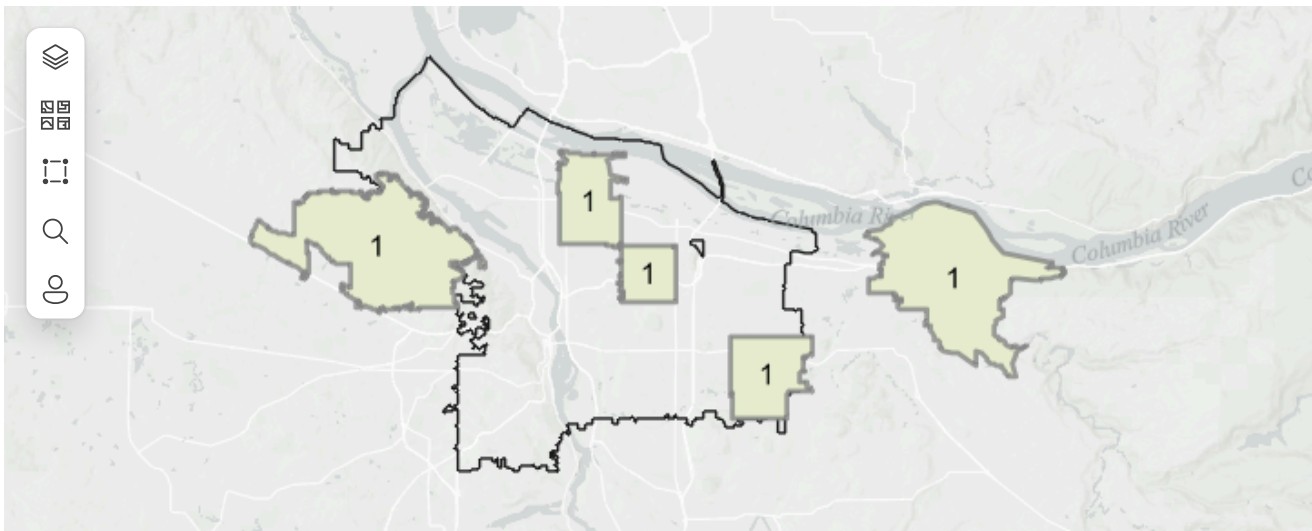
Complaints **0** Avg Days to Solve **--**

Complaints by Issue and Service

Issue Type	Count of Tickets
Billing/Cost	0
Installation/Repair	0
Other	0
Phones	0
Service Quality	0
Total	0



Complaint Volume by Zip Code





Mt. Hood Cable Regulatory Commission

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COVER SHEET – INFORMATION ONLY

For Commission Meeting: March 17, 2025

“FY 25-26 MHCRC Goals and Objectives - DRAFT”

Request

Staff requests commissioner input on the draft FY25-26 Goals and Objectives no later than April 9th.

Background

The draft FY25-26 goals and objectives consider issues identified by staff and the Commission through its normal course of business, strategic planning, and policy advocacy.

Commissioners are asked to send redline edits, questions, or comments to staff at kathleen.lefebvre@portlandoregon.gov by April 9th. Staff and Chair DeGraw will then present a final version for Commission consideration as part of the FY25-26 budgeting process.

Attachment: Draft FY25-26 Goals and Objectives





Mt. Hood Cable Regulatory Commission

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

MISSION

The Mt. Hood Cable Regulatory Commission advocates for and protects the public interest in the regulation and development of cable communications systems in Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale, and Wood Village (Jurisdictions); provides consumer protection and complaint resolution assistance to cable subscribers; and participates in the planning and implementation of community uses of communications technologies.

GOALS AND OBJECTIVES

Effective: July 1, ~~2024~~2025 – June 30, ~~2025~~2026

The Commission acknowledges that its policy and regulatory work is undertaken in a dynamic communications technology environment. Consequently, the Commission retains flexibility to modify or revise these Goals and Objectives as may be required from time to time.

Goal I: *Advocate for continued local authority regarding cable franchises and use of the public rights of way by communication providers.*

Objectives

1. Present recommendations to the Jurisdictions on updates to the current IGA.
2. Present recommendations to the Jurisdictions about the future role, authority, and structure of an IGA among the jurisdictions responsive to the changing policy and technology landscape, cable franchising regulatory and funding issues and what's at stake for our communities.
3. Continue cross-jurisdictional collaborations for information sharing and coordinated strategies on issues of common concern.
4. Participate in statewide committees or groups that address local government authority, management, and control of public rights of way, such as the Oregon Broadband Advisory Council and League of Oregon Cities public policy committee.
5. Monitor and participate in FCC proceedings on behalf of our jurisdictions' and citizens' interests.
6. Advocate for local authority and public interest benefits at the federal legislative level.

Goal II: *Effectively negotiate and administer cable services franchise agreements to serve member jurisdictions and their residents.*

Objectives





Mt. Hood Cable Regulatory Commission

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

1. If approached by a new entrant, Negotiate cable services franchise agreements with Comcast that address cable-related community technology needs and interests and consumer protection issues and trends.
2. Manage cable provider market exit and entry that support jurisdictional interests and community needs.
3. Identify and address franchise compliance issues in response to and, when possible, prior to cable company actions.
4. Provide consumer protection for community members and subscribers in cable service matters by helping to resolve complaints, enforcing customer service standards and addressing other consumer-related franchise compliance issues.
5. Conduct an audit of franchise and PEG fees payments for the past three years.

Goal III: *Focus the community grants program on key impacts for addressing needs and equity issues identified by the community/stakeholders to guide the financial investment of capital funds in the community.*

Objectives

1. Adopt recommendations that strategically spend down the PEG Capital funds that are response to community media center and community needs.
- ~~1-2.~~ Conduct the annual Community Technology Grants round to continue development of public, educational, and governmental uses of cable system technology.
- ~~2-3.~~ Convene grantees in a shared learning event that builds awareness of the ecosystem of organizations working with video technology and to solicit feedback on the grantmaking process.
- ~~3-4.~~ Explore grant-making opportunities that utilize community access and PEG Capital funds to support the development of public, educational, and governmental uses of cable system technology consistent with the grant purpose and criteria.
- ~~4-5.~~ Monitor projects that have received grant funding to ensure compliance with project goals and objectives and accountability for grant funds.

Goal IV: *Ensure access to and use of current and new services available through the cable system technology by citizens, local governments, and community institutions.*

Objectives

1. Manage and ensure compliance with the terms of grant agreements with Open Signal and MetroEast Community Media.
2. Monitor and ensure accountability for capital funds paid to Open Signal and MetroEast Community Media.
3. Collaborate with organizations, at the federal, state, and local levels to advocate for the community's access to cable system technology.





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4. Partner with the City of Portland and Multnomah County and other community groups in developing and implementing strategic actions and initiatives in support of the Digital Equity Action Plan.

Goal V: *Lead Commission operations efficiently and effectively.*

Objectives

1. Engage ~~in~~with the City of Portland's new leadership model ~~Charter Reform decision-making process on the placement and structure of the~~ to ensure MHCRC staff services within the City of Portland ~~to ensure~~provide transparency and continued provision of a high level of service to MHCRC's stakeholders and communities.
2. Plan and conduct Commission meetings in a way that respects the volunteer nature of Commission positions and is in accordance with Oregon Open Meeting laws.
3. Conduct annual strategic planning and goal-setting process.
4. Conduct annual MHCRC evaluation of staff services.
5. Conduct annual MHCRC Fund Audit and transmit it to the Oregon Secretary of State's Office.
6. Present an annual budget request to the Jurisdictions that supports the Commission's mission and respects the Jurisdictions' budget considerations.

