

METROPOLITAN AREA COMMUNICATIONS COMMISSION

BOC MEETING MINUTES Friday, June 14th, 2019

1. CALL TO ORDER – ROLL CALL

Arne Nyberg, MACC Chair, called the meeting to order at 1:30 pm and asked for roll call.

In Attendance: Rob **Drake**, Cornelius; Larry **Hatch**, Forest Grove; Andrew **Bartlett**, Hillsboro; John **Boylston**, King City; Russ **Sheldon**, North Plains; Arne **Nyberg**, Rivergrove; Liz **Newton**, Tigard; Maria **Reyes**, Tualatin; Shane **Boyle**, West Linn

MACC Staff: Thaddeus **Girard**, Administrator; Darryl **Willis**, Finance Manager; Kristen **Gearhart**, HR/Accounting assistant; Kristiyn **Reimers**, Administrative assistant.

2. INTRODUCTIONS and COMMISSIONER ANNOUNCEMENTS

A number of new commissioners (Boylston, Newton, Reyes) were present for this meeting so a full round table introduction followed roll call. Bartlett, Boylston, Newton and Reyes, all announced that they would be abstaining on the vote for agenda item 5a, Approval of Meeting minutes of December 7, 2018, due to their lack of attendance at that meeting. There were no additional announcements or disclosures.

3. PUBLIC COMMENT PERIOD – No Public Comments

4. ADDITIONS/DELETIONS TO AGENDA - None

5. CONSENT AGENDA

A. Consider Approving Minutes of December 07, 2018

Nyberg referenced the previously made abstentions and motioned for a vote to accept the Consent Agenda item A - Previous Minutes. **Unanimous** vote in favor. **Motion Passed**

6. ELECTION OF OFFICERS – No Nominations Presented

There being no new nominations, the positions of Chair Nyberg, Vice-Chair Drake and Secretary-Treasurer Hatch remain unchanged. Nominations were closed and **Nyberg** asked for a vote. **Unanimous** vote in favor.

7. PUBLIC HEARING - MACC BUDGET: No members of the public were present.

Nyberg opened a public hearing. MACC Secretary-Treasurer Larry **Hatch** presented the MACC Budget Committee Report and Recommendations. **Hatch** reported that it was an unremarkable budget and opened for questions. **Newton** inquired about the cost of living adjustment and how it was determined, to which **Hatch** shared how the determination was made. There was a call for further questions, and there being no questions the public hearing was closed.

Chair closed the public hearing and returned to meeting agenda @ 1:43pm

8. ADMINISTRATIVE ACTION ON MACC BUDGET: BOARD ACTION REQUESTED

A. Agenda Statement: Consider Adopting Resolution 2019-01 “Adopting a Budget and Making Appropriations for the MACC Fiscal Year July 1, 2019, through June 30, 2020.”

Hatch presented the agenda statement and Staff recommendation to approve the budget, and moved for a vote. **Drake** seconded. **Unanimous** vote in favor. **Motion Passed.**

9. REGULAR AGENDA ADMINISTRATIVE ACTION ITEMS

- A. **Agenda Statement: Consider Spring 2019 PEG/PCN Grant Award Recommendations** (Agenda Statement enclosed and presentation by Thaddeus Girard, Administrator)

Girard presented the agenda statement and Staff recommendation to approve, and opened for questions. There being no conflicts or questions, **Drake** moved for approval. **Hatch** seconded. **Unanimous** vote in favor. **Motion Passed.**

10. MACC STAFF REPORTS

- A. **Administrator and Franchise Operations Report** by Thaddeus Girard, Administrator

Girard presented his Administrator and Franchise Operations report, covering such topics as: Century Link leaving the MACC jurisdiction and not renewing their franchise; Frontier's MACC-area cable system being sold/transferred and the variables this may present under current franchise and franchise renewal; The status of the Cornelius Civic studio build out; and King City's new City Hall. Report discussions concluded with industry trends, of which the MACC jurisdiction has stayed fairly stable with only small fluctuations.

- B. **TVCTV Report** by Mary Weisensee

Weisensee presented her report for Creative Services. TVCTV has continued to stay busy with productions since the spring, and will be reaching 632 productions by the end of June. TVCTV is always striving to increase not only the number of productions each year, but also the quality of the content being produced. Also discussed was the number of jurisdictional events that were covered via live streaming. Community outreach continues apace, and an invitation was put out to the board that if people have ideas for productions that would benefit their jurisdictions to let TVCTV know. **Newton** shared that other cities and counties have given great feedback on the State of the City (for Tigard) and also praised the Video Voters Guide which she herself participated in.

- C. **Agenda Statement: KGW Emergency Services**

Girard presented the agenda statement and gave a summary and background of events. Staff questions and concerns were put to the board for clarification and a request for Commission direction was made before MACC spends any further staff time or financial resources pursuing the matter. The general consensus among the commissioners was that this was a good idea but that services should not necessarily be limited to just one news station, nor should it be bound by an agreement unless it was an agreement spelled out by MACC and included the appropriate releases. Next steps include development of a robust MACC Emergency Response Plan (aka "ERP,") and clearly spelling out what MACC is capable of doing/providing, in addition to finding or shoring up an agreement that we can bring back to the Board at a later date. **Nyberg** spoke to the importance of granting Staff the flexibility they needed to make decisions with regard to this as it unfolds.

11. CABLE OPERATOR REPORTS – Oral reports on items not on the Agenda

- A. **Comcast** – Kirk Nord

Kirk introduced himself as our new resource for Comcast. He is still working with Tim Goodman, but is transitioning over into Tim's position. He opened the table for any questions, but otherwise did not have anything further to present.

- B. **CenturyLink** – Samantha Ridderbusch

Informed the board that Century Link's Teachers In Tech Grant was awarded to seven Oregon schools/teachers, and that currently they are matching donations for their Food Bank Program. There was no discussion about CenturyLink not renewing their MACC Franchise.

C. Frontier – Jessica Epley

Jessica discussed the status of broadband equity bill 2184 currently in the legislature. The bill has moved out of subcommittee, and was brought up to full committee. It appears this bill has a path to passage and what it will do is create standards around the universal services fund, which is meant to help offset the cost of rural voice connections via subsidy. Discussions then moved on to the press release issued by Frontier notifying the public of the intent to transfer Frontiers West coast services over to Northwest Fiber. In the very near future a joint petition will be presented to every cable commission which will be asking for approval for this transaction to take place. Jessica opened the discussion for questions but was limited on what she could share publicly at this time. **Girard** commented that there will be many meetings with Frontier during this process. Jessica reaffirmed her role during this transaction and in helping to facilitate the transition. **Willis** wanted to be sure enough data would be provided to MACC for our review, including legal, financial, technical reviews. All data should be available in the Form 394. **Girard** questioned if Wave had a cable background at all, which was confirmed. They do have cable experience.

12. EXECUTIVE SESSION - Personnel Discussion per ORS 192.660(2)(i) “to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member.”

Drake Moves to go in to executive session. **Bartlett** seconded. **Unanimous decision.**

Staff and Public left the room [Willis and Gearhart remained] and Commissioners went into Executive Session at 2:45. Staff and public returned and the meeting agenda was resumed at 3:30 pm.

A. Commission Action - Following Executive Session

Drake moved for the board to provide Thaddeus Girard with a performance evaluation of excellent, and the action would include COLA of 3.6% and a merit increase of 5%. **Sheldon** seconded. **Nyberg** called for a show of hands. **Unanimous** vote in favor. **Motion Passed.**

13. OTHER BUSINESS - None

14. ADJOURNMENT - Meeting was adjourned at 3:40 pm