

01.22.2025 : Monmouth-Independence Network Board of Directors Meeting - 5:00 pm. The public is invited to attend at Monmouth Public Works, 401 N Hogan Rd, Monmouth, Oregon or virtually. For agenda and virtual link details: <https://minetfiber.com/board-of-directors>



**MINET Board of Directors - Regular Meeting  
Wednesday January 22 2025 5:00pm - 6:30pm**

Hybrid meeting held in person or via Google Meet

**Call in : (US) +1 605-627-1569 PIN: 100 855 391#  
Virtual Link : [meet.google.com/pvo-judh-ubz](https://meet.google.com/pvo-judh-ubz)**

All regular meetings of the MINET Board of Directors are open to the public and are accessible to persons with disabilities. Members of the public may attend at Monmouth Public Works, 401 N Hogan Road, Monmouth Oregon or virtually by phone or by video using the log-in information provided in this notice. If you require special accommodations, please contact PJ Armstrong at 503-837-0700 or [parmstrong@minetfiber.net](mailto:parmstrong@minetfiber.net) at least 72 hours prior to the meeting. For Oregon Relay Service dial 1-800-735-2900.

**AGENDA**

● **Call to Order**

● **Call for Public Comment**

○ *Public comment is limited to 3 minutes per testimony.*

● **Consent Agenda**

○ Approval of November 13 2024 Minutes

● **Audit Presentation**

○ Presentation of FY 2023-2024 audit results by REDW Advisor Group.

● **DEPARTMENT REPORTS**

○ Finance Report (Khira Zappe)

■ November & December Financial Reports

- Sales / Marketing / CSS Report (Jason Saunders)
  - Monthly Services Report
  - Expansion Progress
  - Community / Current Marketing Efforts
  - Social Media efforts
  - Update on team
  - Other
- Network Operations Report (Dakota Snow)
  - Network usage
  - Significant projects & timelines
  - Other
- Field Operations Report (Ray Cruz)
  - New construction efforts, both markets
  - Expansion updates
  - Projects unrelated to construction / expansion
  - Update on team
  - Other
- General Manager Report (PJ Armstrong)
  - Expansion related updates
  - Industry related updates (i.e. progress w OR Broadband Office)
  - Debt service & consolidated promissory notes

- Dallas network ownership developments
- Annual goals
- Team / Department updates / comments
- Other

**Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, January 22, 2025, 5 PM. This meeting was held at Monmouth Public Works**

**In attendance:**

Board Members Present: David Ritchey, Jason Kistler, Kate Schwarzler, Michael Hicks, Rochelle Roaden

Board members not present : Cec Koontz

Staff Present: PJ Armstrong, Jason Saunders, Dakota Snow, Khira Zappe, Ray Cruz.

Others present: None

**Chair David Ritchey opened the meeting at 5:00 PM.**

**Consent Agenda:** Minutes of the November 13, 2024, meeting: Board chair David Ritchey called for approval of last meetings' minutes, Michael Hicks moved to approve, Kate Schwarzler 2nd, motion passed unanimously.

**MINET Annual Audit :** Devan Esch and Kylie McCloskey of REDW presented the FY 2023-2024 financial statements and independent auditors report. No questions were raised following the presentation.

**REPORTS**

**Financial Report:** Khira Zappe

Khira presented the October, November, and December financial package. Revenue and Gross Margin was down from September to December by \$2K respectively, mostly due to less WVF Reimbursement Income and less Installation/Tech revenue, which is the trend for this time of year. Expenses are up from September to December by \$7.5K respectively, but December is down from Oct/Nov due to the bulk of Audit fees being paid in Oct/Nov and staffing and eligibility timing of benefits like retirement contributions and health insurance benefits. The Net Operating income decreased from September by \$7.8K but is up about \$12K from our normalized trailing twelve-month average.

Trailing 12-month Revenue and Gross are favorable to budget by \$95.5K. The trailing 12-month Operating expenses were less than the budget by \$177K. The net result is the trailing 12-month Net Operating Income is favorable to budget by \$272.7K.

Khira presented an update that with analysis of the first six months of this fiscal year's cash flow projections, MINET is exceeding expectations and is still on track from our previous projections.

Khira also gave an update that the December debt obligation was issued and received by both the City of Monmouth and the City of Independence.

**Sales, Marketing, CSS report:** Jason Saunders

### **Monthly Services Report**

Reported MINET Data services added

### **Expansion Progress**

34 data services and 7 phone services in South Dallas

61 customers in Rickreall

### **Community – Marketing Efforts**

- Attended Oregon Connections Telecommunications Conference
- Attended MBA meeting
- Attended DDA meeting
- Attended Wake Up Wednesday
- Attended Greeters
- Attended YMCA Fundraiser
- Attended numerous ribbon cuttings
- In coordination with the Dallas Arts Association, we have a pop-up art exhibit in the WVF office – this month is Polk County 4-H
- Participated in the Making Spirits Bright Parade and Market
- Participated in the Green Bag project.
- Sponsoring a MINET and WVF athlete of the week in the paper
- Sponsored Central High School Baseball
- Sponsored Christmas Town in Dallas
- Sponsored the Aquatic Center
- Sponsored Monmouth/Independence Kids Inc
- Sponsoring the Community Awards
- Both locations sponsored a family of 5 in Polk County for the holidays – for the Adopt a Family Christmas Project
- Both locations were drop-off spots for Toys for Tots – between MINET and WVF we were able to fill 3 bins
- Santa was at the WVF office. This is the 4<sup>th</sup> annual Santa event we had an attendance of close to 300 people in 2 hours in comparison to our first event which had 75 people in 3 hours.

We also partnered with Santa's Giving Project and the Dallas and Independence Grocery Outlets for Santa to surprise people by paying for their groceries from MINET / WVF

### **Social Media efforts**

Ongoing

### **News on team members.**

We have an open CSS position at WVF.

### **Outside Plant Report:** Ray Cruz

Ray provided the following updates & topics of discussion :

### **New construction efforts, in both markets (i.e. developments)**

#### **MINET Market**

- Cottage Cluster (292 Monmouth Ave 16 units)
- 478 S Main St Independence (16 unit MDU 4 being businesses)
- Riddle Road (126 units)
- Edwards Phase 10

#### **Dallas market**

- HG 2 (Highland Gleanns 2) (58 new passings)
- Polk County Development (373 East Ellendale ave)
- Ellendale Meadows (1080 W Ellendale ave) phase 1

### **Expansion updates**

#### **South Dallas**

Completed all underground work in Phase 2 with the exception of a small section of underground. We intend to have this completed by the end of the week. Once this is done phase 1 and 2 will be fully completed. Phase 3 areas will be our next focus.

### **Significant projects unrelated to construction efforts or expansion**

The underground conversion on Heffley St from Jackson ST E to Gwinn ST E will begin soon. We are in coordination with MPL on this project. It is expected to

be a 2 year project and will be done in 2 phases. Phase 1 is from Gwinn to Dalke and Phase 2 is from Dalke to Jackson

### **Falls City meter base**

All pipes, meter pedestal and new Adtran cabinet is installed. On 1-06-25 Pac Corp gave a 3-4 week timeline to have a meter installed and from there we will be able to power up this new cabinet

### **Update on team members**

On 1-21-25 the newest member of our outside plant team (Miguel Villar) completed his 90 day provisional period and has proven to be a really good fit with the outside plant team.

### **Network Operations Report:** Dakota Snow

Dakota provided the following updates & topics of discussion :

- During peak times, our network utilization averages around 44 Gbps. Both upstream providers have maintained stable service with no significant outages since our last meeting.
- Preventive maintenance on the DC plant and generator is complete. Upgrading the aging UPS system proposed next fiscal year.
- Annual system updates and backup validations are ongoing to maintain reliability and security. We're also updating system documentation to enhance operations and preparedness.
- A comprehensive security audit is scheduled for this year to strengthen defenses and ensure compliance with industry standards. This will provide an objective review of our systems.
- Two HVAC units were replaced last year due to aging and unavailability of parts. A third unit will be replaced this year, with cooling needs reassessed before further upgrades.

### **GM Report:** PJ Armstrong

PJ provided the following updates & topics of discussion :

- Summarized the total amounts of debt obligations in calendar years 2024 and 2025, amounts they differed, and that based on current projections we anticipate meeting all debt obligations in calendar year 2025.
- Reiterated internal use of cash flow projections to actual workbook, affirmed this document will be used to better report MINET end of fiscal year cash position during the FY 25-26 budget process.



- Provided additional thoughts on the Heffly to Jackson aerial to underground project Ray touched on including significance of efforts and cost that will be involved.
- Provided status update on the 3 year deferred operating agreement of the AFO Dallas network.
- Provided brief update on status of BEAD funding.
- Reported that our main focus the remainder of this Fiscal Year will be acquisition of customers in the South Dallas expansion area and turn up of services in Falls City.

**Meeting adjourned at 5:50 PM**

**Next Meeting: Wednesday, March 26 2025, 5 PM, Monmouth Public Works**