



**MINET Board of Directors - Regular Meeting  
Wednesday, June 25 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 before 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 March 26 2025 Minutes
- **BUDGET HEARING**
  - A. Open Budget Hearing
  - B. Call for Public Testimony on Budget for FY 2025-26 as Approved by the Budget Committee
  - C. Discussion of Budget for FY 2025-26 as Approved by the Budget Committee
  - D. Vote to Adopt the MINET FY 2025-26 Budget
  - E. Close Budget Hearing
- **DEPARTMENT REPORTS**
  - Finance Report (Khira Zappe)

- March, April & May 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

- **BOARD BUSINESS**

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- **Adjournment**

**Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, June 25, 2025, 5 PM. This meeting was held at Monmouth Public Works**

**In attendance:**

Board Members Present: David Ritchey, Cec Koontz, Evan Sorce, Rochelle Roaden, Michael Hicks

Board members not present : Jason Kistler

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

Others present: None

**Chair David Ritchey opened the meeting at 5:02 PM.**

**Consent Agenda:** Minutes of the March 26, 2025, meeting: Board chair David Ritchey called for approval of last meetings' minutes, Cec Koontz moved to approve, Michael Hicks 2nd, motion passed unanimously.

**Budget Hearing :** Board chair David Ritchey opened the budget hearing and called for public testimony on the proposed FY 2025-2026 MINET budget as approved by the budget committee. Hearing none and with no public present chair David Ritchey called for additional discussion. With no further discussion Cec Koontz moved to adopt the proposed budget as approved by the budget committee. Evan Sorce seconded, the motion passed unanimously.

## **REPORTS**

**Financial Report:** Khira Zappe

Khira provided the following updates & topics of discussion: Khira presented the March-May financial packages. March-May revenue was up \$86K, due to a \$74K Polk County Grant payment for the South Dallas project and an overall increase in Install Revenue. Operating expenses were up \$27.4K due to Personnel expenses, equipment rentals, and overall increase in Admin Expenses mostly due to Summer Sponsorships to both City of Monmouth and Independence. Overall net operating income was up \$63.5K in March-May. YTD, Revenue and Gross Margin exceeded budget by \$13K. YTD operating expenses were less than budget by \$248.5K, mostly due to personnel expenses with open positions throughout the year and turnover and employees not being eligible for benefits. Overall, YTD net operating income outperformed the budget by \$79K.

Khira also reported after May cash flow actuals were updated; our fiscal year end cash flow projections are on target and are trending to exceed them by 8%.

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

### **Monthly Services Report**

Report total data adds for the prior three months

### **Expansion Progress**

Currently, we have **118** active customers due to our Polk County expansion efforts in Falls City, Rickreall, and South Dallas.

### **Community – Marketing Efforts**

- In coordination with the Dallas Arts Association, we have a pop-up art exhibit in the WVF office – this month art is from our employees
- The Polk IO published articles about our expansion efforts and our art exhibit at the WVF office.
- Attended MBA meeting
- Attended Dallas Community Awards
- Attended DDA meeting
- Attended Friends of the Visitors Center meeting
- Attended Wake Up Wednesday
- Attended Greeters
- Hole sponsor for the CASA golf tournament
- MINET has an ad in the Chamber's Visitor Guide
- MINET will be a participant in the July 4th parade
- Sponsoring a MINET and WVF athlete of the week in the paper
- Sponsoring Music in the Park
- Sponsored WOU fundraiser
- Sponsored PCL
- Sponsor of the Dallas Community Awards
- This year's Community Appreciation Event will happen on Thursday, August 21st.
- Updated the logo on our sign at the S Curves
- Updated billboard
- Updated the cinema ad

**Outside Plant Report:** Ray Cruz

Ray provided the following updates & topics of discussion :

MINET new builds :

- Cottage Cluster (292 Monmouth Ave 16 units)
- 478 S Main ST Independence (16 unit MDU 4 being businesses)
- Riddle road build (126 units)
- Edwards phase 10

Dallas (WVF) new builds :

- HG 2 (highland Gleanns 2) (58 new passings)
- Polk county development (373 East Ellendale ave)
- Ellendale Meadows (1080 W Ellendale ave) phase 1
- Storge unit on monmouth cut off (Perkins Clow Corner Road Development)

Expansion updates

South Dallas build is completed and we are now cleaning up and preparing for installations

Provided an update on the underground conversion on Heffley St from Jackson ST E to Gwinn ST E

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

Dakota provided the following updates & topics of discussion :

- Bandwidth usage continues to be normal, ~40Gmax usage in a 24 hr cycle. One upstream provider and a non-impacting outage.
- Bi-annual testing of the DC plant has been scheduled for this week. It has been budgeted this year to replace the AC UPS system with one that utilizes the batteries in the DC plant.
- Dakota is in the process of replacing the wireless and camera systems in the MI Trolleys after they were damaged.
- Dakota reported that it planned to replace one of the 3 remaining original HVAC units this year in the NOC.

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

PJ provided the following updates & topics of discussion :

- Updates on amounts of debt service and shortfall payment due in the calendar year & that based on financial projections we see no issue meeting all obligations.

- Provided update on Dallas network ownership including current status of 3 year deferred operating agreement. For the benefit of new members and as a reminder PJ provided a description of the metrics needing to be met per the agreement, summarized the original reasoning for the agreement and past performance, and demonstrated confidence in meeting obligations throughout the remainder of the agreement.
- PJ provided expansion area related updates which was primarily to reiterate that MINET has completed the South Dallas build and will be focusing on sales / marketing and new customer installations in the area.
- Provided some industry related updates including brief summary of BEAD status (seems unlikely there is a place for MINET) as well as some new potential interest in partnership with Columbia County.
- Provided an update on the audit process, reporting that after the FY 2024-2025 audit is complete MINET will be reviewing who we use to conduct our audit and potentially make a change next fiscal year.

## **Board Business**

Cec Koontz asked about the process and history of performance review for the MINET General Manager. Some discussion regarding past practices occurred. Cec volunteered to take this task on and asked for a copy of the General Manager job description, which staff will provide to her via email.

**Meeting adjourned at 5:44 PM**

**Next Meeting: Wednesday, August 20 2025, 5 PM, Monmouth Public Works**