

August 20 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, August 20 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**

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 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 June 25 2025 Minutes
- **DEPARTMENT REPORTS**
 - Finance Report (Khira Zappe)
 - June & July 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**

- Discussion, expiring general public director positions.

- **Adjournment**

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, August 20, 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, Jason Kistler

Board members not present:

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

Others present: None

Chair David Ritchey opened the meeting at 5:08 PM.

Consent Agenda: Minutes of the June 25, 2025, meeting: Board chair David Ritchey called for approval of last meetings' minutes, Cec Koontz moved to approve, Michael Hicks 2nd, motion passed unanimously.

REPORTS

Financial Report: Khira Zappe

Khira provided the following updates & topics of discussion: Khira presented the June and July financial packages. Jun-Jul revenue was down \$65.5K, due to a \$71K Polk County Grant payment for the South Dallas project previously received and WVF reimbursement revenue. Operating expenses were down \$8.5K due to Personnel expenses, auditor expenses, and overall increase in Admin Expenses mostly due to Summer Sponsorships to both City of Monmouth and Independence. Overall net operating income was up \$73.8K in Jun-Jul.

YTD, Revenue and Gross Margin exceeded budget by \$212.74K. YTD operating expenses were less than budget by \$45.9K, 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 \$258.7K.

Khira also reported that after June cash flow actuals were updated, our fiscal year end cash flow projections are on target and exceeded them by 8%.

Sales, Marketing, CSS Report: Jason Saunders

Monthly Services Report

Report total data adds for the prior three months

Expansion Progress

Reported that we have over 130 active customers in our expansion market

Community – Marketing Efforts

Attended MBA

Attended DDA

Attended Friends of the Visitor Center meeting

Attended WUW

Attended Greeters

Feature article in Advantage Magazine, Dallas

Sponsoring athlete of the week in the IO

Updated billboard

Sponsors of Sounds of Summer and Music in the Park

Sponsoring Welcome to MI Town

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
- 16th street / Talmadge build

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
- Storage unit on monmouth cut off (Perkins Clow Corner Road Development)

Expansion updates:

- South Dallas build is complete and installs are happening. So far 7 homes one of them being 2400 feet on conduit.
- 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, ~42 Gmax usage in a 24 hr cycle. One MINET non-impacting transport maintenance.
- DC Plant non-impacting rectifier failure. Spare part on the shelf resolved the issue, but due to age, parts are becoming harder to source.
- New HVAC unit installed in NOC and is operating as expected.

GM Report: PJ Armstrong

PJ provided the following updates & topics of discussion :

- Reported on normal annual debt service and past debt service shortfall repayment, MINET sees no reason we will not meet all remaining obligations during FY 2024-2025.
- Provided update on status of deferred operating agreement with AFO relative to MINETs operation of the Dallas, OR FTTH market including timeline to end of current agreement and intentions going into discussions with ownership on a new agreement in 2026.
- Provided updates on expansion projects including status of South Dallas, intentions over the next few months of focusing on new customer

acquisition and installations, then further analysis of additional areas of construction that would make sense for MINET to build into.

- Provided update on discussions with Columbia County.
- Provided updates on MINET team community involvement.

Board Business

Meeting adjourned at 5:39 PM

Next Meeting: October, 22 2025, 5 PM, Monmouth Public Works