

03.26.2025 : 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, March 26 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 January 22 2025 Minutes
- **DEPARTMENT REPORTS**
 - Finance Report (Khira Zappe)
 - January & February 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**

- Approval of proposed FY 2025-2026 budget calendar.

- **Adjournment**

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, March 26, 2025, 5 PM. This meeting was held at Monmouth Public Works

In attendance:

Board Members Present: David Ritchey, Cec Koontz, Kate Schwarzler, Rochelle Roaden

Board members not present : Jason Kistler, Michael Hicks

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

Others present: None

Chair David Ritchey opened the meeting at 5:03 PM.

Consent Agenda: Minutes of the January 22, 2025, meeting: Board chair David Ritchey called for approval of last meetings' minutes, Cec Koontz moved to approve, Rochelle Roaden 2nd, motion passed unanimously.

REPORTS

Financial Report: Khira Zappe

Khira provided the following updates & topics of discussion: Khira presented the January & February financial packages. January and February revenue were slightly up with no significant changes to report on. Operating expenses were down \$15.6K due to Personnel expenses and less working days in February and a non-cash accrual adjustment to unemployment due to no claims in the past year. Overall net operating income was up \$15.5K in January and February from December. YTD, Revenue and Gross Margin exceeded budget by \$57K. YTD operating expenses were less than budget by \$192K, 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 \$249K.

Khira also reported after February cash flow actuals were updated, our fiscal year end cash flow projections are on target and are trending to exceed them by 11%.

Sales, Marketing, CSS Report: Jason Saunders

Monthly Service Report - Jason provided sale numbers for the MINET market for January and February

A report on the expansion progress was given

Community – Marketing Efforts

- Attended the state of the cities address
- Attended MBA meeting
- Attended DDA meeting
- Attended Wake Up Wednesday
- Attended Greeters
- Sponsoring a MINET and WVF athlete of the week in the paper
- Sponsored Thoughts and Gifts Project
- Sponsored the Indy Touch a Truck, Concerts in the park, and July 4th
- Sponsored Sounds of Summer
- Sponsoring the Community Awards
- Both locations are drop-off locations for the annual diaper drive

- **Social Media efforts**

Ongoing

News on team members.

New WVF CSS Rachel started a month ago

A report on the progress of the never served MINET customers was given as well as an update on new move ins in the Dallas Market.

Outside Plant Report: Ray Cruz

Ray provided the following updates & topics of discussion :

Minet Market New Builds

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

Dallas Market New Builds

- HG 2 (Highland Gleanns 2) (58 new passings)
- Polk County Development (373 East Ellendale Ave, 20-unit 3-story)
- Ellendale Meadows (1080 W Ellendale Ave) Phase 1 (28 homes)
- Storage unit on Monmouth cutoff 19units
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Expansion Updates

- South Dallas: Phase 3 is in progress (Liberty Rd, Limestone, and Richardson).

Significant Projects (Unrelated to Construction or Expansion)

- Underground conversion on Heffley St from Jackson ST E to Gwinn ST E
- Falls City meter base/Adtran

Network Operations Report: PJ Armstrong, in Dakota Snow's absence

PJ provided the following updates & topics of discussion :

- Bandwidth usage continues to be normal, ~40Gmax usage in a 24 hr cycle
- Dakota is in the process of testing multi gig routers. We intend to roll out multi gig router rental as a product soon.
- Provided updates on maintenance of various camera systems including internal MINET / WVF Dallas security cameras, skate park / S Curve

cameras steamed on our Youtube page and a number of security cameras at various parks throughout the City of Monmouth used for security purposes.

- Work has been done configuring & deploying the Adtran TA5004 chassis in Falls City
- Continued work with the Deployment of BitWarden.
- Currently in the process of bringing up a secondary BITS (timing) clock.
- Working through annual required fire system & extinguisher inspections.
- Making additional updates to our internal monitoring server.
- Auditing NOC patch panels / jumpers to ensure documentation is up to date.

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.
- Update on status of AFO / Dallas network deferred operating agreement - MINET continues to meet the conditions of the agreement 3 months into the 4th of 6, 6 month review periods, and sees no reason we will not meet the requirements through the end of the period.
- Provided updates on the BEAD process through the Oregon Broadband Office. MINET has been prequalified by OBO to participate in the BEAD grant process. However, due to change in federal government administration details of BEAD process are likely to change. Whether or not there will be a place for MINET to participate is unknown at this time.
- Provided updates on Rickreall and South Dallas expansion area including numbers of active customers, areas and types of installations we are currently working on, timelines for increased installations and expectations going forward.
- Provided update on timeline to begin installations in Falls City and longer term plans to assess the feasibility of providing services to additional areas in Falls City.

Board Business

The MINET BOD took the following action relative to the Fiscal Year 2025-2026 budget process :

Budget Calendar : After some discussion resulting in minor adjustments to dates presented on the proposed budget calendar, David Ritchey moved to approve the budget calendar with the agreed upon changes, Cec Koontz seconded, budget calendar was adopted unanimously.

Budget Officer : David Ritchey moved to appoint Khira Zappe as the MINET Budget Officer for the FY 2025-2026 budget process, Rochelle Roaden seconded, motion passed unanimously.

Budget Committee : 5 of 6 budget committee members have been contacted by MINET and confirmed availability to participate in the process this FY. Mayor Kate Schwarzler stated that she will work to fill the last position needed on the Independence side. Cec Koontz moved to approve the budget committee members as presented including the volunteer Kate identifies. Rochelle Roaden seconded, the motion passed unanimously.

Meeting adjourned at 5:41 PM

Next Meeting: Wednesday, June 25 2025, 5 PM, Monmouth Public Works