

Wednesday, July 26, 2023

Monmouth-Independence Network Board of Directors - 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://www.minetfiber.com/news>



**BOARD OF DIRECTORS
REGULAR MEETING**

Wednesday, July 26, 2023

5:00 – 6:30 pm

HYBRID MEETING

(Held via Google Meet and at address below)

Call-in: (US) +1 240-816-0232 PIN:

Video link: meet.google.com/ewq-bjts-fqk

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 John Cooper at 503-837-0703 or jcooper@minetfiber.net at least 72 hours prior to the meeting. For Oregon Relay Service dial 1-800-735-2900.

AGENDA

- I. CALL TO ORDER**
- II. CALL FOR PUBLIC COMMENT**
Public comment is limited to 3 minutes per testimony.
- III. CONSENT AGENDA**
 - A. Approval of June 28, 2023 Minutes
- IV. DEPARTMENT REPORTS**
 - A. FINANCE REPORT (John Cooper)
June 2023 Financial Report
 - B. SALES/MARKETING/CSR REPORT (Jason Saunders)

Monthly Services Report
Expansion Progress
Community / Current Marketing Efforts
Social Media efforts
Update on team
Other

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, June 28, 2023, 5 PM. This meeting was held at MINET, 405 Hogan Rd N, Monmouth, OR

In attendance:

Board Members Present: David Ritchey, Kate Schwarzler, Cec Koontz, Michael Hicks, Bob Mason

Board members not present: Marty Wine

Staff Present: PJ Armstrong, Ashley Terry (for Jason Saunders), John Cooper, Ray Cruz, Dakota Snow

Others present: Attorney Chad Stokes, Marilyn Morton (courtesy recorder)

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

Public Comment: None

Consent Agenda: Minutes of the May 24, 2023, meeting: After making a small change to previous minutes (“no decisions made after executive session”), Cec Koontz moved to approve the minutes as amended, Kate Schwarzler 2nd, motion passed unanimously.

Chair David Ritchey opened the Budget Hearing

There was no public testimony and no discussion.

David Ritchey moved to adopt the 2023-2024 MINET Budget as approved by the MINET Budget Committee, Michael Hicks 2nd, motion passed unanimously. The Chair closed the Budget Hearing

Financial Report: John Cooper

- John gave the recap of May business, which included the final billing to Polk County for the Rickreall build-out
- There were no questions following the report

Sales, Marketing, CSS report: Ashley Terry for Jason Saunders

- The monthly services report was given
- Updates were made on progress of expansions
- Broad community marketing and engagement was outlined in all markets
- An intern from Upward Bound is working through August

- Willamette Valley Fiber won Innovative Business of the Year at the Community Awards Banquet put on by the Dallas Chamber. This is the 3rd year in a row that WVF or WVF Staff has won awards
- Social media efforts continue with over 2,500 engagements in May
- A new team member is starting July 10
- Router conversions will be accomplished before July, meeting deadlines
- CSS Staff is calling customers to upgrade from 200 Mbps to 1 Gig service
- There were no questions following the report

Operations: Dakota Snow

- MINET continues to work with its 2 underlying providers to ensure capacity, redundancy and reliability
- Planned upgrades in the NOC projected to be done by mid-July
- All new equipment for multi-gig service has been received, and expected to be fully operational by mid-August
- Wi-Fi Six technology, fast and reliable, is ready to turn over to the Polk County Fairgrounds this week
- There were no questions following the report

Field Operations Report: Ray Cruz

- Maps were shared showing builds in Monmouth and Independence markets including Jackson Street, Monmouth City Hall, Ron Wilson center, Riddle Build, duplexes on 7th St, and Polk County Resource Center
- There is a constant and significant stream of new builds and new customers in the Dallas market
- Question about Chestnut/Mt. Fir build – Brandy, Phase III: work expected to begin soon
- Expansion: Rickreall is 100% built; South Dallas is framed and underground work proceeding; working toward/into Falls City
- 2 Extensions are done in Rickreall, first new customers will be live by Friday; 2nd extension waiting for Pacific Power, and then will move forward
- 2 new team members starting in July to replace former techs; morale is good, staff has excellent work ethic

GM Report: PJ Armstrong

- Team and department updates were reviewed – congratulations to the team for winning Innovative Business of the Year
- Further details on Rickreall expansion given; lots of staff effort involved

- Dakota did a great job on pre-installation and wi-fi analysis for the fairgrounds
- South Dallas construction team is working hard, updates will be reported monthly
- Additional extensions (spurs) discussed; note made that MINET/WVF constantly watch for gains through additional passings that require limited effort and/or equipment
- Debt Service and Promissory Note payments are on schedule for full payment by target dates
- Discussed Oregon Broadband Meetings and decisions on distribution of ARPA funding as authorized by Oregon State Legislature
- Mailer efforts, processes and results were explained, including those done in Buena Vista and Suver
- Goal updates: Go-Green Initiative (paper to paperless) report will be given at September BOD meeting – results will be significant; conversion to Plume wi-fi has had excellent response
- There were no questions following this report

Executive Session. The Chair took the BOD into executive session at 5:35 PM

The MINET Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(f), to consider information or records that are exempt from disclosure by law, including written advice from your attorney. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

The BOD exited Executive Session. Business following Executive Session: Cec Koontz moved to authorize PJ to continue negotiations to our operating agreement and sign as determined upon the advice of our attorney." Motion 2nd by Bob Mason.

Next meeting: July 26, 5 PM.

Meeting adjourned at 5:57 PM

C. NETWORK OPERATIONS REPORT (Dakota Snow)

Network usage
Significant projects & timelines
Other

D. FIELD OPERATIONS REPORT (Ray Cruz)

New construction efforts, both markets
Expansion update
Significant projects unrelated to construction efforts or expansion
Update on team
Other

E. 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

V. BOARD BUSINESS

A. Nomination and Election of Board Positions – Action Item

B. WVF Update (PJ Armstrong)

VI. ADJOURNMENT

Next regular meeting, date, and format