

Wednesday, October 25, 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, October 25, 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 August 23, 2023 Minutes

B. Approval of September 27, 2023 Minutes

IV. DEPARTMENT REPORTS

A. FINANCE REPORT (John Cooper)

September 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

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

No additional board business unless initiated at the time of the meeting.

VI. ADJOURNMENT

Next regular meeting, date, and format

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, October 25, 2023, 5 PM. This meeting was held at Monmouth Public Works

In attendance:

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

Staff Present: PJ Armstrong, Jason Saunders, John Cooper, Ray Cruz, Dakota Snow

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

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

Public Comment: none

Consent Agenda: Consideration of Aug 23, Sept 27 minutes. Marty Wine moved to approve both sets of minutes, Kate Schwarzler 2nd, motion passed unanimously.

REPORTS

Financial Report: John Cooper

- Reviewed the September financial reports, noting there were no significant changes reflected during the month. Everything remains very well in line with budget.

Sales, Marketing, CSS report: Jason Saunders

- The monthly services report was given
- Door-knocking was done Rickreall
- There were significant community outreach, sponsorships and public engagements in all markets
- A recent Facebook push had excellent results
- Paperless billing project is progressing
- First 2.5 Gig users have been connected
- CSS department is fully staffed

Operations: Dakota Snow

- Report was given on network usage, peaking consistently at about 35 G. Redundancy good, all services are very stable
- Progress is being made in beta-testing multi-gig service. More stats will be available at the next meeting
- IPB6 deployment is ongoing, deployment should begin next month
- Updates on digital services in M-I Trolley
- MINET is currently expanding storage capacity, a planned capital improvement project
- Monmouth City Hall work is progressing on time/on target
- New employee, Ryan, in Network Operations, is successfully integrating

Field Operations Report: Ray Cruz

- MDUs being provisioned: one 60 unit and one 16 unit in Dallas
- Potential new 27 unit structure next to Monmouth Commons
- Monmouth City Hall will be complete in days
- Expansion into Dallas market is successfully moving forward, including towards Falls City
- The Ad Tran cabinet construction has been completed
- Ring Fiber project in Dallas is about half done – waiting for action from power company and ODOT permits
- Hired Oliver and Jaden who completed probation and are now full employees

GM Report: PJ Armstrong

- Building behind Roth's, a county facility, will be coming on line soon
- Regarding IPB6, there has been lots of work done with the contractor and manufacturer
- Multi-gig services are being installed
- Full Debt Service payments were made to both cities in October. MINET is on schedule to make the full first shortfall note payments in December
- Rickreall has about 25% penetration after just 9 months of operation
- The redefined operating agreement with AFO is on track and benchmarks/timelines are being met as expected. Semi-annual review is ongoing and MINET is successfully working with the outside consultant
- A customer survey developed by the consultant will be going out with an expected completion date of November 13
- MINET crews are managing 100% of building and preparation on new project (no contractors needed)
- Team is on track for south Dallas, Falls City Highway and Kings Valley Highway installation to be done by end of year
- The GM is at the Oregon Connections Conference in Ashland, theme is Future-Proofing Oregon with Broadband. Meeting is being set to address coming available state funding getting to MINET
- GM reviewed issues with Spectrum overbuilding Dallas. Some avenues of communication have been established, more to report later on this issue. The goal is to keep both Polk County and MINET in successful positions

Questions:

- (Cec) Should cities promote the satisfaction survey? Yes, please.
- (Marty) MINET/WVF, please share social media posts with the city so they can be forwarded

Next Meeting: November/December meeting scheduled for December 6, 5 PM, Monmouth Public Works

Meeting adjourned at 5:26 PM