

Wednesday, December 6th, 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://minetfiber.com/board-of-directors>



**BOARD OF DIRECTORS
REGULAR MEETING**

Wednesday, December 6, 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 PJ Armstrong at 503-837-0700 or parmstrong@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 October 25, 2023 Minutes

IV. ANNUAL FINANCIAL REPORT PRESENTATION

A. Ryan Pasquarella – Grove, Mueller, & Swank

V. DEPARTMENT REPORTS

A. FINANCE REPORT (Brian Schkeryantz)

October 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

VI. BOARD BUSINESS

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

VII. ADJOURNMENT

Next regular meeting, date, and format

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, December 6, 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, Christy Wurster

Board members not present :

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

Others present: Brian Scheryantz (Consulting CFO)

Chair David Ritchey opened the meeting at 5:07 PM.

Consent Agenda: Minutes of the October 25, 2023, meeting: Bob Mason moved to approve the minutes, Cec Koontz 2nd, motion passed unanimously.

REPORTS

Financial Report: Brian Scheryantz

Brian presented the October 2023 financial package. Revenue and Operating Income were up from prior month and prior year. He noted a change to a prior period (June 30, 2023) primarily due to changes from CPA audit report regarding Governmental Accounting Standards Board (GASB96) and accounting treatment for Subscription Based IT Arrangements (SBITAs). He noted that Revenue and Operating Income were ahead of Budget and prior year for the current month. He noted that Revenue and Operating Income were ahead of Budget for the fiscal year to date period of July to October. He also noted that Minet's cash position improved by \$97K from the prior month and \$58K from the year ago period.

Sales, Marketing, CSS report: Jason Saunders

- The monthly services report was given
- An update was given on the penetration rate in Rickreall
- There were significant community outreach, sponsorships and public engagements in all markets
- Engagement on Facebook was given
- Update on paperless billing was given

- Team fully staffed
- The amount of multi Gig customers was announced
- An update on Multi Gig take rate was given

Operations: Dakota Snow

- Report was given on network peak usage. Redundancy constantly pursued. All services are very stable
- Discussed Digital Signage Minet installed in MITrolleys
- Discussed Past and upcoming Project in Network Operations
- BI-Annual Server updates to be performed next month.

Outside Plant Report: Ray Cruz

- New construction details were provided for the MINET and Dallas markets. No significant changes since the October BOD meeting.
- The MDU build in Dallas is progressing well. Fiber has been constructed to the sides of all buildings in the complex and the build in its entirety will be completed next week.
- Expansion related updates - South Dallas, fiber is fully constructed on Kings Valley Highway to Falls City Highway. The construction team is currently focusing on preparation and installation of enclosures in this area and completing the strand and fiber build along Falls City Highway to Oakdale Road.
- Completed turnup of new FDC building at Ash Creek Station, providing 2 strands of dedicated fiber to Polk County, tying the new building into Monmouth Mental Health.

GM Report: PJ Armstrong

- Reported on calendar year customer growth including high level charts reflecting positive gains in both MINET and WVF markets
- Reported on status of placing underground drops using on staff resources opposed to outside contractors over calendar year 2023. The results of this change have been positive, allowing for improved new installation turn around time and control over quality of work.
- MINET anticipates meeting its June 1 debt service obligation in full and will be cutting checks before the end of the month to each city for their respective portions of the first annual payment toward the past debt service shortfall repayment agreement.
- Expansion related updates included :
 - Ongoing progress in Rickreall installations.

- o South Dallas construction progress update including Kings Valley Highway, Falls City Highway, and Adtran PON cabinet.
- o An update on challenges MINET has had with engineering & construction efforts due to concurrent construction by Charter / Spectrum in the same area. PJ noted that there has been some progress in areas and other areas remain problematic.
- o An update on timeline requirements for grant funding expenditure and how MINET / Polk County continue to work toward the best solution for the project going forward. 1/3 of the grant funds have been expended, 1/3 need to be expended by June 1 2024, and we are planning to have a decision for how to move forward with the remainder by April 1 2024.
- Dallas Network Development updates :
 - o We have 1 month left before the first semi annual review period closes and are well above the anticipated funds available for debt service per the amended operating agreement.
 - o Outside consultant assessment initial draft has been completed and is under review, anticipating a more detailed report for BOD review at our next meeting.
 - o The MDU build is well under way and expected to be completed next week.
- Industry related updates - report on meetings with LOC and OTA discussing challenges in S Dallas. January 2024 meeting scheduled with Shawn Irvine , City of Independence and consulting group who does grant funding consulting for broadband expansion. PJ reported a challenge for MINET as a participant in additional expansion would be further extending our team.
- Report on potential partnership with Link Oregon providing dedicated dark fiber to connect WOU into their university network.

Meeting adjourned at 5:40 PM

Next Meeting: January 24 2024, 5 PM, Monmouth Public Works