

Wednesday, March 22, 2023

Monmouth-Independence Network Board of Directors - 5:00 pm. The public is invited to attend at 405 N Hogan Rd, Monmouth, Oregon or virtually. For agenda and virtual link details: <https://www.minetfiber.com/news>



**BOARD OF DIRECTORS
REGULAR MEETING**

Wednesday, March 22, 2023

5:00 – 6:30 pm

VIRTUAL MEETING

(Held via Google Meet)

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 405 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 February 22, 2023 Minutes

IV. DEPARTMENT REPORTS

A. FINANCE REPORT (John Cooper)

February 2023 Financial Report

B. SALES/MARKETING/CSR REPORT (Jason Saunders)

Monthly Services Report
Expansion Progress
Community / Current Marketing Efforts
Social Media efforts

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, March 22, 2023, 5 PM. This meeting was held at Monmouth Public Works, 401 Hogan Rd N, Monmouth, OR

In attendance:

Board Members Present: Marty Wine, Bob Mason, Cec Koontz, Michael Hicks.

Board members not present: Kate Schwarzler, David Ritchey

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

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

Vice Chair Bob Mason opened the meeting at 5:03 PM.

Public Comment: None

Consent Agenda: Minutes of the January 22, 2023, meeting: Cec Koontz moved to approve the minutes, Marty Wine 2nd, motion passed unanimously.

Financial Report: John Cooper

- The report for February 2023 was presented. Gross margins are up slightly, expenses were down.

Sales, Marketing, CSS report: Jason Saunders

- Services report for February was given
- Sales in Rickreall are encouraging
- All of the events attend or supported by MINET/WVF were outlined, including but not limited to:
 - Attended State of the Cities addresses
 - Attended Skate Park ribbon cutting
 - Donation to the M-I Chamber of 6 months free gig service
 - Attended Main Street board institute
 - Attended Monmouth Business Association meeting
 - Nominated by Statesman Journal for Best in Mid-Valley
 - Sponsored Dallas movie(s)
 - Shopping cart sponsorship in at Dallas Safeway was renewed
 - Park bench advertising near MINET office in Monmouth recreational area has been updated
 - And many others
- Looking for a new Customer Service Specialist – 13 interviews tomorrow

Operations: Dakota Snow

- MINET continues to work with its 2 underlying providers to ensure capacity, redundancy and reliability
- Data usage is consistently monitored to maintain highest service at economic rates
- There is nothing new to report on community wi-fi at this time
- Free wi-fi on the trolley will be in operation when services are launched
- Reported on two projects ongoing in the NOC; upgrades and requisite testing is ongoing

Marty Wine gave assurances that times for outfitting the trolley(s) with free wi-fi will be made available prior to launch

Field Operations Report: Ray Cruz

- There is not a lot of movement yet on new construction, but five developments are coming with a significant number of serviceable units in Monmouth-Independence
- Dallas new construction also continues and many new home passings will become available soon.
- Rickreall had a slight stall due to pole ownership issues, but resolution was reached
- The main line fiber to Rickreall is complete
- Other significant projects upcoming include:
 - 1600' overlap job for Polk County
 - Provisioning for the Fairgrounds
 - Management of conduit jobs in all 3 markets is being done in house as much as possible
- The two newest hires are doing well; one is assigned to Dallas, one at MINET

GM Report: PJ Armstrong

- Team department updates:

Finance

- The bi-annual salary study is underway for future presentation (likely post-budget)
- Debt service/promissory notes are all on track
- The investigation into allowing employees to decline health insurance in exchange for a stipend (and savings for MINET) has been terminated due to the CIS restriction limiting health insurance opt out stipends to \$100 per month.

Field Operations

- As you heard, Rickreall is 100% done and door knocking will begin shortly
- Inventory counts are being done, with expected transition of that inventory to Dallas

- South Dallas: engineers are working on final designs and waiting for final decisions by Pacificorp

In House

- GM attended a showcase in Portland and spoke with Oregon Broadband representative; their mapping project is nearing completion that will give details on needs, proposals and projects
- The Oregon Broadband Advisory Council is meeting 3/30 and GM will attend in person.
- GM has had discussions with county representative on understanding how ARPA funds will be distributed and managed

Annual Goals

- Drop work is being done in-house resulting with an expanding savings on underground installations
- The goal is to have 50% of the Go Green initiative accomplished by year end
- Community efforts are, as demonstrated by Jason Saunders' report, frequent and well directed. This includes presence at local meetings and events, supporting local fund-raising activities, and an enhanced social media presence
- The managed wi-fi project is making excellent progress – less than 2 months will be required to finish the project in its entirety
- Updated mission, vision, and strategic planning should come under BOD consideration

Questions after GM's report, including clarification on Rickreall grant and process used for reporting to Dallas, were answered to BOD satisfaction.

Executive Session. The Vice 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, with no business following.

Next meeting: April 26, 5 PM.

Meeting adjourned at 6:20 PM

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

A. WVF Update – Executive Session (PJ Armstrong)

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VI. ADJOURNMENT

Next regular meeting, date, and format