

Wednesday March 27 2024 :

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>

<https://minetfiber.com/news>



**MINET Board of Directors - Regular Meeting
Wednesday March 27 2024 5:00pm - 6:30pm**

Hybrid meeting held in person or via Google Meet

**Call in : (US) +1 484-909-0211 PIN: 796 316 688#
Virtual Link : meet.google.com/nxw-bsbu-zgn**

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

- **Call to Order**
- **Call for Public Comment**
 - *Public comment is limited to 3 minutes per testimony.*
- **Consent Agenda**
 - Approval of January 24 2024 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
 - Significant projects unrelated to construction efforts
or 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**

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

- **ADJOURNMENT**

- Next regular meeting, date, and format

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, March 27 2024, 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, Dakota Snow, Khira Zappe, Ray Cruz.

Others present: Chad Stokes (MINET Counsel)

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

Consent Agenda: Minutes of the January 24, 2024, meeting: Bob Mason moved to approve the minutes, Kate Schwarzler 2nd, motion passed unanimously.

REPORTS

Financial Report: Khira Zappe

Khira presented the January and February financial package. Revenue was down \$15k respectively from December. Operating expenses were down in February \$25k respectively from January and December. As a result, Operating Income increased \$15k in February from December. She reported Revenue and Gross Margin were on target for the month and above budget year-to-date. Operating expenses are below budget for the month of February and year-to-date. As a result, Net operating income is above budget for the month and above budget \$57.7k year-to-date.

Sales, Marketing, CSS report: Jason Saunders

- Reported on the monthly service numbers
- Gave an update on expansion numbers in South Dallas
- Presented community marketing efforts at MINET and WVF
- Reported 9 new followers on Facebook for MINET and 20 for Willamette Valley fiber

- Filled the open CSS position with someone who previously worked at MINET
- Targeting “never” served customers this spring
- MINET and WVF were both nominated for Best Customer Service by Best of the Willamette Valley
- Gave an update on the ACP program, noting that it will end in May of this year.

Network Operations: Dakota Snow

- Overall peak network utilization 36/Gbps
- DIA circuits stable and turn up of 3rd diverse path complete
- South Dallas Turnup of new GPON shelf complete, active customers now being served
- Multi-Gig rollout going as planned, no perceptible impact to overall network utilization
- IPv6 Deployment in final stages, 1/3 of the market deployed currently

Outside Plant Report: Ray Cruz

- No new updates on new builds, no significant movement since our last meeting.
- Completed the installation and turn up of the Adtran cabinet and have begun installations in the South Dallas area.
- Provided a recap on what we have built (Bridlewood down Kings Valley Highway on to Falls City Road, to its intersection with Oakdale Road)
- We have started engineering work on the next phase of construction in the South Dallas area, from Falls City Road and Oakdale heading north to Dallas city limits.
- Reported on completion of the installation at the Polk County FDC building.
- Reported on Dallas Public Works renovation and 6 line port over.
- Reported on fiber damage at 160 Whitman due to siding contractor, restoration has been completed and contractor will be billed for damages.
- Provided update on OP team including new technician Jacob McDonald.

GM Report: PJ Armstrong

- Introduced Khira Zappe as new MINET Finance Director
- Reported on timeline and impact of Finance Department transition

- Reported on aging HVAC system and need for replacement over the next few years beginning with FY '24-'25 budget.
- Reported MINET is still on track to make semi annual debt service and shortfall agreement payments this calendar year.
- Reported that as part of the FY '24-'25 budget process MINET will be re-reviewing cash situation on a monthly basis to ensure meeting debt service obligations.
- Reported on the Dallas / AFO / WVF network including status of the MDU complex we built into and debt service benchmarks of the 3 year amended operating agreement.
- Reported on expansion efforts including :
 - Status of Rickreall sales
 - Presented a map of the S Dallas area. Discussed various installation scenarios we will be coming across. Discussed complications with Charter / Spectrum overbuilding in pieces and parts of the same areas we have or intend to expand into.
 - Reported that MINET continues to work with Polk County to come up with the best way to move the project forward as originally proposed.
- Reported on construction into the downtown area of Falls City, less than 1 mile from where granted work on the S Dallas project terminates. Draft franchise agreement is in process and will be brought to BOD for future consideration.
- Reported on BTAP grant awarded to Polk County and their efforts to help inform providers in the county on future unserved / underserved needs.
- Presented budget calendar and committee members for BOD approval.

Other Business : BOD & Staff

FY 2024-2025 Budget Process

Staff & BOD discussed upcoming FY 24-25 budget process including budget committee, calendar, and appointment of budget officer. PJ stated he had contacted all FY 23-24 budget committee members and MINET BOD members, past budget committee members are all willing to serve again and have no conflicts with the proposed FY 24-25 budget calendar. The proposed budget calendar also works for MINET BOD members.

MINET BOD members were in agreement that all FY 23-24 budget members can serve again on the FY 24-25 budget committee. Cec Koontz moved to adopt the budget calendar, Kate Schwarzler seconded the motion, it passed unanimously. Cec Koontz also moved to appoint PJ Armstrong as Budget Officer, seconded by David Ritchey, the motion passed unanimously.

Meeting adjourned at 5:43 PM

Next Meeting: May 22 2024, 5 PM, Monmouth Public Works