

Wednesday, April 26, 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, April 26, 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 March 22, 2023 Minutes

IV. DEPARTMENT REPORTS

A. FINANCE REPORT (John Cooper)

March 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, April 26, 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, Kate Schwarzler, Michael Hicks.

Board members not present: David Ritchey

Staff Present: PJ Armstrong, Jason Saunders, John Cooper, Miguel Aguilar, Dakota Snow.

Others present: Attorney Chad Stokes

Vice Chair Bob Mason opened the meeting at 5:04 PM.

Public Comment: None

Consent Agenda: Minutes of the March 22, 2023, meeting: Cec Koontz moved to approve the minutes with the amendment to provide additional detail on the CIS health insurance stipend restrictions, Marty Wine 2nd, motion passed unanimously.

Financial Report: John Cooper

- The report for March 2023 was presented. Gross margins are up due to increased WVF reimbursements resulting from personnel expenses fluctuating upwards as expected.

Sales, Marketing, CSS report: Jason Saunders

Services report for February was given

Sales in Rickreall are encouraging with 4 new businesses added

All of the events attend or supported by MINET/WVF were outlined, including but not limited to:

- Hosted Chamber morning greeters
- Trolley Ribbon Cutting
- Participating in Family Building Blocks Diaper Drive
- Women in business
- Major sponsor of the Chamber App
- Attended MBA and are part of the design committee.
- WVF Sponsor of Dallas Summer Movie Series
- WVF Suppling free internet and Wi-Fi to new Veterans facility in Dallas
- WVF Participated in the DDA cleanup downtown.

Social Media efforts continue on Facebook, Instagram, LinkedIn, and YouTube

Hired two new bilingual CSS member for MINET and a new CSS for WVF

Operations: Dakota Snow

- MINET continues to work with its 2 underlying providers to ensure capacity, redundancy and reliability. Peak usage is averaging 34/Gbps
- Data usage is consistently monitored to maintain highest service at economic rates
- Free wi-fi on the trolley began this month but the CCTV systems for 2 of the 3 trolleys were delayed due to supply chain issues. Now that the parts have been received, coordination has been made with Chariots to install them by May 12.
- Reported on XGS-PON and IPv6 projects ongoing in the NOC

Field Operations Report: Miguel Aguilar

- Riddle Rd conduits have been placed and fiber construction is being planned to account for the increase to 126 units instead of 70.
- Updates were given for known developments in legacy market.
- Dallas new construction also continues and many new home passings will become available soon.
- Rickreall is 100% complete and new customers are being installed regularly including the Polk County Fairgrounds.
- The South Dallas expansion has begun
- The utilization of recently purchased underground equipment has increased following ongoing training.
- The two newest members of the outside plant team have successfully completed their 90-day probationary period

GM Report: PJ Armstrong

Team department updates:

Finance

- The finance team has made significant efforts pulling together budget narratives for the respective departments. In particular, recognition to John Cooper for a lot of hard work over the last few weeks keeping us on track to completion of our draft FY 23-24 budget which was sent out to the cities yesterday.
- Debt service/promissory notes are all on track

Network Operations

- The ability for us to be able to provide multi gig services via the new PON chassis is a bonus and was not the primary reason for the decision to add it to our network.
- We currently have 2 PON chassis with 21 slots each and have 15 slots used in each. We are intentionally leaving this space open and not filling to 100% capacity. We view this as insurance, in the event of a catastrophic failure where 1 chassis becomes unusable we would have flexibility in pinch and ability to transition customers to available space on another chassis

Expansion

- Rickreall is 100% complete. John Cooper and I worked together to generated a final invoice to Polk CO that will consume the remaining amount granted for project. PJ shared a high level financial breakdown of the project tying overall amounts to certain tasks involved in completing the network construction. We expect the last invoice to be paid before next BOD meeting. The Oregon Broadband Advisory Council is meeting 3/30 and GM will attend in person.
- S Dallas expansion work is in progress, this week staff is out setting anchors and down guys. Estimating that in a 2 month period we will be done with construction along Kings Valley Highway to the intersection with Falls City Highway.

Industry related updates

- Not much development since last BOD. We are still awaiting final details re ARPA funding from the Oregon Broadband Office. We are in regular communication with Polk CO on this topic. PJ spoke with Dean Anderson this week, no additional information from them on this yet either. Polk CO are very engaged, working to ID areas of need likely eligible for grant funding with a goal to assist providers in our area where to focus proposal efforts.
- PJ and Jason Saunders are working on mailers to go out next week, targeting certain areas outside our legacy market which we know are underserved, in an effort to generate speed test data that will report back to the faster internet OR project. We are hopeful that more speed test data meeting the “underserved” definition by OBO standards will help prove a need and more likely, grant funding. This may be data the county can use as well.

Executive Session. The Vice chair took the BOD into executive session at 5:30 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: May 24, 5 PM.

Meeting adjourned at 6:06 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