

05.22.2024

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://www.minetfiber.com/news>



**MINET Board of Directors - Regular Meeting
Wednesday May 22 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 March 27 2024 Minutes
- **BUDGET HEARING**
 - A. Open Budget Hearing
 - B. Call for Public Testimony on Budget for FY 2024-25 as Approved by the Budget Committee
 - C. Discussion of Budget for FY 2024-25 as Approved by the Budget Committee
 - D. Vote to Adopt the MINET FY 2024-25 Budget
 - E. Close Budget Hearing

- **DEPARTMENT REPORTS**

- Finance Report (Khira Zappe)
 - March & April 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
 - Projects unrelated to construction / 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**

- Consideration of Falls City Franchise Agreement.

- **ADJOURNMENT**

- Next regular meeting, date, and format

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, May 22, 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,

Board members not present : Christy Wurster

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 March 27, 2024, meeting: Bob Mason moved to approve the minutes, Kate Schwarzler 2nd, motion passed unanimously.

Budget Hearing: David Ritchey opened the budget hearing & called for public testimony. No being no public present, this portion of the hearing was closed. David R opened up discussion of the budget as approved by the budget committee. Bob Mason offered comments relative to the budget including :

- Consideration of escalating past debt service shortfall repayments in the future and possible cost cutting measures.
- Future presentation of debt service obligations / forecasting future repayment.
- Suggest board involvement in creating salary schedule in line with comparable positions within the two cities.
- Review marketing budget in legacy market.

Kate agreed with Bob's questions, acknowledging their relevance to the city budget process and need for accuracy in future debt service projections.

Cec offered the opinion that the board should not be involved in the development of salary schedules, this should be a management / operational decision.

PJ clarified viability of enterprise security systems as a potential revenue stream, difference between CSS Sales Marketing Salary represented in the 2023-2024 budget document vs 2024-2025 budget document, and acknowledgement of

the request to further discuss a compensation schedule in the future which will be brought to the board at the next meeting.

No further discussion, David Ritchey closed this portion of the hearing and moved to vote to adopt the budget as presented. Cec Koontz moved to adopt the FY 2024-2025 budget as approved by the budget committee. Kate Schwarzler seconded, motion passed unanimously. David closed the budget hearing.

REPORTS

Financial Report: Khira Zappe

Khira presented the March and April financial package. Revenue was up \$3k respectively from February. Operating expenses were up in April \$15.7k respectively from February and March. As a result, Operating Income decreased \$11.4k in April from February. She reported Revenue and Gross Margin were above budget year-to date. Operating expenses are below budget year-to-date. As a result, Net operating income is above budget \$13k year-to-date.

Sales, Marketing, CSS report: Jason Saunders

Jason provided the following updates :

- Reported on the monthly service numbers
- Gave an update on expansion numbers in South Dallas
- Presented community marketing efforts at MINET and WVF
- Filled the open CSS position
- Targeting “never” served customers this spring
- MINET was nominated for the BroadbandNow Digital Inclusion Award
- Gave an update on the ACP program ending and had minimal impact on customer losses

Network Operations: Dakota Snow

Dakota provided reports on the following :

- Overall peak network utilization 36/Gbps
- DIA Circuits stable with no outages.
- Updating disaster recovery (DR) and backup plans and testing solutions.
- IPv6 Deployment in final stages, 1/3 of the market deployed currently.

Outside Plant Report: Ray Cruz

Ray provided the following outside plant updates :

MINET Market :

- New construction efforts, in both markets (i.e. developments)
- Riddell RD build (126 units)
- Cottage Cluster (292 Monmouth Ave 16 units)
- 523 Main ST (the old washington trust bank 2-4 office spaces)
- 478 S Main ST Independence (16 unit MDU)
- Jersey Mikes... this is not a sure thing yet but are having a PRE APP MEETING on 5-31-24 @ 9:00

Dallas Market :

- (Highland Gleanns 2) Still in progress (58 new passings)

Expansion related updates :

- Completed engineering on oakdale
- Progress on transport fiber
- Completed both railroad crossings

Significant projects unrelated to construction efforts or expansion :

- Completed Polk County project EOC to IT then to Court house

- Team update - New field tech Jacob Mcdonlad has completed his probation and is now a permanent team member.

GM Report: PJ Armstrong

Expansion Related Updates

- Reported on the status of Rickreall installations.
- Reported on several items relative to the S Dallas expansion including :
 - The status of S Dallas installations.
 - The next area of construction will be Oakdale Rd.
- Smaller Polk County fiber projects not relative to S Dallas.
- Progress of the transport project
- Status of expansion into certain areas of Falls City.

PJ reported on the progress of debt service obligations including the current development of forward looking projections over time which will consider the current and next FY budget. PJ provided a status update on the Dallas OR project relative to the deferred operating agreement and also an updated on the beautification project happening around MINET / Monmouth Public Works grounds which will include an aerial to underground transition project in a roughly 2 month time frame.

Other Business :

Consideration of Falls City Franchise Agreement

PJ brought a draft Franchise Agreement for board review / discussion prior to execution with Falls City. Board consensus was to move forward with the agreement.

Meeting adjourned at 5:50 PM

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