

Wednesday, May 24, 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, May 24, 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 April 26, 2023 Minutes
- IV. BOARD BUSINESS**
 - A. WVF Update – Executive Session (PJ Armstrong)

The MINET Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(f); To consider information or records exempt by law from public inspection. 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.

Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, May 24, 2023, 5 PM. This meeting was held at MINET, 405 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, Ray Cruz, Dakota Snow.

Others present: Attorney Chad Stokes

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

Public Comment: None

Consent Agenda: Minutes of the April 26, 2023, meeting: Marty Wine moved to approve the minutes, Cec Koontz 2nd, motion passed unanimously.

Executive Session. The Vice chair took the BOD into executive session at 5:05 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 at 5:17 PM, with no decisions being made.

Financial Report: PJ Armstrong

- The report for April 2023 was presented. Revenue & Gross margins are down due to decreased WVF reimbursements resulting from personnel allocations fluctuating downward as expected.

- MINET will be processing the full bond debt service payments to both cities tomorrow for the June 1st debt service. Additionally, we expect to pay the full annual bond debt service in the coming fiscal year along with the first interest payment for both city's consolidated debt notes.

Sales, Marketing, CSS report: Jason Saunders

Services report for April was given

Additional door knocking efforts took place in the Rickreall service area.

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

- Attended MBA
- Attended Chamber Greeters
- Sponsored Chamber Make Music Day
- Met with WOU about upcoming sponsorships (thanks Kate)
- Sponsoring Music in the Park
- Sponsoring River's edge summer series
- Easter coloring contest
- New billboard up
- Peace Pole
- Donated hats to a youth softball team
- Attended Wake Up Wednesday
- Attended DDA meeting
- Banner at the Dallas High School track
- Winner of Innovative Business of the Year in Dallas
- Donated 1,702 diapers to the Les Schwab Diaper Drive
- Banner at the pickleball court
- Sponsoring Art in the Park
- Sponsor a student of the month in the IO

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

The 3 newest team members are doing well. One team member who was leaving is now staying and filling the Retention Rep vacancy

SmartRG efforts are nearly complete.

Operations: Dakota Snow

- Overall network utilization was reported on, no significant changes.
- Community Wifi has seen increased usage over the last month, likely because of better weather and people out more.
- Limited usage of Wifi on the Trolley, this may change with signage / advertising.
- Reported on XGS-PON and IPv6 projects ongoing in the NOC.
- Reported on Polk CO Fairgrounds WIFI network build out.

Field Operations Report: Ray Cruz

- Updates for all new developments in progress were reported on
- Several prospective developments were reported on.

GM Report: PJ Armstrong

Team department updates:

Finance

- MINETs 2023-2024 FY budget was unanimously approved by the budget committee last week. We expect adoption by the MINET BOD in our June meeting.

Expansion

- PJ reiterated Sales & Marketing door knocking efforts in the area and Network Operations report of progress on the wireless network build out for Polk County Fairgrounds.
- S Dallas expansion work is in progress, we have constructed roughly 50% of the run along Kings Valley Highway.

Industry related updates

- Attended a series of virtual meetings last week aimed at ISPs, the “work force”, and the public. Not much new information shared by the Oregon Broadband Office, mostly a rehash of previous meetings and material.

Over the next few weeks the OBO will be conducting a series of in person community meetings. PJ will be attending McMinnville and Redmond.

- Planning for final grant funding rules after the legislative session ends this summer.
- PJ reported on mailers sent out to rural residents in the county and within reach of our infrastructure which are efforts to get more underserved to report on quality of their current broadband connection, in the hope to prove a need for better infrastructure.
- PJ provided updates on a few annual goals
 - Go green initiative (paperless billing) – MINET expects to take a benchmark of progress & report end of summer.
 - Transition of SmartRG routers is going well and nearly complete.
 - Upgrades to DIA links.
 - Deployment of XGS chassis for multi gigabit services.

Next meeting: June 28, 5 PM.

Meeting adjourned at 5:42 PM

V. DEPARTMENT REPORTS

A. FINANCE REPORT (PJ Armstrong on behalf of John Cooper)

April 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. ADJOURNMENT

Next regular meeting, date, and format