

**Wednesday, August 23, 2023**

**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://www.minetfiber.com/news>**



**BOARD OF DIRECTORS  
REGULAR MEETING**

**Wednesday, August 23, 2023**

**5:00 – 6:30 pm**

**HYBRID MEETING**

(Held via Google Meet and at address below)

**Call-in:** (US) +1 240-816-0232 PIN:

**Video link:** [meet.google.com/ewq-bjts-fqk](https://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 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 John Cooper at 503-837-0703 or [jcooper@minetfiber.net](mailto: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 July 26, 2023 Minutes
- IV. DEPARTMENT REPORTS**
  - A. FINANCE REPORT (John Cooper)  
July 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

**V. BOARD BUSINESS**

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

**VI. ADJOURNMENT**

Next regular meeting, date, and format

**Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, August 23, 2023, 5 PM. This meeting was held at Monmouth Public Works**

**In attendance:**

Board Members Present: Cec Koontz, David Ritchey, Kate Schwarzler, Michael Hicks, Bob Mason, Marty Wine

Board members not present:

Staff Present: PJ Armstrong, Ashley Terry, John Cooper, Ray Cruz, Dakota Snow

Others present: Attorney Chad Stokes

**Chair David Ritchey opened the meeting at 5:05 PM.**

**Public Comment:** None

**Consent Agenda:** Minutes of the July 26, 2023, meeting: Bob Mason moved to approve the minutes, Kate Schwarzler 2<sup>nd</sup>, motion passed unanimously.

**REPORTS**

**Financial Report:** John Cooper

John presented the July 2023 financial package. Revenues and Gross Margin were normal while operating expenses increased due to budgeted COLA and merit increases effective in July and semi-annual fleet maintenance being performed. The first month of the FY fell closely in line with the newly established budget with the exception of personnel expense outperforming budget due to newly hired staff not yet being eligible for benefits despite MINET recently becoming fully staffed.

**Sales, Marketing, CSS report:** Ashley Terry

- The monthly service report was presented
- An expansion progress update was reported
- Community marketing efforts were addressed in both markets
- An update on the MINET Facebook page was presented
- In the interviewing process for a new team member
- Gave an update on items that will be covered at the next BOD meeting

**Operations:** Dakota Snow

- Average monthly utilization / overall bandwidth was reported on.
- Upstream provider continues to do work on their co located equipment in the NOC in an effort to upgrade the circuit provided.
- The recently opened and budgeted for Network Technician position has been filled and the new team member is doing well so far.
- The new XGS PON turn up was successful over this last month including provisioning and testing of a 2.5G circuit.

- We continue to work on IPv6 deployment and expected to have progress to report next BOD meeting.
- Coverage of the wifi network at Polk County Fairgrounds before and after the new build project was presented showing significant improvement in the quality of the network.

**Field Operations Report:** Ray Cruz

- Updates were given on build-outs in local markets, including Monmouth MDUs and the Riddle Road build.
- An update was given on the South Dallas expansion project.
- It was reported that the Acres of Hope extension project has been complete and we are marketing services to the area.
- Ray provided a team update stating The Field Operations team has good cohesiveness and works well together

**GM Report:** PJ Armstrong

- Commendations to Dakota for his work on the Polk CO wifi build and improvement to the network.
- Marketing banners have been placed around Polk CO Fairgrounds as well as WVF logo'ed signs indicating how to connect to the wifi network.
- Rickreall expansion continues to gain customers, Acres of Hope extension was reported on including number of potential new customers.
- Updates on total Rickreall expansion customers overall were provided.
- There continues to be positive progress in South Dallas; construction teams there are well focused. Explanation was given on underground work soon to be done including the ODOT permitting process.
- Kevin Folsom, new Construction Supervisor, will be joining us next BOD meeting to provide a report.
- The full annual bond payment and note replacement payments are on track, meeting all fiscal obligations
- Status of the AFO amended operating agreement benchmarks were reported on, currently at 104% of projected funds available for debt service.
- PJ provided a reminder that the amended AFO operating agreement includes an agreement to conduct an analysis of our networks by an outside telecommunications consultant. Their proposal was distributed for review. Discussion took place including how this entity was found, their references, and example of their work. Marty Wine motioned for approval to engage the outside contractor JSI subject to responses to questions that were raised during discussion.
- An update and explanation was provided on the transport route project that will feed the S Dallas expansion project GPON chassis.

**Board Business: Elections**

- Bob Mason stated it was reported at Independence Council that was "some issue with MINET phone lines". PJ reported on a possible explanation being speed upgrades that were done and which inadvertently affected roughly 30 voice customers, but all were back up within a couple hours.
- By BOD consensus, David Ritchey will continue as interim President

**Next meeting: September 27<sup>th</sup> 2023, 5 PM**

**Meeting adjourned at 6:08 PM**