

**Wednesday, September 28th, 2022**

**Monmouth-Independence Network Board of Directors - 5:00 pm. The public is invited to attend virtually. For agenda and call-in details: <https://www.minetfiber.com/news>**



**BOARD OF DIRECTORS  
REGULAR MEETING**

**Wednesday, September 28, 2022**

**5:00 – 6:30 pm**

**VIRTUAL MEETING**

(Held via Google Meet)

**Call-in:** (US) +1 240-816-0232 PIN: 356 015 105#

**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 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 August 24, 2022 Minutes

**IV. DEPARTMENT REPORTS**

**A. FINANCE REPORT (John Cooper)**

August 2022 Financial Report

Additional Comments by GM

**B. SALES/MARKETING/CSR REPORT (Jason Saunders)**

Various items/reports

Additional Comments by GM

**C. NETWORK OPERATIONS REPORT (Dakota Snow)**

Various items/reports

**D. FIELD OPERATIONS REPORT (Ray Cruz)**

Various items/reports

## **Minutes, Virtual Meeting of the MINET Board of Directors, September 28, 2022, 5 PM**

### **In attendance:**

Board Members present: David Ritchey, Marty Wine, Robert Mason (representing the City Manager of Independence), Marty Wine, Chris Lopez, Michael Hicks.

Not Present: Tom Takacs

Staff Present: PJ Armstrong, John Cooper, Ray Cruz, Jason Saunders

Guests Present: Attorney Chad Stokes

Recording: Marilyn Morton

Chair David Ritchey **opened the meeting at 5:01 PM.**

**Public Comment:** None

**Consent Agenda:** Minutes of the August 2022 meeting: Michael Hicks moved to approve the minutes, Marty Wine 2<sup>nd</sup>, motion passed unanimously.

### **Department Reports**

**Financial Report:** John Cooper

- August was a good month with \$213K NOI (over budget). Payroll was under budget. John will be working with the city managers concerning MINET's consolidated repayment of advance notes. Both cities have the proposal and schedule. Who will draft the notes and how they will be approved are still under consideration.

**Sales, Marketing, CSS report:** Jason Saunders

- Jason shared all of the community activities for August, including Dallas Downtown Association Bingo Night, Wake Up Wednesday, Polk County Young Professionals, WOU New Student Celebration, Family Building Blocks luncheon, and Women in Business in Polk County.
- CSS Kenia Carson presented that she has completed a large project of communicating with and knocking on the doors of all the owned residences in Monmouth and Independence that have never had MINET. Results showed where competitive providers are being used and revealed some attitudes about MINET. The Independence contingent was disgruntled about having to pay back the MINET debt on their water bill, "Why should we use your service if we have to pay so much money to the city?" There is a disparate view of MINET services in Independence vs Monmouth. The question was asked, can the cities assist in righting the record? Bob said Independence has tried to provide information to

residents, but Independence has to declare MINET debt on the water bills. There is no comparative declaration in Monmouth.

- Jason commended Kenia for her excellent work and said that any help to sharpen MINET's reputation is welcome.
- When asked about what drove marketing, Jason replied it was word of mouth, being present in the community, door knocking, having a good reputation, and being local.

**Operations:** PJ Armstrong reported for Dakota Snow, who is on vacation

- The grey log server is being deployed, which logs all services.
- The planned replacement of a corporate firewall is complete.
- Current projects include virtualized platform migration and more cameras on site at MINET
- In response to how the community wi-fi project is going, PJ said the positive trends continues, and that there was fairly good media coverage. A more comprehensive report will be provided at the October meeting.

**Field Operations Report:** Ray Cruz

- At a 16-unit complex on the S Curves a pole came down and rebuilds were needed, but the project was completed with no difficulties.
- Ron Wilson Center is being torn down and that land, combined with other properties, will soon house a 9K square foot 2 story office complex on Clay & Monmouth. MINET is working with the builders.
- A 70-unit complex will be going up on Riddle Road.
- The Rickreall expansion is in the construction phase and has a dedicated team. The first ½ mile of stand will be in by the end of this week.
- A new field tech was hired and today is his first day. He looks to be a good fit for the team.

**GM Report:** PJ Armstrong

- PJ recapped and applauded all the efforts in community outreach.
- Dakota Snow has recently attended the Oregon Telecom Meeting and the Oregon Connections Conference. Both are good industry opportunities.
- PJ will be at League of Oregon Cities in Bend and will be a presenter, discussing MINET, its successes, and its experiences as a jointly owned municipal network.
- MINET/WVF will have a booth at the Willamette Valley Broadband event in October. It's being put on by Alyrica and will be attended by many service providers, making it a good networking opportunity. The Oregon Broadband office will be a presenter.

- Specific information about the Voice/Meta Switch shutdown will be available at the October meeting. PJ gave details about the process.
- PJ thanked the board for appointing him as the permanent GM of MINET. He appreciated the process and thanks the board for their help. He cares a lot about MINET and understands the responsibilities MINET and WVF have to their communities.
- Rickreall expansion (under the WVF name) – Ray provided updates and Jason explained the marketing efforts. PacificCorp has a March deadline to complete construction of the network, which will be active well before that date.
- At this point 1/3 of the county grant money has been expended. Engineering is 100% complete. Construction will all be managed in house, giving better quality control, staff enhancement, and profit for MINET.

### **Executive Session:**

The Chair took the meeting into executive session at 5:33 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 Chair took the BOD out of executive session at 5:47 PM and returned the meeting to open session.

There was no business to be conducted out of executive session.

### **Board Business:**

Franchise Agreement: Chad has sent a draft to PJ and will send one to each of the cities in the next week.

IGA (Intergovernmental agreement): Chad has revised the IGA as instructed and sent it to both cities. At the next BOD meeting the cities should have updates on presentation of the new IGA to their respective councils, and the results. Bob noted he will not be at the next meeting.

**Next meeting is Wednesday October 26, 5 PM.**

**The Chair adjourned the meeting at 5:51 PM.**

E. GENERAL MANAGER REPORT (PJ Armstrong)

Various items/reports

**V. DISCUSSION ITEMS**

A. Expansion Update – Executive Session (PJ Armstrong)

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**VI. BOARD BUSINESS**

A. Franchise Agreements

B. IGA

**VII. ADJOURNMENT**

Next regular meeting, date, and format