

October 22 2025

*Monmouth-Independence Network Board of Directors Meeting - 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>



**MINET Board of Directors - Regular Meeting  
Wednesday, October 22 2025 5:00pm - 6:30pm**

Hybrid meeting held in person or via Google Meet

**Call in : (US) +1 605-627-1569 PIN: 100 855 391#  
Virtual Link : [meet.google.com/pvo-judh-ubz](https://meet.google.com/pvo-judh-ubz)**

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](mailto:parmstrong@minetfiber.net) at least 72 hours before 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 August 20 2025 Minutes

- **DEPARTMENT REPORTS**

- Finance Report (Khira Zappe)
  - August & September 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**

● **Adjournment**

**Minutes, Virtual/In Person Meeting of the MINET Board of Directors, Wednesday, October 22, 2025, 5 PM. This meeting was held at Monmouth Public Works**

**In attendance:**

Board Members Present: David Ritchey, Cec Koontz, Evan Sorce,, Michael Hicks,

Board members not present: Rochelle Roaden, Jason Kistler

Staff Present: PJ Armstrong, Jason Saunders, Khira Zappe, Ray Cruz

Others present: None

**Chair David Ritchey opened the meeting at 5:03 PM.**

**Consent Agenda:** Minutes of the August 20, 2025, meeting: Board chair David Ritchey called for approval of last meetings' minutes, Cec Koontz moved to approve, Michael Hicks & Evan Sorce 2nd, motion passed unanimously.

**REPORTS**

**Financial Report:** Khira Zappe

Khira provided the following updates & topics of discussion: Khira presented the August and September financial packages. Aug-Sep revenue was steady and only up \$4K, due to WVF reimbursement revenue. Operating expenses were down \$31.6K due to decrease in Personnel Expense due to open positions and planned Prev Main expenses that were in July.

Overall net operating income was up \$2.9K in Aug-Sep.

YTD, Revenue and Gross Margin exceeded budget by \$21.3K. YTD operating expenses were less than budget by \$221.7K. Overall, YTD net operating income outperformed the budget by \$243K.

Khira also reported that after Jul-Sep cash flow actuals were updated, our fiscal year end cash flow projections are by about 30% due to timing of prepaids and hasn't affected our ability to make our debt service payments. The October 1<sup>st</sup> Debt service payment was mailed to each the City of Monmouth and City of Independence in September.

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

### **Monthly Services Report**

Reported services added for August and September

### **Expansion Progress**

Currently, we have **over 160** active customers due to our Polk County expansion efforts.

### **Community – Marketing Efforts**

- Attended MBA meeting
- Attended the Main St Conference in Albany
- Attended DDA meeting
- Attended Friends of the Visitors Center meeting
- Attended Wake Up Wednesday
- Attended Greeters
- Feature article in Advantage Magazine in Monmouth/Independence
- Sponsoring a MINET and WVF athlete of the week in the paper
- The holiday billboard will be up soon
- Sponsored and attending MI Halloween Town & Trick N Treat on Main St
- Sponsored and attended Welcome to MI Town
- Current board members of Dallas Downtown Association, Dallas Chamber Board, Friends of the Visitor Center Board, Monmouth Business Association Board, Monmouth/Independence Chamber Board, Dallas

### **News on team members.**

WVF CSS hired. Still have an open MINET CSS position

### **Other**

AT&T has acquired CenturyLink and will be terminating its contract with the Oregon Lottery by the end of the year. MINET/WVF is proud to be among the

few smaller providers selected to service lottery locations within our footprint—potentially more than 40 sites. Each location will receive our 500 Mbps service along with a static IP at a monthly rate of \$69.19.

As noted during the budgeting process, we explored partnering with an after-hours call center to manage overflow and weekend call volume. After evaluating five options, we selected a provider based in Bend and launched a two-month trial in the WVF market. Following the trial, we determined that the service did not improve efficiency or customer experience as expected, so we will transition back to in-house after-hours support effective October 31.

**Outside Plant Report:** Ray Cruz

Ray provided the following updates & topics of discussion :

MINET new builds :

- Cottage Cluster (292 Monmouth Ave 16 units)
- Riddle road build (126 units)
- 16th Street/ Talmadge Build

Dallas (WVF) new builds :

- HG 2 (highland Gleanns 2) (58 new passings)
- Polk county development (373 East Ellendale ave)
- Ellendale Meadows (1080 W Ellendale ave) phase 1
- Storage unit on monmouth cut off (Perkins Clow Corner Road Development)

Expansion related updates

- Following the completion of the South Dallas build MINET has brought all conduit work in house.
- We have placed pipe in the South Dallas area for 14 homes and laid over 5000 feet of conduit.
- Provided an update on the underground conversion on Heffley St from Jackson St E to Gwinn St E

## **Network Operations Report:** PJ Armstrong

PJ provided the following updates & topics of discussion :

- Traffic patterns have been normal since our last meeting although we have hit all time max during peak usage in the last few weeks, due to student return and the start of the NFL season. This has been a consistent pattern over years and is as expected.
- Reported that another of the original HVAC units in the NOC failed due to a faulty compressor. Due to the fact that 2 new HVAC units were installed several months ago resulting in increased cooling efficiency, we are electing not to repair this latest broken unit at this time as it is unnecessary.
- Provided an update on a future security audit we intend to have done during this fiscal year, by an outside consulting resource. Reported that MINET submitted a grant proposal for this project to CIS.
- Provided an update on system wide ONT upgrades that took place last week as well as planned upgrades to our PON shelf systems and core routing environment over the next couple months.

## **GM Report:** PJ Armstrong

PJ provided the following updates & topics of discussion :

- Reported on debt service and past shortfall repayments including last payment to be made in 2025 which will occur in December.
- Reported on MINET's estimated EOY cash position once all 2025 debt obligations are met.
- Provided an update on performance of the AFO / Dallas market relative to requirements of the current operating agreement with ownership.
- Discussed future plans and timelines to approach the ownership group to begin discussion regarding a new operating agreement after the current agreement has been completed.
- Provided additional updates and insight on expansion efforts in the South Dallas market.
- Reported on MINETs changing nature of relationship with the Monmouth Independence Chamber of Commerce as :
  - There has been contention within the MICC BOD due to disagreements with appointment of the interim director



- The Chamber has chosen to cancel their MINET services for no understandable reason.

## **Board Business**

**Meeting adjourned at 5:45 PM**

**Next Meeting: January 28 2026, 5 PM, Monmouth Public Works**