

## **Minutes of the Virtual Meeting of the MINET Board of Directors, February 24, 2021, 4:30 PM**

### **In attendance:**

Board Members, present: David Ritchey, Marty Wine, Chris Lopez, Robert Mason, Michael Hicks, Tom Takacs

Not present: None

Staff Present: PJ Armstrong, John Cooper, Jason Saunders, Dakota Snow

Guests Present: Attorney Chad Stokes, Anne Scheck

Recording: Marilyn Morton

### **Chair David Ritchey opened the meeting at 4:32 PM.**

There was no **public comment**.

### **Consent Agenda**

Minutes of the December 22nd meeting. **Bob Mason moved to approve the minutes, Marty Wine 2<sup>nd</sup>. Motion passed unanimously.**

### **Financial Report**

John Cooper presented financial reports for January, "an average month, overall." Neither income nor expense was reported for cable services in January as they have been completely terminated.

### **Sales/Marketing/CSS Report**

Jason reported current monthly sales number. EZ-Video numbers will no longer be reported as we no longer offer it.

Changed existing EBB customers over to Affordable Connectivity Program (ACP). Met with Service Integration Program in Polk County and shared the program with them for ongoing promotion. A link to a current PSA will be sent to Board members.

Willamette Valley Fiber was awarded business of the year for 2020 in Dallas. The Dallas Chamber recently shared our surprise introduction video which was shared

MINET Website - Requested changes have been made to the website adding the BOD functionality which PJ will address further in his report.

### **Network Operations Report**

Dakota Snow reported the following:

MINET has completed DIA upgrades to provide bandwidth equal to primary provider, from secondary provider which will automatically adjust if one of the providers goes down.

Backup/Redundancy, Interruption of services: Potential threats were explained. MINET has the backup and redundancy that is necessary. Backups are copied offsite to the cloud. Redundancy is accomplished with an internal virtual cluster for hardware migration as needed.

GM Comments:

Virtualized environment is now open source and free. Dakota's next project will be the internal core.

MINET now has an agreement with Cogent for IP space. In the past MINET used existing providers, but this new agreement will gain over 2,000 IP addresses at a very attractive rate, yielding long term cost savings.

## Field Operations Report

PJ Armstrong reported that the ring fiber at the new Monmouth City Hall location was successfully extracted. The transition of facilities from aerial to underground along Warren Street is to be coordinated with final demolition of the existing infrastructure. Marty Wine thanked PJ for accommodating the city's needs.

## GM Report

PJ Armstrong reported on the status of the Central School District wireless network: CSD has been equipped with everything needed to facilitate students with access. The District will work to advertise this service.

CSD asked for MINET to carry Public Service Announcements about mental health. Jason Saunders is working to publicize these PSAs, and MINET will feature one per week on all social media outlets.

Metaswitch voice transitioning is fully underway using the new Voyant cloud. This project is expected to be completed in mid-May.

PJ reported on the excellent state of the MINET team. The high level of retention has allowed MINET to create an all-time high level of teamwork, motivation, and morale.

PJ is continuously staying informed on the state of the telecom industry. Currently, it's all about IJA/BEAD.

He also continues to develop all relationships at the city, county and state levels. The grants awarded to MINET by Polk County are indicative of those efforts and has brought new attention to MINET. MINET has truly become the gem of Polk County because despite being small we are doing things right. The national recognition being received demonstrates the ability of the team at MINET. PJ was recently on an industry podcast Institute for Local Self Reliance about MINET and its growth. Another podcast is set up for next month. MINET continues to trend positively, and we anticipate a lot of opportunity for MINET in the future. MINET has the capacity and knowledge to do more outside its current limits.

Our entire team is looking forward to the challenge. A recent all-staff meeting showed me that everyone is excited and eager for the expansion projects to begin.

### Questions & Comments:

Clarification questions on the CSD wireless network were answered

Excellent news about the team, especially during difficult times.

## Board Discussion Items:

1. BOD meeting time (discussion deferred)
2. Budget Officer and Budget Calendar. John Cooper reported the Budget Committee has 5 active members, and one more is due to fill a vacated seat. There was discussion on budget meeting dates, and times.

**Bob Mason moved to adopt the budget calendar with the first meeting to be on May 16, Michael Hicks 2nd, motion passed unanimously.**

**Marty Wine moved to name John Cooper as the Budget Officer. Tom Takacs seconded. Motion passed unanimously.**

3. MINET website configuration. After presenting the new changes and BOD discussion, the BOD requested one additional change which will be implemented as soon as possible
4. General Expansion, Polk County Grant. The GM appreciates the work that Craig Pope and Dean Anderson have done for MINET.

Chad Stokes broke down the projects and a template to be used for agreements. Of the 3 projects, a Falls City feasibility study and Rickreall will be first, and SW Dallas expansion will follow. The feasibility study is a 3-month project; the Rickreall scope of work includes notification of homeowners and management of supply chains.

Questions/comments: Risk? Chad Stokes replied that there is only minimal risk with hiring contractors, which is being tightly planned by the GM. No risk exists for the owner cities.

The GM has been proactive and on point with securing the grant. This is a great opportunity for MINET and should be celebrated.

**Marty Wine moved to authorize the GM to sign agreements with Polk County for the Rickreall and Falls City portions of the grant projects. Chris Lopez 2nd. Motion passed unanimously.**

The third portion, expansion in Dallas, will be ready for consideration in approximately 2 weeks. Once ready, a short BOD meeting will be organized to consider that scope of work and make a decision on that agreement.

5. GM Search. There is no motion yet, but tomorrow David Ritchey will be giving more directions to Doug Dawson.

### **Board Business**

Consideration of Expired Franchise Agreement. This issue is less critical, per BOD.

Consideration of Updated IGA. There was discussion of the draft of an updated IGA provided by Chad Stokes, and what next steps should be. For completion of an updated IGA councils and BOD would need to approve a finalized version.

There was further discussion about not creating a BOD quorum or a serial meeting with the process. It was decided by consensus that the City Managers will handle the discussion with their respective councils, and a city-approved version of the IGA will come back from the cities to the BOD for final approval.

Consideration of Scheduling Continued Steering Committee Meeting(s). Not discussed at this meeting.

**Chair David Ritchey set the date for March 24, 4:30 PM, with consideration of future meeting dates to be taken up in March.**

**Meeting was adjourned at 5:50 PM.**