

## **Minutes, Virtual Meeting of the MINET Board of Directors, August 24, 2022, 5 PM**

### **In attendance:**

Board Members present: David Ritchey, Marty Wine, Robert Mason (representing the City Manager of Independence), Kenna West (City Manager of Independence), Tom Takacs, Marty Wine, Michael Hicks.

Not Present: Chris Lopez

All Staff was Present: PJ Armstrong, John Cooper, Dakota Snow, Ray Cruz, Jason Saunders

Guests Present: Attorney Chad Stokes; Anne Scheck (Trammart News) joined at 5:23 PM

Recording: Marilyn Morton

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

**Public Comment:** None

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

### **Department Reports**

**Financial Report:** John Cooper

- John presented the financial report for July, a very strong month. Price increases went into effect on July 1<sup>st</sup>.

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

- Jason shared numbers for July. WVF is on track to have one of the top three selling months in its history.
- The MINET customer appreciation luau is Thursday, August 25. Hopefully board members can be in attendance.
- The MINET website is now bilingual. The YouTube feed runs at the base of the web page.
- Summer marketing focus: homes without service. In June letters went out to identified addresses; followed by postcards in July; in August the MINET retention specialist did door knocking. Next month the BOD will hear a report on the efforts based on findings about why these locations did not have MINET.

**Operations:** Dakota Snow

- The Cap-X project was reviewed, including removal of jumpers used in TV services. Dakota presented before and after pictures of the NOC and the changes were dramatically positive.
- He will offer tours of the NOC to the BOD members who attend tomorrow's customer appreciation event.
- The Community Wi-Fi project is operating strongly, use increases, parks are most popular sites. The average user consumes less than ½ Gig of data, mostly cell phone and some laptop use.
- The FCC Broadband Data Mapping update: MINET is participating in delivering the required/requested information to the FCC in the specified format, which required a software purchase. FCC's definition of "providing service" is that service to an address can be delivered within 10 days. M-I area is done, WVF nearly so.

**Field Operations Report:** Ray Cruz

- MINET is monitoring Riddell Road crossings and by end of this week or beginning of next MINET can begin staging vaults.
- Ray detailed other projects currently underway including a review of aerial needs.
- He noted that often MINET is the only provider in a newly opened area.
- An additional technician was hired and is doing well.

**GM Report:** PJ Armstrong

- The goal of the new mapping initiative from FCC is to avoid overbuilding and guide granting. MINET is developing site expertise, acquired GIS software, and will be reporting this information every 6 months.
- Spectrum Drops and audit: PJ shared images of Spectrum's penetrating into MINET vaults and conduit as well as through MINET hubs on the side of houses. The BOD will be kept informed on any action taken. Spectrum and its subcontractors have a history of improper/illegal practices such as these.
- During the winter audits will be conducted to determine legal actions that may be taken. Traditionally Spectrum is unresponsive/uncooperative to legal action, but in the past bad practices have been halted.
- If a resident has Spectrum delivered via MINET equipment through vault penetration, etc., contact with the homeowner/resident is attempted. Preferred response is converting home to MINET service. In any case, the resident is given 30 days to contact Spectrum and work out a solution to incorrectly delivered service.
- WVF Sales/Marketing efforts and the complimentary work and reputation of Jason Saunders and his team are to be commended. They are doing excellent work and creating a positive trajectory for the future.

- PJ has confirmed the transfer of number blocks by the end of the week which will allow disconnects in the metaswitch environment. He will continue to report on this activity until the project is done.
- Rickreall update: by mid- or end of September MINET will have necessary construction permits. Construction will be handled by current MINET staff, and though it will stretch the outside plant, there are many positives: an excellent learning opportunity, allows for direct oversight, and results in a positive revenue stream. The outside plant is 100% on board.
- South Dallas update: The revised agreement awaits final review and execution by the city.

### **Executive Session:**

The Chair took the meeting into executive session at 5:29 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 5:37 PM and returned the meeting to open session.

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

The BOD was reminded to return signed NDAs to the MINET GM.

### **Board Business:**

Welcome to Kenna West, Independence City Manager

Franchise Agreement: In 2 weeks Chad will have a draft ready for both cities to review.

IGA (Intergovernmental agreement): The draft IGA is at the cities for consideration. Marty said a single provision is still being discussed concerning recommended language for potential dissolution of MINET and resultant remaining fiscal obligations. The BOD will be first to consider/approve a final IGA, and then it will go to the councils for their consideration.

**Next meeting is Wednesday September 28, 5 PM.**

**The Chair adjourned the meeting at 5:39 PM.**