

Minutes, Virtual Meeting of the MINET Board of Directors, June 22, 2022, 5 PM

In attendance:

All Board Members were present: David Ritchey, Marty Wine, Robert Mason (Interim City Manager, Independence), Chris Lopez, Tom Takacs, Marty Wine, Michael Hicks.

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

Guests Present: Attorney Chad Stokes, Anne Scheck (Trammart News)

Recording: Marilyn Morton

Chair David Ritchey **opened the meeting at 5:02 PM.**

Public Comment: None

Consent Agenda: May 2022 Meeting Minutes were approved by motion, 2nd, and unanimous consent.

Budget Hearing:

A budget hearing was opened. There was no public comment, no discussion.

David Ritchey moved to adopt the budget as presented, and which had been approved by the Budget Committee, Marty Wine 2nd, motion passed unanimously.

Financial Report: John Cooper

John presented the financial report for May. Actual NOI for FY 2021-2022 exceeded the budget by \$247K.

John explained the county reimbursement process for MINET's expansion costs. The BOD is always welcome to inquire on financial processes relative to expansion.

On July 8th a meeting is planned between the John and the city financial directors to discuss the consolidation of advancement notes.

Compliments were given to the staff having had a solid budget last FY, and for keeping the company on track.

PJ thanked John for excellent work. He also addressed a prior question from Marty concerning grant tracking, which is always done very granularly. This information is open to BOD inspection upon request.

Sales, Marketing, CSS report: Jason Saunders

Jason shared numbers for May and reported on tracking Wi-Fi in the park. Information is posted on the website, and public response to the program has been overwhelmingly positive.

MINET is developing a landing page.

Three or four vehicles and half the staff will be in the 4th of July parade.

Sara Javins, CSS from WVF, was named Young Professional of the Year and will be given her award at the Dallas Community Awards.

Discussion about "Passings" and "Units of service:" "Passings" are locations/addresses where MINET/WVF services can be connected. Units of service indicate actual service delivered, i.e., phone or internet. Per John, MINET provides 6,200 services, WVF provides 2,000 services.

Operations: Dakota Snow

Preventative maintenance has been completed on battery backups. WVF can run for 30 hours on battery back-up, MINET can run for 24 hours.

Two outages in the last month were caused by upstream providers. Neither MINET nor WVF experienced any discontinuation of service. Competitors, however, were down for 8 hours.

A virtual server was built to serve Free Community Wi-Fi with uninterrupted service. The free service is being well used.

A question was asked about additional/replacement sites in Independence. PJ said when July 4th activities are over, MINET will have logged 30 days of free wi-fi service. First evaluations will be done then.

Field Operations Report: PJ Armstrong

The deployment of the wireless network was delayed when MINET moved away from limited-access VisionNet services, in part because VisionNet wanted to turn down its level of service. MINET now has an internally governed server which will provide an excellent customer experience.

Field employees and 2 CSS staff have now been trained in Flagging.

City of Independence Public Works is working with MINET on data connections to the lift stations.

A large project is coming up around/near Main Street Park where many poles will be removed causing MINET to relocate services to underground. MINET is maintaining good service with electrical providers. Discussion followed.

GM Report: PJ Armstrong

Stakeholder Relations: The consultant has been replaced in the WVF/AFO relationship. PJ has met twice with the new liaison, who has a positive outlook and experiences in marketing and grant writing. AFT is looking at grant opportunities to reduce its debt footprint. More details will come to BOD at future meeting(s). Please note that MINET is under no obligation for implementation of any suggestions made by the new consultant.

Public Works is installing security cameras to deal with increase in graffiti and vandalism. Trial run cameras will be used to mitigate issues. New systems should be operational by the end of the week. PJ will keep board abreast of progress.

Bob said the city has 15-20 cameras in Independence operating on cloud-based storage. Bob said that MINET and the cities should/could share and collaborate in this effort? Marty agreed and thanked PJ for his work.

The Meta switch shutdown is still in process (there are lots of moving parts). All available experts are helping.

MINET is now a member of the Mid-Willamette Valley Council of Governments (COG).

Expansion updates:

The Falls City feasibility study is nearly done, a meeting is planned for next week. A full report will be given to the BOD in the July meeting.

The Rickreall RFP document is ready and will be submitted to the Statesman and Portland Journal by the end of the week. The preliminary design will be done next week, and the project will proceed.

South Dallas is using a phased approach. Engineering will start when Rickreall work is one. Letters concerning easements and access will be sent out both property owners and residents. Design for this project will begin when Rickreall design work is done.

Update: GM Search Committee Report

The BOD-appointed GM Search Committee included Bob Mason, Marty Wine, David Ritchey, Jon Carey (Monmouth Council president) and Gloria Butch (Independence finance director). Three finalist candidates were interviewed. The goal of this committee was to make a hiring recommendation to the BOD, and that recommendation will be made today. The Committee chose the candidate who embodies what MINET needs now and recommends PJ Armstrong to be hired as General Manager. A structured offer will be made to PJ.

Marty thanked the City of Independence for taking the lead on this procedure. Chris approved of the work of the search committee but as a BOD member wants to see the material they produced/worked with. This information will be provided to the BOD without delay.

Bob announced the search committee's decision to offer the GM position to PJ, expecting approval at this meeting. But he agrees with the BOD decision to have a final meeting. That special BOD meeting will be held virtually in one week to finalize the hiring of PJ Armstrong as MINET GM.

Other Business:

Franchise Agreements – Chad will have drafts to the BOD at the next meeting.

The updated IGA has been reviewed by city attorneys and will come back to the BOD and ready to present to councils after some wording issues are finished.

Election of Officers is to be held at the July meeting. Please begin considering who should be put in place as the new BOD President, Vice President, and Secretary/Treasurer. New officers assume their positions at the close of the July meeting.

Next meeting(s)

Special Meeting in one week: June 29, 5 PM, held virtually. No staff needed at this meeting. Meeting will be conducted primarily under executive session for consideration of employee-related issues. Noticing requirements specific to this meeting were discussed and will be followed.

Next regular BOD meeting: July 27, 5 PM. Request was made to invite Kenna West, new Independence City Manager.

Post meeting commentary:

Anne Scheck (Trammart News) plans to report on the selection of a preferred candidate out of executive session. She was reminded that there was no motion nor vote and that the presentation was the recommendation from the search committee. Her final comment: "the recommendation from the search committee will be carefully examined."

Meeting adjourned at 5:54 PM.