



MINUTES

QLife Regular Board Meeting
Thursday, June 25, 2020
Via Google Hangouts

Call to Order President Hege calls the meeting to order at 12:04 PM.

Roll Call Scott Hege, Rod Runyon, Dale Lepper, Darcy Long-Curtiss, Lee Weinstein, Keith Mobley, John Amery, Tom McGowan, Carrie Pipinich, Matthew Klebes, Tyler Stone, Stephanie Krell, Mike Middleton, Kristen Campbell, Erik Norton and Dan McNeely.

Changes to the Agenda

There are no changes to the agenda.

[[Ms. Long-Curtiss moves to approve the agenda. Mr. Weinstein seconds the motion, which passes unanimously.]]

Approval of the Consent Agenda

[[Mr. Weinstein moves to approve the agenda. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]

Finance

Financial Report, Analysis and Reconciliation

Mr. Middleton presents his report to the Board included in the packet. He mentions that the funds are looking healthy overall and Operation execution is at 98% for the fiscal year. Accounts receivables are in line with where they are expected to be with the exception of some delayed items due to COVID-19. Staff is working toward getting those payments in.

The Maupin fund is still doing well. Mr. Middleton notes that LS Networks franchise fees have not passed through to the Maupin fund and this concerns Ms. Long-Curtiss. She wonders if it is related to COVID-19 hardships but Mr. Middleton does not believe so. He notes that the franchise fees are supposed to flow through the city of Maupin to QLife. There are no questions from the Board.

Budget Hearing

President Hege opens the QLife Budget Hearing at 12:09 PM. Mr. Middleton informs the Board that there have been no additional changes to the budget book since the budget committee meeting. He notes that the 2021 fiscal year expenses for all three funds are budgeted at \$3,362,977.00 and asks if the Board has any questions.

There are no questions from the Board and President Hege asks if there are any public comments. There are none. President Hege closes the budget hearing at 12:12 PM.

[[Mr. Weinstein moves to approve budget resolution 20-004 to adopt fiscal year 2020-2021 budget for QLife Network in the total of \$3,362,977.00. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]

Action Items

OSPInsight Renewal

Mr. Klebes informs the Board that the OSPInsight renewal quote is included in the packet and notes that there was a \$105 increase from 2019.

[[Mr. Weinstein moves to approve renewal of OSPIinsight software. Mr. Lepper seconds the motion, which passes unanimously.]]

Commstructure Work Order #23

Mr. Klebes brings the Board's attention to the work order prepared by Commstructure. He explains that this work order is for professional services related to the Downtown Bypass project feasibility and OPC which was approved by the Board at last month's meeting. Mr. Klebes asks the Board to review and approve the work order.

President Hege remarks that the total fee for the feasibility study is lower than he expected and Ms. Long-Curtiss and Mr. Lepper concur.

[[Mr. Weinstein moves to approve Work Order #23 for the Downtown Bypass and Metro Augment feasibility and OPC. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]

QLife Local Contract Review Board Procurement Rules

Mr. Klebes informs the Board that we are looking to adopt local contract rules which mirror Wasco County rules with some slight differences. Ms. Campbell adds that time and intention were put into reviewing and outlining these procurement rules and she believes that it has worked out well. She also mentions that it mirrors the model rules from the attorney general. There are no questions for the Board.

[[Mr. Weinstein moves to adopt the QLife Local Contract Review Board Procurement Rules. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]

Discussion Items

Aristo Management Report

Mr. Amery informs the Board that he is continuing to work on potential capital projects and the Curtis Homes project is delayed. They have no make ready date with Century Link so the project is moving forward slowly. There are no known issues with electronics.

Oregon Business Development Department (OBDD) Capacity Coronavirus Relief Funding

Ms. Pipinich informs the Board of an opportunity through OBDD for coronavirus relief funding and remarks that it is the broadest program she has seen. \$20M has been allocated to broadband and \$10M has been dedicated to Link Oregon. The goal is to increase broadband in underserved areas and she plans to submit the OPC from Commstructure for the project from Maupin to Pine Hollow and propose it as a two phase approach.

Phase 1 would build to Tygh Valley and connect the fair, community center, library and fire station while phase 2 would build through Wamic to Pine Hollow. Ms. Pipinich has reached out to the fair board for letters of support and notes that this grant requires no match. She continues by saying that the only caveat is that this project would need to be done quickly because of funding deadlines and Mr. Amery adds that he believes we could complete it by the end of the year.

Ms. Pipinich informs the Board that applications are due next week. She and Mr. Klebes have already touched base with Gorge Net to confirm if they would engage in last mile service in the event that the grant is awarded. Gorget Net expressed interest and indicated that they would add wireless connectivity throughout the route and around the edge of the project area. Ms. Pipinich intends to include the wireless addition in the application package.

President Hege asks if we have an estimate for the cost of phase 1 and Mr. Klebes confirms that we are working on accurately pricing out the project by phases. The OPC from Commstructure was not broken down into phases and included cell towers, which will be eliminated.

President Hege wonders if building underground would be more expensive and Mr. Klebes notes that an underground build would cost roughly \$5M where an aerial build would cost \$3M but adds that there are fewer easements for the underground route.

President Hege asks how we plan to approach the project if awarded and Mr. Klebes remarks that we will apply for the full amount broken down into phases. If we are only approved for a limited amount, we have a fallback position of completing only phase 1.

Ms. Long-Curtiss is hopeful that other entities may not be able to apply for the grant since it is expedited which puts us in a good position.

[[The Board is in consensus to move forward with the OBDD application for Coronavirus Relief funds.]]

Beta Test Update

Mr. Klebes informs the Board that in conjunction with Ms. Krell and Mr. Amery, QLife posted an RFQ for the project on ORPIN and bids are due on Monday. Mr. Franell, Mr. Bubb and Mr. Stone are still negotiating a pricing structure and those conversations are ongoing.

President Hege wonders about the estimated cost and design of the project and Mr. Klebes confirms that 144 count fiber will be going up the QLife backbone and will cost between \$20K and \$30K.

Lone Pine Update

Segment 2 Unit Pricing Form

Mr. Klebes updates the Board that C-2 had to reschedule their track crossing time due to a track derailment in Montana. Mr. McNeely adds that placing cable is the only item that remains for Segment 1.

Mr. Klebes notes that signatures have been secured from the land owners and the HOA to use the existing conduit in the Segment 2 project area. Mr. Klebes brings attention to the unit pricing form in the packet which covers work for new conduit and existing conduit in Segment 2 and Mr. McNeely adds that it has been revised and the new savings are significant. Mr. Klebes asks for the Board's approval to move forward with Segment 2.

[[Mr. Weinstein moves to approve the unit pricing form for \$60K for Segment 2 of the Lone Pine Project. Mr. Runyon seconds the motion, which passes unanimously.]]

Mr. Lepper announces that MCMC is waiting on a funding update and which documents Columbia Gorge Health Council will need from MCMC to receive their funding. USAC funding requests have been completed and submitted and Mr. Lepper expects to receive approval in February or March of 2021.

The Board enters into Executive Session at 12:52 PM under ORS 192.660 (2)(g) Competitive trade or commerce negotiations and (2)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.

Executive Session

The Board exits Executive Session at 1:10 PM.

Mr. Stone informs the Board that they are out of space at City Hall and we are searching for additional space for power and colocation. The basement of the County annex building is a possibility which is being looked into.

The meeting is adjourned at 1:16 PM

The next regularly scheduled board meeting is set for July 23, 2020.

These minutes were approved by the QLife Board on July 23, 2020.



Scott Hege, President