



## MINUTES

QLife Regular Board Meeting  
Thursday, July 25, 2019  
511 Washington St, Deschutes Conference Room

**Call to Order** President Hege calls the meeting to order at 12:09 PM

**Roll Call** Tyler Stone, Stephanie Krell, Scott Hege, Lee Weinstein, Dale Lepper, Darcy Long-Curtiss, Rod Runyon, John Amery, Keith Mobley, Mike Middleton, Tom McGowan and Dan McNeely (via Skype).

### **Changes to the Agenda**

Mr. Stone adds the Lone Pine Project to the agenda.

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

### **Approval of the Consent Agenda**

There are no changes to the consent agenda.

***[[Mr. Runyon moves to approve the consent agenda. Mr. Lepper seconds the motion, which passes unanimously.]]***

President Hege welcomes Tom McGowan of Northern Wasco PUD to the meeting and asks him to introduce himself to the attendees. Mr. McGowan announces that he has taken on the position previously held by Roger Kline and is attending the QLife board meeting as a guest to observe and serve as a liaison between PUD and QLife. He asks if the Board has any questions or concerns that he may answer.

Mr. Stone asks for an audit update and Mr. McGowan informs the Board that PUD has hired an outside firm to perform a full audit to identify attachments and any potential unknown issues. He expects it to be complete by mid-October. Mr. Stone wonders how the data is looking thus far and Mr. McGowan notes with the audit is at 30% completion, the trend is mirroring the billable attachments and over all, the data is unsurprising. He continues by adding that PUD is trying to incorporate a new joint use licensing agreement.

Mr. Stone asks if they will gather input from their attachers and Mr. McGowan confirms that attachers will be part of the process but not until after an agreement is in place. Mr. Stone adds that engineering on every pole is overkill and that they should consider that the highest standard might be unnecessary for rural areas.

### **Financial Report**

Mr. Middleton presents the financial report to the Board and notes this is the first review since the end of FY19 and the Operations budget is at 98.5% executed. Accounts receivables are at \$29K and collections will continue but it is still undetermined as to whether we will write off the balance for FY19 or FY20. He adds that a team is coming together from finance staff and QLife staff to organize services orders, billing, and create a master tracker in order to expedite processes. Overall, the Operations fund is doing well.

The Capital fund is also in good shape at 19% budget executed and the Maupin fund is exactly where it needs to be at this time. Additional funds are coming in to the Maupin fund from the IFA disbursement and the Pacific Source grant to be transferred from the city of Maupin. Most of the expenses have been paid with the exception of an estimated \$10,000 to \$15,000 invoice remaining from Van Dorn which will be split between FY19 and FY20.

Mr. Stone adds that the Capital fund still has a significant amount of money remaining because we did not move forward with all of the projects proposed at the beginning of the FY19. President Hege asks if all invoices have been paid for other projects and Mr. Stone replies that work on the archaeologically sensitive area of the Port Build is still outstanding. President Hege asks about a full project closeout for the Maupin project and Mr. Stone notes that once the project is complete, a project closeout will be brought to the Board.

## **Discussion Items**

### **Aristo Technical Management Report**

Mr. Amery updates the Board on a new BPA project with a larger customer. He notes that there are potential for challenges in the build and BPA is requesting that QLife pay to access its conduit. Mr. Amery's opinion is that this request is not necessarily a bad thing which would make us a BPA customer but explains that he has had difficulty making direct contact with BPA.

St. Mary's Project has its final splicing scheduled for next week. Following splicing, construction crews will come in and pull out all of the old fiber.

There have been OSPInsight conversations between all of the affected parties recently and Mr. Amery believes that we are closer to resolving some issues due to these constructive conversations.

### **Port Build/Chenoweth Expansion Updates**

Mr. McNeely calls in via Skype at 12:51 PM and updates the Board on the Port Build project. He explains that cable has been placed and we are currently waiting on SHPO permits to be acquired in order to finish the project. President Hege asks if Mr. McNeely thinks the permits might be acquired before winter and Mr. McNeely believes they will be. President Hege asks if the Port of The Dalles will be reimbursing QLife for the cost of the permit and Mr. Stone states that the Port was invoiced \$124K for the entire project and expects the total project cost to be about \$170K once complete.

### **Maupin Updates**

Mr. McNeely updates the Board on the Maupin project and states that Van Dorn attempted to complete their scope of the project but noticed that another contractor had captured the conduit QLife planned to connect to. The Mayor of Maupin has contacted Century Link to replace the pathway so Van Dorn can finish their part.

President Hege wonders if there will be an additional cost to QLife to remedy this issue but Mr. McNeely notes that Van Dorn has been very flexible so far and has not indicated that they plan to add an additional cost.

Mr. Stone presents a quote from Gorge Net offering wireless connections at City Park and the Library. The contract details a monthly maintenance fee of \$1,161.80/month for three years. Wireless has been provided to the park since 2017 and is currently being funded by the Google grant. He continues by noting the original 2016 agreement entailed providing wireless for three years, which has since been satisfied. He asks the Board if they want to renew another three year commitment with the City Park connection in addition to the new connection at the library or deem that we have met our obligation at City Park and implore Maupin to pay for monthly maintenance. He adds that once the three year commitment expires, the plan is to have these connections turn into revenue streams.

President Hege believes that if we have money remaining from the Google grant to fund the maintenance of both connections, that we should renew our three year commitment. Ms. Long-Curtiss and Mr. Weinstein agree with President Hege.

***[[Ms. Long-Curtiss moves to approve the contract with Gorge Net for installation and monthly maintenance of wireless connections at City Park and Maupin Library utilizing the remaining Google grant funds. Mr. Weinstein seconds the motion, which passes unanimously.]]***

### **Lone Pine Updates**

Mr. McNeely reminds the Board that Commstructure has done preliminary work on the project including discussions with ODOT, an archaeological report and fielding work. They are now on hold until they are instructed by the Board to begin design and drawings.

Mr. Stone also informs the Board that we are looking to accommodate our partners at MCMC and potentially other businesses in the area. A grant request has been submitted to the CCO for \$165K and MCMC is working with a consultant to secure reimbursement from USAC for their current connections. He proposes that it is possible to utilize revenue from the reimbursement to fund the build if necessary.

Mr. Lepper notes that when we submitted the documents to the consultant, she made certain assumptions which meant that she did not request the full amount needed to fund the build. She did, however, mention that we could submit a one-time construction reimbursement through USAC and if approved, funds would arrive by July 2020. Mr. Lepper continues by saying that he will be meeting with his boss and the CCO to find out the likelihood of receiving grant funding. He believes that if we are able to secure that funding, it would allow us to get started on the project until the USAC funding comes through in July.

Mr. Stone asks the Board for direction on how they should move forward and if we should order engineering of the project. President Hege asks when engineering must begin in order to complete the project by the February deadline. Mr. McNeely explains that it could take two to three months to complete drawings and go through the bid process which means we would have to start soon.

Ms. Long-Curtiss expresses her support to keep the project moving forward and Mr. Weinstein and Mr. Amery agree.

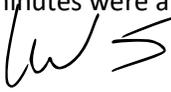
***[[Mr. Weinstein moves to approve Mr. Stone to move forward with ordering design and engineering for the Lone Pine expansion project. Ms. Long-Curtiss seconds the motion, Mr. Lepper abstains and the motion passes with a majority vote.]]***

The meeting is adjourned at 1:34 PM

The next regularly scheduled board meeting is set for Thursday, August 29, 2019.

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These minutes were approved by the QLife Board on 9/11/19.

  
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Lee Weinstein, Secretary