



MINUTES

QLife Regular Board Meeting
Thursday, November 29, 2018 | 12:00 PM
Deschutes Room, Wasco County Courthouse

Call to Order President Hege calls the meeting to order at **12:06 PM**

Roll Call Tyler Stone, Tawnya Williams, Stephanie Krell, Scott Hege, Taner Elliott, Keith Mobley, Mike Middleton, Darcy Long-Curtis, Lynn Ewing. Dan McNeely (Skype)

Approval of the Agenda

There are no changes needed to the agenda.

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

Approval of the Consent Agenda

There are no changes or comments regarding the consent agenda.

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

Financial Reports

Mike Middleton presents the financial report and says that the organization is in good shape overall. With the Maupin project progressing, stress on the entire organization is lessening. All revenues and expenses are within budget authority. While the bump up in Operations due to the old invoices being paid causes an increase, it will be smoothed out by year end. Reconciliations are completed through September. October reconciliations will be completed before the end of November. Ms. Long-Curtiss asks about the previously discussed online issues with Bank of the West and Mr. Middleton explains that it has been resolved and would like to put his time toward more important issues rather than seek out a new bank.

The board has no additional questions regarding the financial report.

Discussion Item - Port Fiber Build

Mr. Stone discusses the port fiber build update. Since the last board meeting, we had an additional request from a potential new customer. This means that it may make more sense to go forward with additional customers along this route and we are reconsidering the project and working on potential partnerships that would help us build part of the line. If we can secure a provider to do some fiber work, we can redo costs and make it a more manageable build. There's some concern with other providers in the area so it would be nice to capture those lots and customers in that area.

President Hege asks for Mr. Stone to give him a brief analysis of costs, revenue, payback, etc. of the project when he knows more before making a decision to go forward. Mr. Elliott is curious as to which fiscal year budget these costs will be allocated. Mr. Stone will update the board with that information at a later time.

Maupin Update -Change Orders 1 & 2

Mr. McNeely enters the meeting via Skype and gives an update on Maupin. In order to go forward with the Maupin project, the board needs to approve change order 1 and 2. Change Order 1 relates to additional 829 feet of new conduit. Mr. McNeely mentions that it may be possible that the cost of new conduit will be less than the quoted price since we will only be charged for the exact amount that goes into the ground. Change order 2 relates to the cost of the drops that we agreed to add into the project. QLIFE or Maupin will own those drops which will clear any confusion from our customers as to the ownership. Mr. Stone has already signed Order 2 in order for inventory to be ready by the end of project and is now being brought to board for approval.

President Hege asks where QLIFE will store the inventory ordered and Mr. Stone says we have storage available. President Hege asks if ISP will be the one to make the connection and bear the cost which is confirmed by Mr. Stone.

Mr. McNeely continues to update the board on the Maupin project and notes that the planned handoff date is set for 1/7/19 followed by LSN and GorgeNet starting to connect customers. President Hege wants to know how we are keeping in touch with ISP regarding the hand off date. Mr. McNeely says that he is in contact with ISP and keeping them in the loop. President Hege asks what recent challenges the Maupin project faced. Mr. McNeely says that no major challenges as of late with the exception of change orders 1 and 2. President Hege asks how construction will be affected due to Maupin's city layout and Mr. Ewing states that he is working with contractors, Wasco Electric and engineers to create a plan. Mr. Stone asks Mr. McNeely if we are making sure that we have vaults along the route. Mr. McNeely says that is a bit of a gray area and it's still evolving at this point.

[Ms. Long-Curtiss motions to approve Change Orders 1 and 2, Mr. Elliott motions to second which passes unanimously.]

Work Order 18 – Lone Pine Expansion Update

Mr. Stone updates the board on Lone Pine Expansion. Costs and design work are being done to get fiber from plant to Lone Pine. We currently have one customer but potentially a second customer. We are waiting on ODOT and cultural resources to get an accurate OPC for putting conduit and fiber in place before moving forward.

Ms. Long-Curtiss is wondering if we should do something to help in negotiations with tribes to sweeten the deal in order to get service out on their land. Mr. Stone thinks that may not be necessary.

St. Mary's Backbone Replacement Update

Mr. Stone updates the board on St Mary's Backbone Replacement and notes that we were close to our blackout date. We decided to push back the date until after the 1st of the year. Mr. McNeely adds underground work is currently happening and we are waiting on Union Pacific permits to start on aerial work, which that is starting to move forward. President Hege wants Mr. Mobley to review U.P. documents before signing.

[Ms. Long-Curtiss motions to approve Mr. Stone's signing of documents contingent upon Mr. Mobley's review. Mr. Elliott seconds the motion, which passes unanimously.]

Mr. Stone updates the board on 15th and Jefferson work. We have a signed contract to do a vegetation control plan which will start when Mr. Amery returns from vacation in two weeks. QLIFE is working with Commstructure to improve and upload accurate/missing data in OSP insight.

President Hege asks Mr. McNeely of Commstructure if LSN has a permit in to the planning department for a build out in Wasco County to do fiber from The Dalles to possibly Dufur. Mr. McNeely isn't aware of a plan and says Commstructure doesn't currently have something going on with LSN.

Executive Session

The Board enters into Executive Session at **12:57** p.m.

The Board exits Executive Session at **1:13** p.m.

Next meeting is tentatively set for December 20 and will be cancelled if unnecessary.

The meeting is adjourned at **1:16** p.m.

These minutes were approved by the QLife Board on _____.

Taner Elliott, Secretary