



## MINUTES

QLife Regular Board Meeting  
Thursday, February 21, 2023  
Deschutes Conference Room  
and Google Hangouts

**Call to Order** President Weinstein calls the meeting to order at 1:31 PM.

**Roll Call** Lee Weinstein, Scott Hege, Scott Randall, Dale Lepper, Tom McGowan, John Amery, Kristen Campbell, Keith Mobley, Stephanie Krell, Tyler Stone, Mike Middleton and Matthew Klebes.

### **Changes to the Agenda**

There are no changes to the agenda.

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

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

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

President Weinstein informs the Board that the Association of Oregon Counties and the League of Oregon Cities are gathering at the Capitol today for House Bill 3201, which would bring broadband statues in line with federal requirements for broadband funding. Both organizations are in favor of the bill and he will send information to the Board after the meeting. Mr. Hege remarks that the Board could send a letter of support as well. Ms. Pipinich adds that MCEDD is collecting logos from supporting agencies and Ms. Krell could send QLife's logo to her.

President Weinstein remarks that he spoke with Vince Porter, the Economic Development and Workforce Advisor from Governor Kotek's office about the vision of QLife and expressed that Business Oregon is the wrong department to lead the broadband funding. Mr. Porter was receptive and said that new information would be coming soon.

### **Action Items**

#### **QLife Public Contracting Rules**

Mr. Klebes states that staff have been going through contract templates and documents in an effort to tighten up our process. During that work, there were some outstanding redlines in our previously adopted contracting rules so it has been brought here for ratification by the Board to approve those redlines.

***[[Mr. Hege moves to approve the QLife Public Contracting Rules. Mr. Lepper seconds the motion, which passes unanimously.]]***

## **Finance Report**

### **Financial Report, Analysis and Reconciliation**

Mr. Middleton presents the January finance reports to the Board included in the packet and remarks that revenues to date are around \$685,000, \$195,000 less than last year because we have pulled the fund balance down. When considering that, revenues are only down \$586. Charges for services are right where we want them to be and interest is up.

Accounts Receivables has \$66,000 outstanding, but the numbers are coming down as staff are working with vendors. Not much is happening on the expenses side and transfers are right where they should be at this time.

The Capital fund has an increase of \$27,000 following the transfer in and expenses are low.

The Maupin fund has a scheduled transfer of \$50,000, which will be transferred at the end of the fiscal year. Overall, the funds are in a good position at this halfway point.

Mr. Hege asks if the Maupin revenues are coming in regularly from both LS Networks and Gorge Net and Mr. Middleton responds that they are. Mr. Amery asks if we are building reserves now that we are not paying for Wi-Fi and Mr. Middleton explains that we will be building the fund balance but some will be moved during transfers.

## **Discussion Items**

### **Administration & Project Updates**

Mr. Klebes informs the Board we have secured a contract with ADP, our engineering consultant company, to assist with projects over the next year. We are moving forward on the Casey Eye project with RCI. Mr. Klebes has also reached out to Brian Walsh to continue discussions with Avangrid. Mr. Hege adds that the Avongrid project has not been able to move forward because supplies are stuck in-transit.

Mr. Klebes remarks that he had a conversation with Bruce Patterson from the City of Amond last week and sent him a scope of work for a facilitated conversation with the Board around the future path for QLife.

The Cascade Renewal Transmission Line presentation is coming to the City Council on Monday for those that wish to attend.

Mr. Amery informs the Board that the Jefferson Street pole replacement is not yet complete. He is also working on a high-density frame at City Hall and developing an invitation to bid for the Chenoweth School district project. We have drawings from Commstructure and are trying to identify the gaps because we have to complete it before the end of the fiscal year. Mr. Hege asks if we have had challenges in the transition away from Commstructure and Mr. Amery responds that the drawings were developed in October but we only received them a few weeks ago. Mr. Stone asks if we can pass it along to ADP but Mr. Amery explains that they would have to learn the whole project. We originally hoped to put this out to bid in January but the transition changed the schedule. Mr. Klebes believes that we will fold in ADP as they get up to speed on QLife projects and they can perform the auditing process or hand it off to them later down the line.

Mr. Lepper asks if Commstructure's purchase was amiable and Mr. Klebes responds that he is unsure who prompted the conversation but that all Commstructure staff were brought along. Mr. Hege asks if the bid will be published before the next Board meeting and Mr. Amery replies that we will initiate the process and can call a special meeting for approval if necessary.

**BAT Update**

Ms. Pipinich informs the Board that the broadband office filed rules for two programs. BTAP planning funds focuses on garnering support and gathering pieces from RSIS, the strategic plan and broadband data. The piece that is missing is interviews with anchor institutions but we will work through those. We are also looking at the state's planning process for infrastructure and equity dollars to understand where they stand. MCEDD was approached by Gilliam County for the Lead for American program because they do not have the capacity to do it themselves. Contracting for that is almost complete and will add extra capacity at MCEDD through the end of July.

**Aristo Technical Management Report**

Mr. Amery has no other updates to add.

Mr. Stone remarks that a project at the fairgrounds will include trenching if QLife is interested in getting equipment in the ground while it is open. There is no construction schedule yet but will keep the Board informed.

At 2:17 PM, the Board enters into Executive Session under ORS 192.660(2) (f): To consider information or records that are exempt by law from public inspection and (2)(n)(D) & (E) Discuss information regarding security of telecom systems and data transmission.

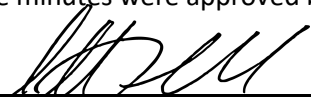
The Board exists Executive Session at 2:25 PM

The meeting is adjourned at 2:26 PM

The next regularly scheduled board meeting is set for March 30, 2023.

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These minutes were approved by the QLife Board on March 30, 2023.

  
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Scott Randall, Secretary