



MINUTES

QLife Regular Board Meeting
Thursday, September 23, 2021
Via Google Hangouts

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

Roll Call Scott Hege, Scott Randall, Dale Lepper, John Amery, Keith Mobley, Kristen Campbell, Joseph Franell, Tom McGowan, Dan McNeely, Stephanie Krell, Matthew Klebes, Mike Middleton.

Changes to the Agenda

There are no changes.

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

Approval of the Consent Agenda

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

Finance

Financial Report, Analysis and Reconciliation

Mr. Middleton presents the August financial report to the board included in the packet. He notes that the Operations fund is on track and stands at one percent ahead of where we estimated it would be. He did not include the accounts receivable in the report because his is working out some kinks in the new financial software. He adds that some accounts will be researched by the finance team to clarify some expenses. For example, the legal services account is at 95% execution and administrative fees are at 89% execution. This could be due to invoice timing or miscoding.

The Capital fund has transfers coming in as it should and overall both the Capital and Maupin funds are doing well.

There are no questions from the Board.

Action Items

Commstructure Work Order #31 Amendment #1

Mr. McNeely refers to the amendment in the board packet and informs the Board that the project design is almost complete. Permits are being finalized and the next step will be posting the RFP. The bidding process and RFP support was not included in the original work order, which is why the amendment was drafted.

President Hege asks about the estimated total cost of the project and Mr. Klebes responds that it is around \$236,000.

[[Mr. Lepper moves to approve Work Order #31 Amendment #1 to extend the expiration date of the original Work Order and add RFP, Bid Process & Construction support for the Dry Hollow CAB project. Mr. Randall seconds the motion, which passes unanimously.]]

Discussion Items

Administration Update

Mr. Klebes informs the Board that the NTIA application has been received and is currently in review. He expects to hear back from Business Oregon in November. Business Oregon had some follow up questions for additional details on the project. Mr. Klebes interprets that as a positive sign.

Mr. Franell adds that he met with the NTIA staff about all of the submitted projects and came away feeling good about the conversation.

Mr. Klebes, Mr. Amery and Ms. Pipinich are meeting weekly with RISI and are expecting to bring back action items to the Board soon.

Mr. Klebes notes that we are moving forward on the Liberty Street Extension project and have heard back from Charter, which had been holding up progress. Mr. McNeely expands by informing the Board that Charter is doing make-readys and that is what is causing the delay.

Mr. Amery discusses the Downtown Overbuild project, which should be starting next week. We are in the process of getting right of way permits from the city and if things go smoothly, the entire project should be complete by the October board meeting. Mr. Franell adds that he hopes they can begin work on Liberty Street as soon as the Downtown Overbuild project is complete.

President Hege wonders what the next steps are once Liberty Street is completed. Mr. Klebes responds that the work with RISI will facilitate next steps.

President Hege asks for an update on The Grove and Mr. Klebes explains that it is in a similar place as Liberty Street. Both are projects of opportunity for the general QLife footprint.

Northern Wasco PUD Bond

Mr. Klebes refers to the PUD bond invoice in the packet and explains that this is part of the pole attachment agreement and is included to keep the Board informed.

Aristo Technical Management Report

Mr. Amery presents his technical report to the Board and states that there are no current damages. His current focus is on the fiber to the home solution as well as product management.

President Hege wonder how the Walnut Street repair was resolved. Mr. Klebes says he spoke with the city manager about the cost of repair versus an insurance claim and it made the most cost effective sense to simply repair the damage. Mr. Amery adds that there are currently no live customers on that line so it was only repaired and not upgraded.

Executive Session started at 12:43 PM

Executive Session ended at 1:12 PM

The meeting is adjourned at 1:12 PM

The next regularly scheduled board meeting is set for October 28, 2021.

These minutes were approved by the QLife Board on October 28, 2021.



Lee Weinstein, Secretary