



## MINUTES

QLife Regular Board Meeting  
Thursday, December 8, 2022  
Harding House Conference Room  
and Google Hangouts

**Call to Order** President Weinstein calls the meeting to order at 12:01 PM.

**Roll Call** Lee Weinstein, Scott Hege, Scott Randall, Dale Lepper, Rod Runyon, John Amery, Joshua Pool, Tom McGowan, Carrie Pipinich, Joseph Franel, Keith Mobley, Todd Reeves, Dan McNeely, Kristen Campbell, Stephanie Krell, Mike Middleton and Matthew Klebes.

### **Changes to the Agenda**

There are no changes to the agenda.

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

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

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

### **Finance Report**

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

Mr. Middleton presents the October and November finance reports to the Board included in the packet and remarks that we are running a bit ahead of the budget and that interest is less than last year due to the LGIP rates going up. The accounts receivable has a few outstanding items but nothing significant from previous finance reports. Expenses are well within budgetary expectations.

For the Capital fund, transfers are coming in, but the \$50,000 budgeted transfer from the Maupin fund will not happen until closer to the end of the fiscal year. There is additional interest in the Capital fund, well over the budgeted amount, because rates are up and we budgeted conservatively. We are not spending down the fund quickly, which puts us in a strong position.

The Maupin fund has \$10,000 more than we budgeted for because payments for services are beginning to be submitted more regularly. The November interest has not posted yet and there are no expenses because the city of Maupin has taken over the Wi-Fi invoices.

Overall, the funds are in good positions and moving in a positive direction. November reconciliations were not completed prior to today's meeting.

### **Action Items**

#### **RFP Results – OHSU Casey Eye Institute Project**

Mr. Klebes informs the Board that a bid was put out for the project and the results are included in the packet. We received five responses and the responses varied widely. It is staff's recommendation to award the lowest bidder, RCI. Mr. McNeely adds that all five companies are well known to us and the project is ready to go.

Mr. Hege wants to know more about RCI and the logic behind the varied proposals. Mr. McNeely states that RCI is Randy Roth, a cable builder whom he worked with on other Commstructure projects. They are based out of the

Clackamas area and have been in the industry a long time. He also remarks that the price range may have to do with the hunger for the project. The bigger players have higher prices so he believes that they are less keen to pull together a work crew for a small job.

Mr. Hege asks if Casey Eye Institute is committed to the project or still in the process of negotiations and Mr. Amery responds that we have a signed service order from the end customer. Mr. Hege wonders if we can serve any other customers on this extension and Mr. Amery responds that he is looking at tying it in with bigger projects at the Annex buildings but is treating it as a single project that will lay framework for future projects. Mr. Klebes adds that we would not contemplate a build without an end customer in mind but always look at other opportunities.

Mr. Hege asks about the timeline for the project and Mr. Amery informs him that there is no maintenance notification required so we are ready when the contractor can mobilize. Mr. McNeely thinks that it should be complete 60 days after notice to proceed.

Mr. Lepper asks if this project is at a new or existing fiber location and Mr. McNeely responds that it would be completely new, we have no fiber in the building.

***[[Mr. Hege moves to accept the proposal by RCI for \$9,800 and for staff to move forward with contract negotiations. Mr. Lepper seconds the motion, which passes unanimously.]]***

## **Discussion Items**

### **Administration & Project Updates**

Mr. McNeely informs the Board that the Jefferson Street Repair is currently held up by a Charter make-ready. Scheduling is also difficult this time of year so it may take some time to complete.

### **Strategic Plan**

Mr. Klebes reminds the Board that he updated them not too long ago on our current strategies and the intent is to consistently revisit the plan and make changes, updates and review goals. He asks the Board to review the current plan and we will put in some work at a future board meeting to update it. President Weinstein adds that Senator Wyden has an upcoming webinar about the federal funds coming out next year and asks the other Board members to think about the QLife business model and what the next three years may look like.

### **BAT Update**

Ms. Pipinich states that the BAT held a meeting in November and discussed the survey results, which had no huge surprises. Trends included concerns about speed and reliability. The next steps are to determine where the reliability comments came from and support people with the connectivity that they have, sort of like low-level technical support. The BAT is focusing on the FCC map, which the feds are using as part of the formula for NTIA dollars. They want to be sure that the map matches the data we have in Wasco County so that state received more dollars.

### **Oregon Telecommunications Conference Debrief**

Mr. Hege thanks Mr. Mobley and Matt Secora who ran the QLife booth so that he was able to network at the event. He notes that the conference was fantastic and was one of the best he has been to. The keynote speaker discussed digital inclusion the work and effort they are putting in was interesting. There was also a presentation about an affordable connectivity program, which assists people in paying for broadband, but is not widely used. There was good discussion around fiber and the alternative options and technologies that can bring high-speed internet to places that cannot get fiber.

### **Aristo Technical Management Report**

Mr. Amery presents his technical report to the Board and states that he has been cleaning up splice cases around the region and working on a high capacity frame at city hall. He is also working on some PON options and working with an ISP to develop test sites and so far, they are working well.

Mr. Runyon remarks that he still receives many complaints from citizens around the unreliable Wi-Fi in the city and would like to discuss that at a future agenda.

At 12:24 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 1:27 PM

***[[Mr. Hege moves to declare an emergency and to direct staff to procure needed engineering services to continue moving current projects forward before pending a future competitive procurement process. Mr. Lepper seconds the motion, which passes unanimously.]]***

The meeting is adjourned at 1:29 PM

The next regularly scheduled board meeting is set for January 26, 2023.

---

These minutes were approved by the QLife Board on January 26, 2023.

---

Scott Randall, Secretary