



AGENDA
QLife Regular Board Meeting

Thursday, August 24, 2017

12:00 pm

Wasco County Courthouse, 511 Washington Street, The Dalles Oregon
Deschutes Room – B08

12:00 Call to Order

12:00 Approval of Agenda

12:05 Consent Agenda (*items of a routine nature: minutes, documents, items previously discussed*)

- July 27, 2017 Minutes
- Technical Management Report – John Amery
- Administrative Report – Tyler Stone

12:10 Maupin Project Update – Erik Orton and Dan McNeely

12:30 *If needed:* Executive Session: (2)(g) Competitive trade or commerce negotiations and (2)(m)(E) Discuss information regarding security of telecom systems and data transmission.

Old/New Business

Next Meeting Dates: Regular Board Meeting – September 22, 2017 at 12:00 pm

Adjourn

**Agenda subject to change*

An executive session may, in the discretion of the presiding officer, be called based on one or more of the following: ORS 192.660 (2)(a) Consider employment issues; (2)(e) Real property; (2)(f) Consider exempt records or information; (2)(g) Competitive trade or commerce negotiations; (2)(h) Consult with counsel re litigation; (2)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Consent Agenda August 24, 2017

- [July 27, 2017 Minutes](#)
- [Technical Management Report](#)
- [Administrative Report](#)



MINUTES

QLife Regular Board Meeting
Thursday, July 27, 2017
Noon
Deschutes Room, Wasco County Courthouse

Call to Order: Vice President Long-Curtiss calls the meeting to order at 12:17 pm.

Roll Call: Scott Hege, Lynn Ewing, Darcy Long-Curtiss, Taner Elliot, Joseph Franell, John Amery, Keith Mobley, Carrie Pippinich, Tawny Cramer, Tyler Stone (phone), Erik Orton and Dan McNeely (Skype), Erick Larson

Approval of Consent Agenda –Ms. Cramer explains she is removing the approval of the June minutes and will put those on a future agenda. ***Mr. Elliott moves to approve the consent agenda after the removal of the June 22 minutes. Mr. Hege seconds the motion. The motion passes unanimously.

Proposed Financial Processes Change – Mr. Middleton explains that during the changeover of QLife’s finances he has been evaluating some of QLife’s financial processes. Mr. Middleton proposes that the Board move to electronic signatures and have the approval of invoices be moved to Finance and the County software. Also, that during every meeting the Board is presented with a list of payables that have been approved and paid. Ms. Long-Curtiss asks for a motion to approve Mr. Middleton’s request; using only one signature on checks, using a digital signature, and assigning responsibility for payable approvals to County Finance and QLife Administration. ***Mr. Hege makes a motion to approve Mr. Middleton’s request as stated by Ms. Long-Curtiss. Mr. Elliott seconds the motion, the motion passes unanimously.

The second item that Mr. Middleton needs to address is banking account authority; currently there are several people that need to be removed/added to the QLife bank account. QLife’s account has the former responsible parties listed. Ms. Long- Curtiss asks for a motion to remove current persons listed on the QLife bank account; Kate Mast, Lisa Rowland and Janet Bloom. In addition, add Mike Middleton, Tyler Stone and Erick Larson to have banking and check signing authority. ***Mr. Hege makes the motion to approve the bank account changes as detailed by Ms. Long- Curtiss. Mr. Elliott seconds the motion. The motion passes unanimously to change the parties listed on the QLife bank account.

Work Order #15 – Amendment No. 2 – Mr. Orton explains this amendment is due to the Maupin rebid, it was unanticipated work that needed to be accounted for. Mr. Orton explains this amendment would include the work up to the project going to construction. Mr. Hege wanted to note that Amendment 2 states the original Work Order was for \$150,000 when in fact it was \$100,000. Amendment 1 to Work Order 15 increased the original \$100,000 to \$150,000 and was previously approved by the Board.

The Board agrees that they would like to look at the RFP for Maupin and results of the bids before agreeing to approve the Commstructure Amendment 2 to Work Order 15.

It is Mr. Mobley’s opinion that the RFPs need to be taken out of the Executive Session and put into the public meeting. He explains to Ms. Cramer that because the bids were already opened publicly they are now public documents.

Mr. Orton explains that QLife only received two bids back after the Maupin rebid process was complete. Unfortunately, one of the bidders needs to be disqualified based on the fact they did not acknowledge the addendum of the RFP in their rebid package. Mr. Orton also explains to the Board the quotes came in much higher than anticipated.

When discussing the results of the rebid Mr. Orton explains that based on the results of the bid and the information that he has gathered from other contractors, it may be an option to make a case to the State Public Contract Board. Mr. Orton thinks that QLife may be able to demonstrate the lack of contractor availability that has been created by keeping the project whole. It is possible splitting the project scope of work would increase the amount of qualified bids submitted.

Mr. Orton also explains the prevailing wage and bonding issue makes it even more difficult to attract contractors. Mr. Franell agrees that the prevailing wage and bonding are a deterrent to capable contractors.

Ms. Pippinich addresses the Board and explains she has researched EDA funds. She explains to the Board she sat down with the regional rep and his opinion was QLife could make a case. They were able to look at the smaller geography of south Wasco County instead of Wasco County as a whole when figuring if the Maupin Project may qualify. According to the census tract of southern Wasco County, QLife may be able to qualify for some of the available EDA funds. The EDA is looking to distribute these dollars by the end of the Federal Fiscal Year, which is the end of September, so QLife will need to move quickly with the letter of interest and application.

Mr. Stone would like Mr. Mobley to look at the language of the contracting rules to see if QLife could break out the project in Maupin by streets instead of the City as a whole. Breaking out the project could possibly eliminate the prevailing wage problem.

***Mr. Larson moves that the QLife Board reject all bids for the Maupin Expansion project. Mr. Elliott seconds the motion. The motion to reject Maupin bids passes unanimously.

***Ms. Long-Curtiss moves that Ms. Pippinich and QLife Administration move forward with the EDA grant request and QLife being a co-applicant on the application. Mr. Elliott seconds the motions. The motion to move forward with the EDA grant possibility passes unanimously.

The Board discusses LSN connecting customers in Maupin. To the knowledge of the QLife Board, this was not the agreement. Mr. Mobley suggests that it may be time for the Mayor of Maupin to convene a meeting between GorgeNet, LSN and QLife to discuss this situation and find a resolution.

***In returning to the agenda, the Board decides to accept the Amendment No. 2 Work Order 15 from Commstructure. Mr. Larson moves to approve the Amendment No. 2 to Work Order #15 for Commstructure. Ms. Long-Curtiss seconds the motion. The motion passes unanimously.

The QLife Board enters into executive session at 1:20 pm.

The QLife Board reenters open session.

***Mr. Elliott makes a motion to reject bids for Contract 02 – Maintenance and Line Extensions. Ms. Long-Curtiss seconds the motion. The motion to reject the bids for Contract 02 passes unanimously.

Meeting adjourned.

Aristo Networks LLC
Technical Management Report
By
John Amery
8/18/2017

Items of Discussion:

- Aristo Networks has been working with Qlife Administration in efforts to identify potential projects that make sense from an ROI perspective.



ADMINISTRATIVE REPORT

August 23, 2017

Contract 02-2017 Maintenance and Line Extensions –

During the previous meeting the Board agreed to reject the bid that was received and continue our relationship with NorthSky with new proposed contract pricing. QLife Administration is working on the discussions with NorthSky and the cancellation of the bid process.

Maupin Expansion Project –

During the previous meeting the Board agreed to reject the bids received and continue to research other options to make this project possible and successful. Since then Mr. Stone has been working with MCEDD to find additional potential funding and fleshing out other possible options.

New Quotes and Service Orders –

- New request for service at 200 Union. The customer would like connection made on Thursday August, 24th.
- New request for quote was received for 1629 E 12th Street on July 25th. Mr. Amery has inspected the location, the NRC will come in higher than the customer would like. Working with ISP to find a solution.
- Qlife received a quote for a new service at 200 East 4th Street, this quote is also being examined in conjunction with a request for a service upgrade we received last month at 606 Court St. QLife Administration is working with Mr. Amery and Wasco County to find the best solution for services.

- QLife Administrative Staff



Maupin Update August 24, 2017

- [No documents were submitted – return to agenda](#)



Executive Session August 24, 2017

- [Customer Outage Report](#)