



MINUTES

QLife Regular Board Meeting
Thursday, April 18, 2019
511 Washington St, Deschutes Conference Room

Call to Order President Hege calls the meeting to order at 12:11 PM (3:22)

Roll Call Tyler Stone, Stephanie Krell, Mike Middleton, Mayor Lynn Ewing, John Amery, Lee Weinstein, Scott Hege, Rod Runyon, Dale Lepper, Carrie Pipinich, Erik Orton (via Skype) and Dan McNeely (via Skype).

Approval of the Agenda

There are no changes needed to the agenda.

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

Approval of the Consent Agenda

There are no changes or comments regarding the consent agenda.

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

Financial Report

Mr. Middleton presents his financial report to the board and notes that there is not a significant change from last month's analysis. The Operations fund is holding at about \$12K ahead of where we plan to be at year-end. Receivables are coming in for this month and only three remain outstanding, one of which is the customer in collections. The bills will be reviewed on a monthly basis, so we do not predict a situation like this to occur in the future. Interest is doing well, but not as well as was budgeted for which is due to the majority of the money sitting in the Capital fund. Spikes in the expenses are leveling out and we are reviewing expenses that will be moved to the Capital fund. Those moves are expected to be finalized this month. Transfers out are going along as budgeted and we are able to continue doing that because revenues are coming in as anticipated.

Mr. Middleton continues with an update of the Capital fund. The main revenue is the transfer in and interest. All in all, the fund is looking good because expenses are at 7.7% budget execution. As mentioned before, we expect to see about a \$10K increase due to the journal entries moving from Operations to Capital in the April analysis. This will increase the execution rate but not significantly and the fund balance will continue to grow.

The Maupin fund continues to get closer to end of the project. This month, there was no revenue other than interest. The only expenses that have changed since February was a \$745 charge. This indicates to Mr. Middleton that most invoices have been paid. Mayor Ewing adds that there is a final invoice that will be coming in from Van Dorn. The Maupin project is only stressing itself and not the Capital fund so that is a good sign. Mr. Middleton mentions that the Maupin fund may be a bit tighter this coming fiscal year which will be assessed at the budget committee meeting. Mr. Runyon asks Mr. Middleton to elaborate on "the stress" of the fund. Mr. Middleton explains that the fiscal stress is from anticipation of incoming revenue which is neither transferred in nor grant related. The stress will be reduced once the franchise fees from LS Networks and fees paid by Gorge Networks begin to flow in. Mayor Ewing adds that according to the Maupin recorder, there is still \$190K from the original grant that has not been tapped into. Mr. Middleton notes that he plans to have an update on the remaining grant financials in time for the budget committee presentation.

Mayor Ewing is hoping to utilize roughly \$120K to go toward networking the Civic Center and installing a security system. Mr. Stone expresses his feeling that the remaining balance does not seem accurate but Mr. Middleton assures the board that he will sit down with Angie Wilson at the City of The Dalles to go over the grant fund.

Mr. Middleton reminds the board that the budget committee meeting is scheduled for April 30, and that he plans to have the budget book ready and emailed to the committee by April 23.

Action Items

Budget Committee Appointments

Mr. Stone updates the board that we have gathered names of laypeople willing to volunteer their time to QLife; Taner Elliot who was a previous QLife board member, Carrie Pipinich of MCEDD, Jacob Dunaway of IT Solutions, and Steve Lawrence. Doug Quinsberry was appointed in 2018, and agreed to continue serving on the committee. President Hege asks if the board has any questions on the nominations but there are none.

[Mr. Ruynon moves to approve Order 19-001, Order 19-002, Order 19-003 and Order 19-004 to appoint Mr. Elliott, Ms. Pipinich, Mr. Dunaway and Mr. Lawrence to the QLife Budget Committee. Mr. Weinstein seconds the motion, which passes unanimously.]

Discussion Items

Aristo Technical Management Report

Mr. Amery informs the board that there is not a lot to update since the last meeting. The failing fiber project is still in the scheduling process but the project is moving forward. Mr. Stone adds that he has left three voicemails with the staff at OSPInsight regarding the issues that have arisen and has yet to hear back from them. It is likely that next year we will look into alternative options. President Hege asks Mr. Amery if OSPInsight has been responsive to his inquiries and Mr. Amery informs him that they are usually timely in their responsiveness with his support requests.

Oregon Connections Telecommunications Conference

Mr. Stone informs the board that registration for the Oregon Connections Telecommunications Conference is open and will be located in Ashland, Oregon. Previous years, the conference was located in Hood River, which kept the cost low. Mr. Stone suggests that the entire board not attend due to the added expense of hotels, meals and travel to Ashland. He notes that it is a valuable conference and if one to two board members would like to attend, that would be reasonable. Mr. Mobley will also be attending under Columbia Gorge Broadband Consortium. No board members are able to commit at this time so we will revisit it soon.

President Hege adds that QLife has historically been a \$500 sponsor and asks the board if we would like to continue that relationship. Mr. Runyon understands that with the conference in Hood River it made sense to sponsor. Now that it is in Ashland, he wonders what other benefit sponsoring would add. President Hege notes that the benefit would be exposure because sponsorship comes with a table but that also means we would need materials and someone to staff it. Mr. Lepper wonders if there is a benefit to having our name in the Ashland area. President Hege does not believe with the conference being in Ashland, our target market would benefit since it is mostly "big players" attending. He expresses that he is not overly eager to sponsor due to these facts. Mr. Amery adds that as long as the public knows who we are and where we are located, that is all that we need to accomplish. Mr. Stone thinks we could forgo sponsoring this year and see how it goes. Ms. Pipinich believes that QLife has done a good job getting their name out there and notes that the location change may impact attendance. She agrees that QLife should adjust their involvement this year based on the increase in cost to attend and would better utilize those resources elsewhere.

Outstanding Project Updates

Mr. Orton and Mr. McNeely call in to the meeting via Skype at 12:37 PM and update the board on outstanding projects. Mr. McNeely notifies the board that Northsky completed the new cable placement on the St. Mary's project and Mr.

Amery is working with splicers to get that component completed. Once the splicing is done, Northsky will go in and pull out the old cable. He continues with an update that Lone Pine which is still on hold with no new news to report.

Mr. McNeely updates the board on the Maupin project and confirms that the conduit was placed in Grant Alley. He reached out to Van Dorn for a construction schedule to coordinate with splicers and will update the board once that happens. Mr. McNeely notes that this last install is the final piece for the project. Mr. Stone asks Mr. McNeely if he has an idea as to how much Van Dorn's final invoice will be. Mr. McNeely estimates that it will be a few thousand dollars because they are up to date on all of their invoices.

Mr. Orton adds that Commstructure has maxed out their budget but still have some residual costs that need to be resolved. He wonders if Commstructure should prepare a change order for the additional costs. President Hege suggests Mr. Orton and Mr. Stone discuss the details offline and update the board next month.

Mayor Ewing asks Mr. McNeely for his thoughts on the Grey Eagle street connection. Mr. McNeely notes that this is the first time he has heard of the issue but will look into it and give more feedback after that point. Mr. Orton adds that he believes at the beginning of the project there were some outlying areas that would require a substantial build for service and that they would be dealt with on a case by case business. This area may fall under that category.

Executive Session

The Board enters into Executive Session at 12:51 PM

The board exits Executive Session at 1:13 PM

President Hege wants to know if the construction for the St. Mary's project is done and Mr. Amery confirms that it is and everything going forward is back in his hands. President Hege asks how the project went overall and if they experienced any difficulties. Mr. Amery notes that the additional rock and the railroad crossing caused some challenges.

Mr. Stone adds that Ms. Pipinich, Mr. Amery and Ms. Krell are look at the USDA Reconnect America funds and serving rural areas. Ms. Krell and Ms. Pipinich are planning to attend the workshop to see if there are opportunities in Celilio Village or 7 Mile and get a better understanding of the program.

The meeting is adjourned at 1:18 PM

The next regularly scheduled board meeting is set for Thursday, May 23, 2019.

These minutes were approved by the QLife Board on 5/23/19.

Lee Weinstein, Secretary

Scott Hege, President