



## MINUTES

QLife Regular Board Meeting  
Thursday, August 27, 2020  
Via Google Hangouts

**Call to Order** President Hege calls the meeting to order at 12:02 PM.

**Roll Call** Scott Hege, Rod Runyon, Dale Lepper, Darcy Long-Curtiss, John Amery, Matthew Klebes, Tyler Stone, Stephanie Krell, Mike Middleton, and Dan McNeely.

### **Changes to the Agenda**

There are no changes to the agenda.

*[[Mr. Weinstein moves to approve the agenda. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]*

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

*[[Mr. Weinstein moves to approve the agenda. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]*

### **Finance**

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

Mr. Middleton presents his report to the Board included in the packet. He notes that July revenue in the Operations fund sit around \$100,000, 15% of what was budgeted and twice as much as was expected at this time. This is due to catching up on about \$44,000 in delinquent billing.

Mr. Stone asks if there is a system in place when budgeting for next fiscal year so that we do not over budget and Mr. Middleton confirms that they look at average monthly billing for the final months of the fiscal year.

Mr. Middleton continues by informing the Board that he made changes in July to how interest is allocated. Interest was not spread out across the funds and going forward, interest will be changed to reflect the total cash on-hand. This will allow QLife to earn more in interest. He also notes that interest is slightly down this year and is expected to drop further.

Mr. Middleton reviews the Maupin fund and points out the \$165 of interest and remarks that that is due to the cash balance in the fund. LS Network receipts have come in from the City of Maupin for last fiscal year and will be moved back accordingly.

He remarks that it has been a slow start to the fiscal year and adds that there was a one-time large expense in the form of pole attachment fees.

There are no questions from the Board.

### **Discussion Items**

#### **Aristo Management Report**

Mr. Amery updates the Board on the Curtis Homes project and remarks that it has been delayed because of challenges with Century Link. He is working on addressing these challenges. He also updates the Board on the Lone Pine project which is schedule to be spliced between September 3 and 6 (correction to report in board packet).

Mr. Stone asks if we have another option to bypass the Century Link poles and expresses that the current situation leaves us failing our Gorge Net customer. Mr. Amery notes that there are discussions happening about how to resolve the delay internally. Mr. Klebes also welcomes input from the Board regarding putting up a temporary attachment and accepting a potential violation in the future.

President Hege wonders if we would have to come back and redo the attachment if/when we receive a violation and Mr. Amery confirms that we would. Mr. Amery also notes that we would have to get approval from the contractor to place a temporary attachment but confirms that fixing it down the road would be a minimal cost.

***[[The Board is in consensus for staff to move forward with a temporary attachment at the Curtis Homes project.]]***

In regards to electronics, the batteries have been replaced at UPS. Mr. Amery also notes that there has been low voltage in the City Hall vault and is working with an electrician to resolve that issue.

Lastly, Mr. Amery explains how the QLife server operates and remarks that currently, there is no remote login. He also notes that the server is no longer covered under warranty and it is time to be replaced. He asks the Board their thoughts on a cloud server which would add additional functionality but is more expensive.

Mr. Stone informs the Board that Wasco County has engaged with an IT consultant to perform a full network audit to look at vulnerabilities. This consultant could also perform an audit for QLife and give us a better starting out point for Mr. Amery. Mr. Stone estimates that the consultant will cost the county about \$10,000 and believes it would be the same or less for QLife.

***[[The Board is in consensus to hire an IT consultant to audit the QLife network.]]***

#### **Administrative Updates**

Mr. Klebes informs the board that the Liberty Street Extension project with Blue Mountain Networks has been given notice to proceed and the project is moving forward. We have also finalized a joint use agreement with them.

Mr. Klebes continues with an update on Annex C in relation to our space constraints and backup power issues. We received a request from Link Oregon for colocation space and use of a backup generator so this need is back on the front burner. He informs the Board that Link Oregon is using CARES Act funds to build a fiber ring for eastern and central Oregon and is looking at colocation space which Annex C has. It is owned by Wasco County, it is out of the flood plain and Mr. Klebes expresses urgency to the Board surrounding this project.

Mr. Klebes moves on to the City Hall overbuild project and the goal to serve future customers. His recommendation is to push this project to 2021 and focus on the City Hall Fiber Augment OPC for now. He asks the Board for support on tank removal at Annex C and put the City Hall Fiber Augment project out to bid (OPC included in board packet).

President Hege asks if there is enough room in Annex C to justify the floor space to build out and Mr. Klebes confirms that there is. Mr. Amery adds that there is opportunity to expand into the parking lot as well. President Hege wonders the reason for this particular path and Mr. Amery explains that we already have underground paths in the area, it is the quickest path and will overbuild current path.

Mr. Klebes reminds the Board of the Grey Eagle Street in Maupin and the request from residents for fiber to the home. The involved parties are the private owners, the City of Maupin and QLife. The situation is currently in deadlock and Mr. Klebes would like to move this forward following conversations with owners and city officials. He proposes QLife assist with staff and project management if the parties can agree to pay for the project. He asks the Board's opinion.

Mr. Weinstein asks if we would pay for the line extension and Mr. Stone says only if the Board wishes to pay for it. Mr. Runyon stresses that he does not want to over commit to pay if the cost comes back too high. Mr. Klebes explains that we could put it out to bid and see what contractors come back with and then discuss with the property owners and partners. The project could then be awarded if QLife secures funding.

Mr. Stone voices that this is technically a City of Maupin project and to keep consistency, the path to Grey Eagle residents should be kept public rather than private. President Hege asks if Maupin or QLife should pick up the cost and Mr. Stone thinks one of us should and keep this a partnership. Ms. Long-Curtiss wonders if CARES Act funds for future funds would assist in this build and Mr. Stone notes that we applied for CARES Act funds and were unsuccessful.

Mr. Weinstein and Mr. Lepper want staff to dig deeper into this project report back with our options. Mr. Runyon suggests the majority of the project be paid for by the City of Maupin with QLife paying upfront.

***[[The Board is in consensus to put the Grey Eagle project out to bid.]]***

### **Action Items**

#### **Commstructure OPC – City Hall Fiber Augment**

Mr. Klebes asks the Board for approval to put out a request for bid on the City Hall fiber augment project previously discussed. President Hege asks if the Liberty Street project is a component of this OPC and Mr. Klebes confirms that it is. President Hege asks if the Link Oregon colocation request is solid and Mr. Klebes says that it is not certain but if the space is available the opportunity is stronger.

***[[Mr. Runyon moves to approve QLife staff to put the City Hall Fiber Augment project out to bid. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]***

### **Lone Pine Update**

Mr. Klebes informs the Board that the water feature at Lone Pine village has a liner that has bubbled up and there is concern over damage that may have been caused by the contractor during boring. He suggests to the Board that he and Mr. McNeely meet with the contractor and figure out how to begin repairs. Mr. McNeely adds that the contractor is aware of the water feature issue and will need to file a claim before moving forward. Once the water feature repair is taken care of and Mr. Amery splices in Waters Edge next week, the project will be complete.

The meeting is adjourned at 12:59 PM

The next regularly scheduled board meeting is set for September 24, 2020.

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These minutes were approved by the QLife Board on September 24, 2020.

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Lee Weinstein, Secretary