



## MINUTES

QLife Regular Board Meeting  
Thursday, October 28, 2021  
Via Google Hangouts

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

**Roll Call** Scott Hege, Scott Randall, Lee Weinstein, Rod Runyon, John Amery, Kristen Campbell, Tom McGowan, Carrie Pipinich, Stephanie Krell, Matthew Klebes, Mike Middleton.

### **Changes to the Agenda**

There are no changes.

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

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

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

## **Finance**

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

Mr. Middleton presents the September financial report to the board included in the packet. He notes that the accounts receivables have not been included because we are still getting over some hiccups with the new software system. The administrative services account line was incorrectly invoiced and reflects a spike in this quarter but it is still within budget. Contracted services are at 108% executed so we are keeping an eye on that and doing research to make sure it was not misallocated.

The Capital fund shows property taxes as an account line but it was mislabeled in the new system. It is actually the potential grant funds.

There are no changes in the Maupin fund. The only spending out of the fund is related to the wifi contract.

Mr. Middleton explains that there are some discrepancies with the new system and would like to have them cleaned up by next month's meeting.

President Hege asks if the legal services account is accurate and Mr. Middleton says that is within the budget overall but the single account line should be executing at about 25%.

Mr. Runyon wonders about the dues and subscriptions account line and asks where most of the spending is happening. Mr. Middleton responds that it comes from OSPInsight. Mr. Amery elaborates that it is software we have been using for 10+ years that keeps track of our fiber connections. It requires a licensing fee and the cost increased this year.

## **Discussion Items**

### **Administration Update**

Mr. Klebes informs the Board that the Dry Hollow request for proposals have been posted with a November 19 deadline. After that time, we will bring back responses to the Board with a recommendation to award the project.

President Hege wonders which project this is and Mr. Amery explains that initially, we had three different projects that have been condensed into one and Dry Hollow was the name that we settled on.

Mr. Klebes announces that the Downtown Overbuild project is complete and we are working on a final review of the work. He anticipates that taking just a couple more days.

Mr. Klebes informs the Board that he has drafted a joint use agreement for a concept with Avangrid for use of their fiber and is waiting on their input.

Mr. Klebes updates the Board on the consult work with RISI and states that a letter was sent to the Confederated Tribes of Warm Springs inviting them to participate with QLife and RISI on future projects. It was received favorably and is awaiting a response.

Ms. Pipinich updates the Board on the work to form a local Broadband Action Team (BAT). They have developed a list of people who may be interested in participating and believes it is a good opportunity to organize our partners and leverage grant dollars as they become available. Mr. Klebes notes that a presenter at the Oregon Telecommunications Conference wrote an article about forming a BAT. Ms. Pipinich adds that there is a group of BAT leaders that are meeting regularly with Link Oregon and Business Oregon to discuss what each group is working on.

#### **Aristo Technical Management Report**

Mr. Amery presents his technical report to the Board and states that there are no known damages. His current focus is on our outside plant and closing out small projects that have been lingering. He is also focusing on the fiber to the home solution.

The meeting is adjourned at 12:26 PM

The next regularly scheduled board meeting is set for December 2, 2021.

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These minutes were approved by the QLife Board on December 2, 2021.



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Lee Weinstein, Secretary