



QLife Board Meeting - January Minutes

Wasco County

1/23/2025 12:00 PMPST

@ 401 E 3rd St., The Dalles, OR 97058

Attendance

Present:

Members: John Amery, Andrew Danies, Scott Hege, Greg Johnson, Matthew Klebes, Roger Kline (remote), Stephanie Krell, Liz Lance, Shayla Maki, Mike Middleton, Rod Runyon, Tyler Stone, Lee Weinstein, Nancy Werner (remote)

Guests: Jonathan Cannon, Sue Powers (remote), Travis Stenhjem (remote)

Absent:

Members: Kristen Campbell

I. Call to Order

President Weinstein calls the meeting to order at 12:01. Members conducted introductions of the board members.

 [Agenda.pdf](#)

II. Approval of Agenda

Motion:

Motion moved by Scott Hege and motion seconded by Roger Kline. Motion passed unanimously.

III. Consent Agenda

A. December 5, 2024 Minutes

 [QLife Board Meeting - December 5, 2024 Minutes.pdf](#)

Motion:

Motion moved by Rod Runyon and motion seconded by Greg Johnson. Motion passed unanimously.

IV. Discussion Items

A. Administration & Project Updates (Presenters: Liz Lance, John Amery)

- **Business Planning Update:** Dr. Lance reported that a comprehensive business plan is under development.
- **BEAD Update:** Dr. Lance shared that the prequalification phase for BEAD funding has not yet opened but noted that a vendor for the portal has been selected. QLife will receive a 15-day notice before the opening.

- **USDA Grant Summary:** Dr. Lance provided an update on the USDA grant submitted for broadband assistance, covering feasibility, public outreach, and partnership development. The \$240,000 grant has been approved, and a kickoff meeting with the point of contact (POC) has been scheduled. The Board needs to formally acknowledge the grant and authorize Dr. Lance to sign related documents.
- **MCEDD & BAT Update:** Mr. Danies informed the Board that the Broadband Action Team (BAT) is targeting a Q1 kickoff and is collaborating with other BATs to share best practices. Mr. Hege inquired about active BATs in Oregon, to which Mr. Danies confirmed the presence of active BATs in the metro and Willamette Valley regions.

B. Aristo Technical Management Report (Presenters: John Amery)

Mr. Amery reported that current efforts are focused on meeting BEAD requirements.

 [20250117 Aristo Technical Management Report.pdf](#)

C. Public Comment

Jonathan Cannon from Rally Networks shared information on two county projects—Enhance and Reconnect, both south of Eightmile Road. The Enhance project, expected to be completed in 2025, will offer high-speed fiber packages ranging from \$70 to \$170. The Reconnect project is in the permitting stage, with construction planned for this year and completion targeted for 2028. Discussion followed regarding service coverage and the impact of increasing contractor costs due to heightened demand.

V. Action Items (Presenters: Liz Lance, Nancy Werner)

- Bylaw Updates
 - Discussion centered around granting specific authority to the Executive Director. Mr. Kline expressed a preference for empowering the Executive Director without frequent board approvals. A consensus was reached to approve the bylaws as presented and address additional governance issues later.
- Election of Board Positions according to the IGA
 - Roger Kline nominated Lee Weinstein as President, Matthew Klebes as Vice President, and Scott Hege as Secretary/Treasurer.
- Acknowledgment of USDA Grant
- Assign Signature Authority for RUS Form 675-TA
- Appoint Mike Middleton as Budget Officer
 - Dr. Lance noted QLife will collaborate with the finance team for the upcoming budget cycle.

 [QLife Bylaws Updates Final Clean.docx](#)

 [QLife Bylaws Updates Final Redline.docx](#)

 [BTA Award Letter QualityLife Intergovernmental Agency.pdf](#)

 [QualityLife Intergovernmental Agency Signed Cooperative Agreement.pdf](#)

 [Resolution for RUS Authorization.docx](#)

 [RUS Form 675-TA.pdf](#)

Motion:

Motion to approve the bylaws as presented.

Motion moved by Rod Runyon and motion seconded by Greg Johnson. Motion passed unanimously.

Motion:

Motion to elect Lee Weinstein as President, Matthew Klebes as Vice President, and Scott Hege as Secretary/Treasurer.

Motion moved by Roger Kline and motion seconded by Rod Runyon. Motion passed unanimously.

Motion:

Motion to acknowledge Lee to continue in his role as At-Large.

Motion moved by Greg Johnson and motion seconded by Tyler Stone. Motion passed unanimously.

Motion:

Motion to acknowledge the USDA grant award.

Motion moved by Scott Hege and motion seconded by Rod Runyon. Motion passed unanimously.

Motion:

Motion to approve Resolution 25-01 authorizing the Executive Director's signature authority for RUS Form 675-TA and other USDA grant documents.

Motion moved by Scott Hege and motion seconded by Rod Runyon. Motion passed unanimously.

Motion:


Motion to appoint Mike Middleton as the agency's Budget Officer.

Motion moved by Matthew Klebes and motion seconded by Greg Johnson. Motion passed unanimously.

VI. Finance (Presenters: Shayla Maki)

Ms. Maki reported a 14.1% increase in funds due to higher charges for services and improved interest rates. Operational revenue rose by 15%, while accounts receivable totaled approximately \$23,000, partially attributed to seasonal delays. Maupin's charges for services were below expectations due to payment delays. Mr. Stone inquired about operational cost allocations, particularly for the Executive Director role, and Dr. Lance confirmed that PUD will generate quarterly statements.

A. December Financial Analysis

 [FY25 2024-12 December Financial Notes.docx](#)

 [FY25 2024-12 December Financial Statement.pdf](#)

VII. Executive Session (Presenters: Nancy Werner, Liz Lance)

The board enters into Executive Session at 1:02pm under ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection. ORS 192.660(2)(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations. The executive session ends 2:11pm.

 [Executive Session Script.docx](#)

The meeting was adjourned at 2:13pm.