



## QLife Board Meeting - April 3, 2025 Minutes

Wasco County

4/3/2025 8:00 AMPDT

@ 2345 River Rd, The Dalles, OR 97058

### Attendance

#### Present:

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

#### I. Call to Order

The meeting was called to order at 8:00 AM PST.

#### II. Approval of Agenda

##### Motion:

Motion moved by Tyler and motion seconded by Scott Hege. Motion passed unanimously.

#### III. Consent Agenda

##### A. February 27, 2025 Minutes

 [QLife Board Meeting - February 27, 2025 Minutes.pdf](#)

##### Motion:

Motion moved by Greg Johnson and motion seconded by Roger Kline. Motion passed unanimously.

#### IV. Discussion Items

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

- **BEAD Update:** Dr. Lance announced that Q-Life is now officially prequalified for the BEAD program. The prequalification phase has closed and results are public.
- **USDA Update:** Dr. Lance shared that Q-Life received the funding release from a USDA grant submitted prior to her tenure. Although funds have been disbursed, USDA has not publicly announced award recipients. Mr. Kline offered congratulations on behalf of the board.
- **BAT Update:** Mr. Danies summarized a recent information-gathering session, which will lead to a bylaw meeting focused on strategic goals. Dr. Lance expressed appreciation for the strong partnership.
- **PUD Services Agreement:** Dr. Lance emphasized the importance of alignment between Q-Life and its partners. She stated that all future service agreements will be brought to the board for review. Mr. Kline referenced a recent meeting with partners to discuss funding strategies and Q-Life's business model, proposing future board

collaboration. Mr. Hege indicated a desire to discuss the topic further during the meeting.

- **Aristo Technical Management Report:**

- Mr. Amery reported that Q-Life leadership has directed a scaling up of operations. He has hired a new employee to support both Q-Life and BEAD program efforts, and to close out ongoing projects.
- In response to a question from Mr. Johnson about open dockets, Mr. Amery noted they are being managed through delegation and planned clean-up efforts. He mentioned the line break in Wasco County is under review and may involve additional support from Mr. Brian Adams of Aristo.
- Mr. Amery expressed interest in revisiting Q-Life's long-term vision and exploring short-term expansion projects. Electronics will also be addressed shortly.
- Mr. Kline thanked Mr. Amery for his collaboration with Mr. Allen, emphasizing Mr. Allen's valuable contributions. Mr. Amery echoed this and highlighted Mr. Allen's professionalism and expertise.

 [Q-Life BOD April 3 Discussion Item Update.pdf](#)

## V. Finance (Presenters: Shayla Maki)

- Ms. Maki stated that Q-Life's financials are in good condition. She focused on one item for time efficiency: Since the last meeting, Dr. Lance engaged with a Q-Life customer in Maupin regarding franchise fee compliance. The customer has expressed willingness to cooperate, which helps align franchise revenue with budget expectations.

### A. February Financial Analysis

 [FY25 2025-02 February Financial Statement.pdf](#)

 [FY25 2025-02 February Financial Notes.pdf](#)

### B. Budget Process Overview (Presenters: Shayla Maki, Mike Middleton)

- **FY25 Budget Development:**

- Mr. Middleton, Q-Life's budget officer, noted that the budget is being developed in compliance with Oregon Local Budget Law to ensure transparency.
- Key dates:
  - April 24: Budget committee nominations
  - May 22: Budget committee meeting and preliminary board review
  - June 26: Budget adoption vote
- Mr. Middleton will deliver a PowerPoint presentation at the May board meeting.

## VI. Upcoming Executive Director Performance Review Process (Presenters: Lee Weinstein)

Mr. Weinstein shared that Dr. Lance has is nearing the 6-month mark in her tenure as Executive Director. A feedback survey will be distributed to board members and stakeholders. Mr. Weinstein will compile the feedback into a PDF report for inclusion at the April 24 board meeting.

## VII. Public Comment

This time is intended to invite any member of the public to provide an update on ongoing projects related to delivering broadband access in the region.

No public comments were received.

Mr. Kline introduced two Northern Wasco County PUD staff members in attendance at the meeting:

- Mr. Jeff Teel, Chief Operating Officer
- Ms. Sue Powers, Strategic Advisor to the General Manager

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

- [AmeriCorps Resource Assistance for Rural Environments \(RARE\) Program](#) Application and Potential Financial Commitment
- Dr. Lance introduced the RARE program, noting that Mr. Klebes, a former participant, brought it forward and it was discussed briefly in a previous board meeting.
- Participation requires a \$26,500 commitment for FY25, plus associated costs.
- Dr. Lance has submitted two grant applications (Ford Foundation and Roundhouse Foundation) to help offset the program's cost, with additional potential support from the USDA grant.

 [Resolution 25-03 AmeriCorps RARE Financial Commitment.pdf](#)

 [Resolution 25-03 AmeriCorps RARE Financial Commitment Memo.pdf](#)

#### **Motion:**

Motion to approve Resolution 25-03, authorizing spending on participating in the AmeriCorps RARE program.

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

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

Executive Session 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. ORS 192.660(2)(j) Public Investments. ORS 192.660(2)(n) To discuss information about review or approval of programs relating to the security of telecommunications systems.

 [Executive Session Script f g i j n records trade investments and security of telecom systems.pdf](#)

#### X. Action Items

No additional action items as a results of the executive session.

#### XI. Adjournement

The meeting was adjourned at 9:40 AM PT.