



QLife Board Meeting - February Minutes

Wasco County

2/27/2025 12:00 PMPST

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

Attendance

Present:

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

Guests: Alex Kelley (remote), Kristen Lardy (remote), Sue Powers (remote)

Absent:

Members: Kristen Campbell, Andrew Danies, Abigail Jara, Mike Middleton

I. Call to Order

The meeting was called to order at 12:00 PM PST.

II. Approval of Agenda

 [QLife board Meeting Agenda - Feb 27 2025.pdf](#)

Motion:

Motion to approve the agenda was made by Scott Hege and seconded by Roger Kline.

The motion passed unanimously.

III. Consent Agenda

A. January 23, 2025 Minutes

 [QLife Board Meeting - January 23, 2025 Minutes.pdf](#)

Motion:

Motion to approve the January 23, 2025 minutes was made by Roger Kline and seconded by Greg Johnson.

The motion passed unanimously.

IV. Discussion Items

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

- **Business Planning Update:** Planning is progressing. The Klint Drive project is now live, with the first ISP on board.

- **Industry Events:** The ITA Showcase will take place on March 12; any board members interested in attending should let Dr. Lance know. Additionally, the Oregon Telecommunications Conference in Hood River is coming up, and board members are encouraged to attend.
- **BEAD Update:** The BEAD prequalification process is underway.
 - Clarifications on BEAD Comments: Mr. Hege inquired about the curing comments received. The Oregon Broadband Office will publish a prequalification list, but it will identify agencies by name rather than by desired grant award location.
- **USDA Grant Update:** USDA has not yet publicly announced award recipients, which means QLife cannot disclose anything officially. However, internal conversations indicate that the program remains active and that funding is expected to be released. Mr. Kline confirmed hearing similar updates.
- **MCEDD & BAT Update:** Mr. Danies was unable to attend the meeting, but a follow-up discussion with him is planned soon.

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

- Current efforts focus on BEAD application readiness.
- Infrastructure Updates: Work continues on patch cables and identifying necessary fixes. The Klint Drive project is operational, and testing frequencies are in progress.
- Tree Trimming Coordination: Engagement with PUD for tree trimming in the communications space is ongoing.

 [2025-02 Aristo Technical Management Report.pdf](#)

C. 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 provided.

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

- Delegation of Executive Director Authority: Ms. Werner presented a memo included in the board packet, clarifying that the board sets policy while the Executive Director manages day-to-day operations. No questions were raised.

 [Resolution 25-02 Executive Director Delegation of Authority Memo.pdf](#)

 [Resolution 25-02 Executive Director Delegation of Authority.docx](#)

Motion:

Motion to approve the delegation of authority was made by Greg Johnson and seconded by Scott Hege.

The motion passed unanimously.

VI. Finance (Presenters: Shayla Maki)

 [FY25 2025-01 January Financial Statement.pdf](#)

 [FY25 2025-01 January Financial Notes.docx](#)

A. January Financial Analysis

- **Financial Overview:** Report submitted earlier than typical, so there were a few additions discussed not reflected on the report. Fund Balance: Increased by 14%, with interest rates remaining high. Revenue saw a 14% increase, and charges for service remain in line with expectations. Accounts receivable showed a significant improvement, with only \$18K outstanding. Capital Fund: Transfers have been received, and expenses have been minimal. Maupin Fund: No updates on charges for service; franchise fee payments remain delayed, raising concerns for the board.
- **Board Discussion:** Mr. Kline raised concerns about prioritizing customer service policies related to disconnections and collections. Dr. Lance emphasized that end users must be prioritized, and the existing structure does not allow for easy switches. Mr. Johnson asked why Maupin is managed under a separate fund. Mr. Amery explained that it was a collaborative project with LSN, Maupin, and QLife, requiring separate financial tracking. Dr. Lance noted that upcoming discussions with the vendor will help address concerns.

VII. 5-Minute Break

VIII. 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)(n) To discuss information about review or approval of programs relating to the security of telecommunications systems.

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Executive Session started at 12:39 PM PST.

Executive Session ended at 2:20 PM PST.

 [Executive Session Script - f g n.pdf](#)

IX. Adjournement

The meeting adjourned at 2:20 PM PST.