



# QLife Board Meeting - February Minutes

Wasco County

Feb 1, 2024 at 12:00 PM PST

@ 511 Washington St., The Dalles, OR 97058

## **Attendance**

### **Present:**

Members: John Amery, Kristen Campbell (remote), Scott Hege, Matthew Klebes, Stephanie Krell, Shayla Maki, Mike Middleton, Carrie Pipinich, Scott Randall (remote), Rod Runyon, Tyler Stone, Lee Weinstein

Guests: Jonathan Cannon (remote), phil garrett (remote), Phil Garrett (remote), Bruce Patterson (remote), Travis Stenhjem (remote)

### **Absent:**

Members: Dale Lepper

#### I. Call to Order

President Weinstein calls the meeting to order at 12:01 PM.

#### II. Approval of Agenda

##### **Motion:**

Motion moved by Scott Hege and motion seconded by Scott Randall. Motion passes unanimously.

#### III. Consent Agenda

##### **Motion:**

Motion moved by Scott Hege and motion seconded by Scott Randall. Motion passes unanimously.

##### A. December 7, 2023 Minutes

 [QLife Board Meeting Minutes- December 7, 2023.pdf](#)

#### IV. Action Items

##### A. Board Positions - President, Vice-President and Secretary (Presenters: Stephanie Krell)

Ms. Krell reminds the Board that being the first meeting of the year, we have the option to change officer positions.

##### **Motion:**

Motion to nominate the current slate again for 2024

Motion moved by Scott Hege and motion seconded by Lee Weinstein. Motion passes unanimously.

B. Budget Officer Appointment (Presenters: Stephanie Krell)

Ms. Krell reminds the Board that we need to appoint a budget officer for this year.

 [Order 24-001 - Mike Middleton Reappointment to QLife Budget Officer.pdf](#)

**Motion:**

Motion to reappoint Mike Middleton as the QualityLife Intergovernmental Agency Budget Officer.

Motion moved by Scott Hege and motion seconded by Scott Randall. Motion passes unanimously.

C. QLife Public Contracting Rules (Presenters: Matthew Klebes, Kristen Campbell)

Ms. Campbell explains that since the last revision of QLife contracting rules, that there have been significant legislative changes and purchasing limits have been increased. Aligning with those legislative changes will allow QLife contracts to be competitive during the procurement process. The main changes make contracting rules current and aligned with legislative updates and provisions include increasing the purchasing authority of the Administrator. This will allow for a nimble response to issues or opportunities that arise. This is important since the Board only meets once a month. Mr. Klebes adds that some issues include work that we do in construction, maintenance of the system, conduit opportunities, etc.

 [Memo: Public Contracting Rules-Updates.docx](#)

 [Public Contracting Rules \(Revised\) 2024.docx](#)

**Motion:**

Motion to adopt the updated Public Contracting Rules as presented.

Motion moved by Scott Hege and motion seconded by Scott Randall. Motion passes unanimously.

D. Agent of Record (Presenters: Matthew Klebes)

Mr. Klebes notes that in past year, QLife's primary agent of record was Breanna Wimber of Highstreet. Ms. Wimber transferred to The Partners Group, a firm with a robust public sector department. We can remain with Highstreet and work with the new agent or move to The Partners Group and continue with Ms. Wimber, who is more familiar with our agency and has a proven track record. If we decide to move, we will need to give notice to our current insurance of the change.

 [Memo: Insurance Agent of Record.docx](#)

**Motion:**

Motion to appoint The Partners Group as QLife's agent of record.

Motion moved by Scott Hege and motion seconded by Lee Weinstein. Motion passes unanimously.

## V. Discussion Items

### A. Administration & Project Updates (Presenters: Matthew Klebes, John Amery, ADP)

Mr. Amery informs the Board that we have received many new connections requests recently. Mr. Hege wonders why and Mr. Amery responds that it is likely due to the timing and the conclusion of the holidays.

### B. BAT Update (Presenters: Lee Weinstein, Carrie Pipinich)

Ms. Pipinich remarks that there are no updates.

### C. Aristo Technical Management Report (Presenters: John Amery)

Mr. Amery informs the Board that the Port Beta Project is on hold due to right of entry issues and timing delays. Mr. Klebes adds that a pressure point is that the contractor is ready and waiting. Mr. Hege asks what our estimated timeline is and Mr. Amery responds that we were hoping to begin by January 15, so now it is as soon as possible.

The Jefferson reroute is complete. Mr. Hege asks if we learned anything from the equipment that was removed. Mr. Amery responds that we have not looked back at it yet but will have engineering perform an assessment.

ADP is going through our NJUNS tickets and cleaning them up.

Lone Pine negotiations continue and we are hoping to get an easement and place conduit. Mr. Klebes remarks that this is an example of a "window of opportunity" and why we need to be nimble.

 [20240129 Aristo Technical Management Report.pdf](#)

## VI. Finance (Presenters: Shayla Maki)

Ms. Maki presents the finance report included in the packet and notes that there has been a 25% increase in revenue year over year. As of the date the report, interest had not yet posted. For AR, there are no customers past 60 days. Mr. Hege says that he is irritated with the customers that are consistently late and wonders if there is interest associated with those late payments. Mr. Middleton responds that the system is not set up for that and that verbiage would need to be included in the agreement. Mr. Klebes remarks that we can look at the service order agreements and see if there is a mechanism for that. Mr. Runyon adds that we could get something in place for new contracts. Mr. Amery adds that most of our existing contracts are month-to-month so it could be possible. Ms. Maki continues her report. Expenses are within expectation. The Capital fund transfers are complete. Revenues from franchise fees in the Maupin fund have not been received for the 1st or 2nd quarter so that will need to be addressed. Mr. Klebes remarks that there is a new city manager in Maupin and can follow up with them. Transfers to the Capital fund will not take place until the end of the fiscal year.

 [Qlife Financial Analysis 2024-01 January.docx](#)

 [FY24 2024-01 January Financials.pdf](#)

## VII. Executive Session

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

The executive session begins at 12:35 PM.

The executive session ends at 1:52 PM

 [Executive Session Script.pdf](#)

## VIII. Action Items (Con't)

### A. BTAP Grant (Presenters: Carrie Pipinich)

The meeting is adjourned at at 1:55.

 [BTAP MOTION LANGUAGE.docx](#)

#### **Motion:**

Motion to authorize the QLife Administrator to submit a BTAP grant application for business modeling and feasibility study.

Motion moved by Scott Hege and motion seconded by Scott Randall. The motion passes unanimously.

The next meeting is scheduled for Wednesday, February 21 from 12-2 PM.