



QLife Board Meeting Minutes

Wasco County

Aug 24, 2023 at 12:00 PM PDT

@ 511 Washington St., The Dalles, OR 97058

Attendance

Present:

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

Guests: Joseph Franell (remote), Travis Stenhjem (remote)

Absent:

Members: Carrie Pipinich, Rod Runyon

I. Call to Order

Mr. Hege calls the meeting to order at 12:00 PM.

II. Approval of Agenda

There are no changes to the Agenda.

Motion:

Motion moved by Scott Hege and motion seconded by Dale Lepper. Motion passes unanimously.

III. Consent Agenda

There are no changes to the Consent Agenda.

Motion:

Motion moved by Scott Hege and motion seconded by Dale Lepper. Motion passes unanimously.

A. May 3, 2023 Minutes

Mr. Hege asks about the question around the EntryPoint contract from the last meeting and wonders if it has been resolved. Mr. Klebes responds that it has -- EntryPoint will invoice per month with a "not to exceed" price and will not charge a retainer.

Motion:

Motion moved by Scott Hege and motion seconded by Dale Lepper. Motion passes unanimously.

IV. Finance (Presenters: Mike Middleton)

A. Financial Report, Reconciliation and Analysis

Mr. Middleton introduces Shayla Marki, the new finance manager for Wasco County. He explains that he will be moving the responsibility of QLife finances over to her in the near future.

Mr. Middleton presents his report in the packet and explains that Interest is executing at 6.8% or \$148. Interest rates with LGIP are increasing. The total interest is \$104 more than last fiscal year. The rising interest rates have balanced with the movement of fund balance to the Capital fund. Outstanding accounts receivables are right around where they usually sit and we continue to follow up with those customers. Expenditures are well within budgetary expectations and total expense has executed at 2.7% which is 72.5% less than last year. The transfers have been received in the Operations fund. The Maupin fund has no significant change to report and charges for services are becoming more regular.

Mr. Hege wonders about the administrative costs for QLife and asks if that account line falls under materials and services. Mr. Middleton confirms that it does and adds that it is a 50/50 split between the city and the county. Mr. Hege asks if the compensation is equitable and Mr. Klebes states that he has not calculated the hours spent on QLife in his new role but the city is going through some transition, which should free up his bandwidth. Mr. Klebes offers to perform an analysis but does not see any red flags at this point. Mr. Stone adds that originally, the administrative costs were just to cover Mr. Middleton and Ms. Krell's time but did not include his time. Mr. Hege remarks that we should consider that in the future. We cannot operate if we do not consider Mr. Stone's time and is not a fair compensation analysis. Mr. Stone remarks that the city and the county both own QLife and know it is the cost of doing business. The county also pays MCEDD about \$25,000, which should be coming out of the QLife budget because it is a direct expense. Mr. Klebes remarks that we are looking at trend lines and Aristo Networks has been performing additional work and stepping up. Those expense lines have been spiking so we will continue to monitor that over the next few years and notes that if we want to do more with QLife, there will be additional expenses. He also states that the city's RARE volunteer begins soon and will be working on the downtown Wi-Fi. He asks if the Board would support the volunteer attending the upcoming Oregon Telecommunications conference. There is consensus from the Board.

V. Discussion Items

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

Mr. Klebes remarks that there is a short blurb in the packet from EntryPoint on the work they are performing and their timeline. We met a couple of time with them and explained QLife's structure and business model so that they were able to analyze the data on what we have done so far, what we hope to do, community engagement work, etc. They will have an interim report for the Board at the next meeting and we can continue moving forward with them over the fall and winter months.

Mr. Hege asks if the survey they created had launched, and who and how they are surveying. Mr. Klebes responds that they have sent us the survey materials and we provided feedback. They will revise the survey based on our feedback and send it back to us for final review. Mr. Hege asks if we will attempt to get information from other providers or customers and Mr. Klebes responds that both will be part of the process.

Mr. Klebes notes that he has reached out to Northstate Telephone and had a good meeting with their government affairs staff. They were able to share the USDA award summary sheet which included senators associated with the award. Both Senators Bentz and Wyden were listed. It will deploy fiber to the premises in the area that we explored a few years ago and they expect deployment to be fully rolled out in two to three years with a target to serve every home in that area. We asked if they planned to serve the Wasco County Fair and they said it was on their list. Mr. Stone remarks that we have visited with both legislators and is frustrated

that they supported their project and not ours. Mr. Klebes agrees and adds that he has met with Senator Bentz and staff from Senator Merkley's office as part of the Community Outreach Team. He will start strategizing on how better to engage with them. President Weinstein adds that we should engage with them and share our plans when we are in development. Mr. Amery states that QLife has been a middle mile provider but as we transition to residential, we have not had a program in place to present. Having an active program that is successful may increase our chances in funding in the future.

Mr. Amery informs the Board that engineering for the the Klindt Drive project is almost complete and we hope to have it out to bid this year and ready by February. The District 21 project is complete with the exception of minor details. Mr. Klebes adds that we were somewhat worried about the deadline with the transition of engineering but we were able to complete it on time. Mr. Amery remarks that we are working with ADP to review previous plans for the Jefferson Street repair and North Sky will perform the work under our existing maintenance contract. Mr. Hege asks which buildings were served for the District 21 project and Mr. Amery replies that two new sites added to an existing ring and included the Administration building, Wahtonka, and Chenoweth School. Mr. Hege ask if they are customers through an ISP and Mr. Amery explain that they are direct customers

B. Oregon Telecommunications Conference (Presenters: Stephanie Krell)

Ms. Krell reminds the Board that the conference is on October 26 and 27 and conference rooms are still available. She asks the Board to let her know if they would like to attend.

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

Mr. Amery states that he covered all of his updates earlier in the meeting.

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

There is no update on the BAT.

VI. Executive Session

Executive Session ORS 192.660 (2)(g) Competitive trade or commerce negotiations, ORS 192.660 (2)(n)(D) & (E) Discuss information regarding security of telecom systems and data transmission begins at 12:41 PM and ends at 1:06 PM.

A. Outage Report (Presenters: John Amery)

Mr. Hege asks Jonathan Cannon, who arrived while the Board was in Executive Session, to introduce himself. Mr. Cannon states that he works at Rally Networks and met with QLife staff recently. He was interested in listening in to our Board meeting. Mr. Hege asks about Rally's relation to Northstate Telephone and Mr. Cannon responds that they operate under different company names but will be rebranding all of them as Rally Networks.

The meeting adjourned at 1:08 PM.