



# QLife Board Meeting Minutes

Wasco County

Oct 26, 2023 at 12:00 PM PDT

@ 511 Washington St., The Dalles, OR 97058

## Attendance

### Present:

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

Guests: Jason Hartman, Tom McGowan, Todd Reeves (remote), Travis Stenhjem (remote)

### Absent:

Members: Scott Hege

#### I. Call to Order

President Weinstein calls the meeting to order at 12:00 PM and leads introductions.

#### 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

### Motion:

Motion moved by Dale Lepper and motion seconded by Rod Runyon. Motion passes unanimously.

#### A. September 28, 2023 Minutes

 [QLife Board Meeting Minutes September 28, 2023.pdf](#)

#### IV. Finance (Presenters: Mike Middleton)

Mr. Middleton presents his report included in the packet to the Board and notes that we are one-quarter of the way through the fiscal year. Charges for services are around \$244,000 and revenue is ahead. As of yesterday, accounts receivable had \$24,000 outstanding, but we had some staff out of the office in September which attributes to the number. Transfers out are on target.

The Capital fund is doing well and interest is up. The Maupin fund has no revenues coming in with the exception of interest and transfers out are planned for the end of the year, just in case something comes up between now and then.

Overall, funds are in a good position and reconciliations have been completed through September.

Mr. Klebes wants to highlight to the Board that we are working on developing a new product along with the documents that will accompany it (i.e. master service agreement, right of entry, etc.). We are

utilizing legal counsel to make sure all those documents pass muster and originally budget about \$15,000 toward legal fees for the fiscal year. As of today, we have expended about 50% of that account line. We will take a closer look at that line since this is the second year in a row that we have spent over the budgeted amount. There is no action that needs to take place but we will make adjustments during the next budget cycle. Mr. Middleton adds that he will also keep an eye on it.

Mr. Middleton refers to the audit documents in the packet and remarks that it should have been brought to the Board in January, but fell behind because of staffing issues. There is a letter to the Board in the packet that includes the scope of the audit and what they focused on. The fiscal year 2022 audit was found to be unqualified, which is positive. They noted two exceptions -- on page 13, there were two transactions over \$10,000 that we could not substantiate that we solicited three bids for. We have not been able to substantiate whether that is accurate or not because of the delinquency of getting the audit complete but we will research it and document either way.

There are no questions from the Board.

 [Qliffe Financial Analysis 2023-09 September.docx](#)

 [FY24 2023-09 September Financials.pdf](#)

 [Governing Body Letter QualityLife 2022.pdf](#)

 [QualityLife Intergovernmental Agency Financial Report 2022 \(1\).pdf](#)

## V. Action Items (Presenters: Matthew Klebes, John Amery)

### A. Klindt Drive Project - Bid Results

Mr. Klebes informs the Board that we received three bid responses for the project to extend the infrastructure plan to the mini business park. The park consists of both business and residential customers. He asks if he can move forward and award the project to the lowest bidder.

Mr. Amery adds that the bid process was competitive and he had a number of parties that said they were interested in responding. We received three bids but notes there was a large jump between each response. ADP reviewed the bids line by line to better understand how they matched our OPC. One item to note is that RBC has a local facility in The Dalles and North Sky is based out of Wilsonville, which may account for the price difference. Mr. Klebes asks how much the original OPC estimated for the project and Mr. Amery responds that it was \$93,000, but that ADP thinks it may have been missing some essential items. Mr. Amery plans to review the OPC with them.

Mr. Lepper asks if anything was missing in the analysis of the project in hindsight and Mr. Amery states that there were some items that we underpriced and others were overpriced. Mr. Amery says that he believes some parties that did not bid could have been competitive but it came down to how "hungry" they were for the project. Mr. Lepper asks if Mr. Amery has had any issues with RBC on other projects, which he confirms he has not. Mr. Lepper wonders if there are any overages built into the bid and Mr. Amery explains that there may be one conduit that is not contiguous and RBC placed a disclaimer in their bid about repairing that conduit if necessary. It will likely only be three to ten thousand dollars to address and will negotiate with Mr. Klebes prior to repairing. Mr. Klebes adds that if it exceeds 10% of the total project cost, we will bring it back to the Board for approval. Mr. Amery is working on right of ways and easements, which may reduce the overall cost if we are successful. Mr. Stenhjem adds that ADP will be tracking the contractor's work so if anything goes outside of the scope, they can address it.

Mr. Klebes asks how quickly RBC can move forward with the project and Mr. Amery responds that they can complete it within 90 days of the notice to proceed. President Weinstein asks if

contacting property owners to inform them that access to broadband helps with property values is still part of the plan and Mr. Amery responds that it is in the sales pitch.

 [Klindt Dr Bid Analysis.pdf](#)

**Motion:**

Motion to award Robinson Brothers Construction (RBC) the contract for Klindt Drive Overbuild project for \$91,271,25

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

VI. Discussion Items

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

Mr. Klebes informs the Board that the Oregon Telecommunications Conference is currently going on and Scott Hege is attending on behalf of QLife.

1. EntryPoint Update

Mr. Klebes refers to the EntryPoint update in the packet. He explains that we have been working with Nick Gerhardt and developing a social media campaign for the broadband survey. At our last meeting we had a robust conversation about AI modeling. President Weinstein adds that he has been attending the meetings and it has been great watching it in action. The survey is live and has been shared on various channels. Mr. Klebes states that the RARE volunteer has been with the city for a couple of months and will be digging into the WiFi to identify what direction we can go and possibly redefine the system.

 [EntryPoint Update.pdf](#)

2. Project Updates

Mr. Amery informs the Board about the Klindt Drive project and notes that there was a potential customer at the Port district that was going to pay for an extension to their location but bailed out at the last minute. We negotiated with the Port and were able to complete it and utilize it. We now have two customers and it is proving to be a long term investment that is paying off.

Mr. Amery is also working on a segment through a dense vegetation with live customers that has a recurring issue in the winter. North Sky has developed a new path and scheduled maintenance to the affected customers in November. After that is complete, we will deconstruct the other path.

B. BAT Update (Presenters: Lee Weinstein)

Mr. Hartman met with ADP yesterday and is gearing up to be ready for when the technical assistance program opens. There is up to \$150K per project to help to fund engineering and planning of projects and it is only available to government entities. There is potential for the Mosier run for QLife and it would be helpful to fund some of that engineering cost which would better prepare QLife for BEAD funding down the line.

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

There are no further updates.

 [20231024 Aristo Technical Management Report.pdf](#)

D. November/December QLife Meeting

Ms. Krell reminds the Board that the next meeting is scheduled for Thursday, December 7 at 12 PM.

E. CGCC Donor Appreciation Lunch

Ms. Krell reminds the Board that the lunch is on Monday, November 6 from 11:45 AM - 1 PM. Mr. Klebes and Mr. Stone would like to attend.

President Weinstein opens the floor for comment and Mr. McGowan remarks that a lot is happening and would like to continue working with pole attachers from a joint use perspective. Currently, the PUD is replacing nine poles in the alley near 4th Street.

VII. Executive Session

There is no need for an executive session.

 [Executive Session Script.pdf](#)