



AGENDA

QLife Regular Board Meeting

Thursday, April 4, 2019 | 12:00 pm
Harding House, 200 4th St., The Dalles Oregon

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
 - [February 28, 2019 Minutes](#)
- 12:05 [Financial Report](#) – *Mike Middleton*
- 12:15 [Action Items](#)
 - [CGCC Scholarship Renewal](#)
- 12:20 [Discussion Items](#)
 - [Aristo Technical Management Report](#) – *John Amery*
 - [NACo TestIT App](#)
- 12:40 [Maupin Update](#) – *Dan McNeely*
- 12:45 [St. Mary's Backbone Replacement Update](#) – *John Amery*
- 12:50 [Executive Session - \(2\)\(f\) Consider exempt records or information, \(2\)\(n\)\(D\) & \(E\) Discuss information regarding security of telecom systems and data transmission.](#)

Old/New Business

Next Meeting Date: Regular Board Meeting – April 18, 2019 at 12:00 pm

Adjourn

NOTE: The Agenda is subject to last minute changes; times are approximate. Executive Session is held as necessary.

An executive session may, in the discretion of the presiding officer, be called based on one or more of the following: ORS 192.660 (2)(a) Consider employment issues; (2)(e) Real property; (2)(g) Competitive trade or commerce negotiations; (2)(h) Consult with counsel regarding litigation; (2)(n)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Consent Agenda

- [February 28, 2019 Minutes](#)



MINUTES

QLife Regular Board Meeting
Thursday, February 28, 2019 | 12:00 PM
Deschutes Room, Wasco County Courthouse

Call to Order President Hege calls the meeting to order at 12:04 PM and welcomes our two new board members, Lee Weinstein and Rod Runyon. Mr. Weinstein and Mr. Runyon both give the board a brief biography and describe why they would like to serve on the QLife board.

Roll Call Tyler Stone, Stephanie Krell, Scott Hege, Rod Runyon, Darcy Long-Curtiss, Mike Middleton, John Amery, Tawnya Williams, Dale Lepper, Keith Mobley, Tonya Moffitt (Merina & Company), Erik Orton (via Skype) and Dan McNeely (via Skype)

Action Items

[Ms. Long-Curtiss moves to approve Order #18-005 to appoint Rod Runyon as a QLife Board Member. Mr. Lepper seconds the motion, which passes unanimously.]

[Ms. Long-Curtiss moves to approve Order #18-006 to appoint Lee Weinstein as a QLife Board Member. Mr. Lepper seconds the motion, which passes unanimously.]

Approval of the Agenda

There are no changes needed to the agenda.

[Ms. Long-Curtiss moves to approve the agenda. Mr. Lepper seconds the motion, which passes unanimously.]

Approval of the Consent Agenda

There are no changes or comments regarding the consent agenda.

[Mr. Weinstein moves to approve the consent agenda. Ms. Long-Curtiss seconds the motion, which passes unanimously.]

Audit Report

Tonya Moffitt of Merina & Company presents the June 2018 audit report to the board. Previously the City of The Dalles was performing all record keeping and she reports that 2018's audit was slightly different than previous audits due to the fact that Wasco County is now in charge of record keeping. The audit reveals a clean opinion, also known as an unmodified opinion, which is the highest level that can be given on financial statements by auditors. This means that there were no significant "red flags" that came up when reviewing financial statements. Both the City and the County were very forthcoming with information that was requested by Merina & Company.

Ms. Moffitt brings attention to the report on page A; the management and discussion analysis. This analysis displays two years of data and compares 2017 to 2018. She notes that it is a snapshot of information and shows how the Agency is doing financially.

Mr. Runyon asks about a \$12K in the audit listed as “known unlikely misstatement” reported as “immaterial”. Ms. Moffitt explains that there is a calculation used by auditors to figure out a percentage of total assets. Being that QLife’s assets are over \$3 Million, \$12K is not considered material or cause for concern when this calculation is used.

Mr. Middleton elaborates on her point and explains that invoices were found in laptop bag which were connected to the 2018 fiscal year and the vendor had yet to be paid. This new information was immediately addressed with Merina & Company and it was determined by the auditor that there was no cause for concern due to the calculation previously explained by Ms. Moffitt. Going forward, invoices are being more closely watched by QLife staff so that this does not happen in the future.

Mr. Runyon brings attention to “detailed notes” on page 6, which states that the agency does not have a formal deposit policy for custodial credit risk. He wonders if it’s Ms. Moffitt’s opinion that QLife should have a formal policy. Ms. Moffitt is not concerned that there is no policy because the funds are in a collateralized bank.

Mr. Runyon asks Ms. Moffitt about the memo to Mr. Middleton which suggests that the Agency limit users to Eden, the accounting software. He wonders if there have been problems in the past to present that suggestion. Ms. Moffitt notes that some users have access to areas that they didn’t need access to so limiting users in Eden would provide greater internal efficiency. Mr. Middleton also notes that there are limitations with Eden’s security setup which can prove difficult. For instance, AP and AR work closely together to overlap and provide backup to each other. With numerous people managing Eden over the years, Mr. Middleton believes it’s important that his team review user access.

Mr. Runyon also notes that the report recommends bank reconciliations be reviewed and approved more timely and wonders why that is not currently happening in a timely fashion. Ms. Moffitt attributes that to the transition of financial accounting from the City of The Dalles to Wasco County. She mentions that toward the end of the year, reconciliations were becoming timely. Mr. Middleton also mentions that reconciliations are now reviewed on a monthly basis by the Treasurer and Mr. Stone to improve timeliness.

President Hege asks Ms. Moffitt if she considers the transition of record keeping complete, which Ms. Moffitt confirms.

Financial Reports

Mr. Middleton presents his financial report to the Board. He begins with the General Fund and points out that we are in the seventh month of the fiscal year. Revenues for the Operations Fund will run about \$12K under budget if things stay on the current track. Receivables are also in good shape with only \$34K in delinquent payments; \$16K comes from one customer who is in collections and the remaining balance is from one vendor. Their balance is due to a lost check and a lost invoice. Our staff was able to address that issue and one check has already arrived in February after this report was made. Overall, we want staff to be more diligent moving forward so we don’t fall behind in delinquent payments.

Interest for the Operations Fund is below the budgeted amount but Mr. Middleton does not believe this is an issue because we are allocating the interest which is currently sitting in the Capital Fund.

Expenses have spiked recently for materials and services due to \$28K which is split between Engineering and Network Management lines, an annual insurance payment, and annual pole connection fees. Our staff looked at the \$28K that was paid to the Engineering and Network Management lines and discovered that roughly \$9K of that total should have been allocated to the Capital Fund. It has since been adjusted and will be reflected in the February analysis. Mr. Middleton thinks these spikes have been resolved but if he finds that patterns persist in the February analysis, he may need to bring a budget change to board. It is Mr. Middleton’s opinion that if the downward trend on revenue continues, QLife may not want to have the full transfer out that is scheduled for the final month of the year. Overall the General Fund is doing well.

Mr. Middleton reports that the Capital Fund revenues are consistent because of the transfers that are set up from the Operations Fund. We do not currently have any other revenue streams since Maupin hasn’t started earning any revenue yet. The interest lives in this fund and it is slightly above what was budgeted for the fiscal year but he is not concerned

with that information. During budget planning, we recycled numbers that were previously used by the City of The Dalles which is the core reason for the overage in interest. We will budget more conservatively next year and have a more accurate budget going forward. The revenue is significantly greater than expenses so overall the fund is in a strong position.

Mr. Middleton reports on the Maupin fund and notifies the board that the grant funds are moving forward and being billed to Maupin. Those funds received are being placed in the grant revenue line. Currently, the majority of expenses are going to the primary system which means that the project is moving toward completion. There are no major changes to report from last month. He recommends that fund transfers back to the General Fund should begin next fiscal cycle in order for Maupin to slowly pay back that money as revenue starts flowing in.

Mr. Stone wants to be certain that bills have been sent out to Maupin so that the money is not misspent elsewhere. Mr. Middleton is going to confirm that bills have been sent. Mr. Stone notes that Maupin is almost complete with the exception of about 30 customers waiting to be hooked up. Mr. Amery was onsite earlier in the week and a conference call was had between all the interested parties to work through system clean up and logistics.

Mr. Weinstein mentions that his firm has been hired by the City of Maupin and the Chamber of Commerce to write a press release and wants the board to provide input so that news about the project can get out across the state. President Hege would like to see a full audit of Maupin project from start to finish which Mr. Stone states is planned once the project is closed out.

Action Items

[Ms. Long-Curtiss moves to approve Order #18-007 to reappoint Mike Middleton as QLife Budget Officer. Mr. Weinstein seconds the motion, which passes unanimously.]

Mr. Stone states that since this is the first meeting of the year, we want the board to have the opportunity to rotate chair and vice-chair positions as well as nominate a secretary. He also explains the responsibilities of each role.

[Mr. Runyon moves to nominate Mr. Weinstein as QLife Secretary. Ms. Long-Curtiss seconds the motion, which passes unanimously.]

[Mr. Weinstein moves to nominate Ms. Long-Curtiss as QLife Vice-Chair. Mr. Lepper seconds the motion, which passes unanimously.]

[Ms. Long-Curtiss moves to nominate President Hege as QLife Chair. Mr. Runyon seconds the motion, which passes unanimously.]

CGCC Scholarship

Mr. Stone explains the CGCC Scholarship to the board which QLife has participated in for many years and revolves around the robotics program. President Hege mentions that there is an upcoming luncheon on March 13 and invites any board members interested to attend.

Discussion Items

Aristo report

Mr. Amery informs the board that the damaged fiber around East 15th Street and Jefferson has not yet been resolved due to the snow. The plan is to remove the vegetation and then repair the fiber once the snow melts. President Hege asks if we have secured a contractor for the project. Mr. Amery confirms that a contractor won the award and will move forward soon. Mr. Amery notes that the contractor associated with the St. Mary's project is having some difficulty internally getting across the railroad but is confident that they will be able to resolve those issues soon.

Mr. Amery expresses that we have had some difficulties over the years with the software that QLife utilizes, OSPInsight. Efforts are being made with Commstructure to improve the quality of the documentation and Mr. Amery feels that they

are moving toward a better product. President Hege asks Mr. Amery if Maupin will be loaded into the OSPInsight software. Mr. Amery confirms that Commstructure has mapped Maupin into the software.

Maupin Update

Mr. Orton and Mr. McNeely call in on Skype around 1:00 PM. Mr. McNeely updates the board on the Maupin project and announces that they are just a few weeks out from running the underground fiber and finishing the last piece. President Hege asks if we received all of the drops that QLife ordered. Mr. McNeely explains that they were in fact delivered, but he is not completely clear on the issues they have experienced in Maupin. Mr. Orton is confident that the issues with the drops are going to be resolved soon. He also reports that he was informed that they only have 15 customers remaining to connect. Of those 15, some would be new customer because they requested service after the initial drops were ordered. When the drops were purchased, Commstructure ordered 20% above the required drops with the knowledge that new customers would likely sign on.

Mr. Stone notes that Gorge Net and LSN are bringing together their inventory to compile a list and compare that list with the remaining areas QLife has to serve. He also notes that Gorge Net is using LSN to install their drops which means that a Memo of Understanding will need to be drafted by Mr. Mobley and list LSN as the lead entity of system. QLife and Gorge Net will then go through a contact at LSN for any turn ups or turn downs in Maupin.

President Hege asks Mr. McNeely about the conduit. Mr. McNeely explains that Maupin's new civic center is moving their aerial fiber underground around the building. This process has stopped the contractor from completing this small section of the project but he believes it will be moved in in the next two weeks. President Hege is wondering if this has affected the project from being lit. Mr. McNeely says that it only affects this isolated section and everything else is lit. President Hege is curious of the speed tests that have been run. Mr. Amery says that the Maupin Mayor reported a 100MB upload and download speed which he was very pleased with. Mr. Mobley asks Mr. Orton if he has any customer feedback and Mr. Orton reports that everyone is excited and the city is planning to host workshops for residents to take full advantage.

Lone Pine Update

Mr. Orton has submitted an OPC for the Lone Pine project to QLife and Commstructure is waiting for notice to proceed or if to proceed from the board. Mr. Stone explains that MCMC is currently our one confirmed customer and QLife has conduit in about 70 residential sites (not to include the current houses, only future builds) that are not currently being served. This project would extend QLife fiber to the location by MCMC. He explains to the board that the OPC details the possible routes that QLife could take and aims to help the board decide whether or not to go forward with the project. Mr. Stone believes that feedback from MCMC and their need for this project is crucial but without MCMC's partnership, Mr. Stone would not recommend moving forward.

Mr. McNeely and Mr. Orton go over the four possible concepts with the board. Mr. Amery explains that as they started researching the project, challenges arose that were not anticipated; boring the river, place poles along the freeway and archeological and environmental costs. Mr. Amery asked Mr. Orton to include an aerial quote because the initial quote came back much higher than he anticipated. Mr. Orton recommends the board go forward with the primary underground solution because other options would include overhead fiber over the railroad. He notes that the project area is almost exclusively underground so the options that include any aerial fiber do not make as much sense. Mr. Amery stresses to the board that there will be risks with each concept.

Mr. Lepper wants more detail on what area the OPC covers. Mr. Amery explains that it begins around Wasco County's public works building and covers all the land up to the entrance of Lone Pine Village and would meet existing conduit at that point. Mr. Orton adds that this expansion would allow QLife to extend out from there, for instance, to the state police building, hotels or bridge crossing.

President Hege asks Mr. Stone how he would propose going forward with the project and how they would get their revenue returned. Mr. Stone agrees that that would be the primary challenge, as it has been with other projects. QLife

has MCMC confirmed as customers but the residential lots are not guaranteed due to other service competitors and the fact that not all lots are sold at this point. Mr. Stone suggests that if we go forward, we approach other commercial businesses in the area. He stresses that there is no guarantee that future customers will commit to QLife but that this expansion has great potential. If MCMC is willing to commit financially, Mr. Stone thinks it would be worth going forward with the project.

President Hege asks Mr. Lepper if this project is something MCMC needs. Mr. Lepper explains that MCMC is in support of this project due to their need for dark fiber and informs the board of their new urgent care center which is to be completed this summer. President Hege does not believe a decision can be made until more analysis of costs are completed and return with a cost-sharing breakdown to the board. He believes QLife should move forward in research with MCMC to see the viability of this expansion and come back to board with more information.

[Ms. Long-Curtiss moves to approve Work Order #18 Amendment 1. Mr. Lepper seconds the motion, which passes unanimously.]

St. Mary's Backbone Replacement Update

Mr. Amery informs the board that when they bored the freeway, there was \$25K in additional costs due to more rock than was anticipated but the increase in cost still remains under the contingency. He notes that the OPC included a line item for prevailing wages and the bids submitted were below that value so he does not expect to spend the full cost for prevailing wages. There have been no contingency costs to date. Aristo maintenance costs have not yet begun since splicing has not been completed. President Hege asks when the project should be wrapping up. Mr. Amery informs him that the contractor is waiting for permission from the railroad to continue construction. If everything runs smoothly, he anticipates the project to be completed by the end of April 2019.

[Ms. Long-Curtiss moves to approve Work Order #17 Amendment 1. Mr. Weinstein seconds the motion, which passes unanimously.]

Discussion Items Continued

Holiday Inn Express

Mr. Stone states that since the last board meeting, he made a decision on behalf of QLife to authorize them to drop conduit in the area while it was under construction so that we will be able to access that zone. Mr. Amery adds that there is potential for new customers currently in the region and in future development. There is some additional construction that QLife will likely have to arrange. Mr. Stone notes that Gorge Net has a credit with QLife of roughly \$14K from a previous build and this may be when they choose to redeem that credit.

SDIS Renewal

Mr. Stone informs the board that our annual insurance had a small increase this year and the city Maupin was notified that they needed to add SDIS to their insurance.

The Board enters into Executive Session at 1:53 PM

The Board exits Executive Session at 2:04 PM

[Ms. Long-Curtiss moves to approve Work Order #20 contingent on funding. Mr. Weinstein seconds the motion, which passes unanimously.]

The meeting is adjourned at 2:09 PM.

The next meeting will be decided once a survey has gone out for the best date.

These minutes were approved by the QLife Board on _____.

Lee Weinstein, Secretary



Financial Reports

- [February Financial Report](#)
- [February Financial Analysis](#)
- [February Bank Reconciliation](#)

Qlife Monthly Report Operations Fund - February 2019

Filters	
Fd	600
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Revenue						
Qlife Operations						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	2,000	635	1,151	31.8%	32.0%	(515.35)
INVESTMENT EARNINGS-R Total	2,000	635	1,151	31.8%	32.0%	(515.35)
MISCELLANEOUS-R						
MISC RECEIPTS	200	1,586	1,200	793.0%	600.0%	386.00
MISCELLANEOUS-R Total	200	1,586	1,200	793.0%	600.0%	386.00
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	669,147	434,397	431,888	64.9%	65.6%	2,508.28
CONNECT CHARGES	1,000	100	1,700	10.0%	170.0%	(1,600.00)
CHARGES FOR SERVICES-R Total	670,147	434,497	433,588	64.8%	65.8%	908.28
PASS-THROUGH PAYMENTS-R						
	-	-	-	#DIV/0!	0.0%	-
Qlife-R Total	672,347	436,718	435,939	65.0%	61.1%	778.93
Qlife-R Total	672,347	436,718	435,939	65.0%	61.1%	778.93
Qlife Operations Total	672,347	436,718	435,939	65.0%	61.1%	778.93
Revenue Total	672,347	436,718	435,939	65.0%	61.1%	778.93
Expense						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	55,350	27,676	9,687	50.0%	17.9%	17,988.67

Qlife Monthly Report
Operations Fund - February 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
ADVERTISING & PROMOTIONS	1,500	1,240	244	82.7%	16.3%	995.45
BLDG REPAIR & MAINT	1,600	-	-	0.0%	0.0%	-
CONTR SRVCS - AUDIT CONTRACT	6,000	4,000	3,650	66.7%	51.8%	350.00
CONTR SRVCS - OTHER	15,100	1,110	3,673	7.4%	122.4%	(2,563.20)
CONTRACTED SERVICES	-	325	-	#DIV/0!	#DIV/0!	325.00
DUES & SUBSCRIPTIONS	3,000	874	3,025	29.1%	232.7%	(2,150.79)
EQUIPMENT - NON CAPITAL	5,000	-	1,504	0.0%	#DIV/0!	(1,504.00)
GENERAL GRANTS	2,000	-	2,000	0.0%	100.0%	(2,000.00)
INSURANCE & BONDS	21,000	16,087	15,628	76.6%	74.4%	459.00
LEGAL NOTICES & PUBLISHING	400	334	-	83.4%	0.0%	333.50
MEALS LODGING & REGISTRATION	2,000	1,402	481	70.1%	24.1%	920.95
MISC EXPENDITURES	1,000	1,907	3,495	190.7%	537.7%	(1,588.03)
NETWORK COMPONENTS	5,000	-	593	0.0%	11.9%	(592.50)
POSTAGE	200	68	134	33.9%	66.9%	(66.04)
SUPPLIES - OFFICE	200	80	101	40.2%	74.9%	(20.77)
TAXES/PERMITS/ASSESSMENTS	400	535	315	133.8%	78.8%	220.07
TELEPHONE	420	374	313	89.1%	74.5%	61.09
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	411	520	51.4%	74.3%	(108.75)
RENT - OFFICE	7,752	3,203	3,876	41.3%	50.0%	(672.75)
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	3,762	4,554	41.8%	50.6%	(792.00)
OUTSIDE PLANT MAINTENANCE	20,000	6,701	14,738	33.5%	34.3%	(8,037.90)
CONTRACTED SVCS - ENGINEERING	20,000	41,075	24,418	205.4%	48.8%	16,656.30
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	51,000	67,269	41,704	131.9%	61.3%	25,564.50
POLE CONNECTION FEES	10,500	12,392	15,088	118.0%	143.7%	(2,696.54)
RIGHT OF WAY FEES	20,075	12,014	15,373	59.8%	77.8%	(3,358.95)
SCHOLARSHIP	2,000	-	2,000	0.0%	100.0%	(2,000.00)
EASEMENTS - NON-CAPITAL	1,000	-	-	0.0%	#DIV/0!	-
MATERIALS & SERVICES-E Total	262,997	202,837	167,114	77.1%	53.6%	35,722.31
CAPITAL OUTLAY-E						
EASEMENTS	-	-	18,000	#DIV/0!	#DIV/0!	(18,000.00)
EQUIPMENT - CAPITAL	20,000	-	-	0.0%	0.0%	-
CAPITAL OUTLAY-E Total	20,000	-	18,000	0.0%	90.0%	(18,000.00)
TRANSFERS OUT-E	372,800	248,533	261,932	66.7%	66.7%	(13,398.64)
Qlife-E Total	655,797	451,370	447,046	68.8%	61.7%	4,323.67

Qlife Monthly Report Operations Fund - February 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Qlife-E Total	655,797	451,370	447,046	68.8%	61.7%	4,323.67
Qlife Operations Total	655,797	451,370	447,046	68.8%	61.7%	4,323.67
Expense Total	655,797	451,370	447,046	68.8%	61.7%	4,323.67

Qlife Monthly Report Capital Fund - February 2019

Filters	
Fd	601
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD	
Revenue							
Qlife Capital							
Qlife-R							
Qlife-R							
INVESTMENT EARNINGS-R							
INTEREST EARNED	1,072	18,857	10,177	1759.0%	949.4%	8,679.76	
INVESTMENT EARNINGS-R Total	1,072	18,857	10,177	1759.0%	949.4%	8,679.76	
TRANSFERS IN-R							
TRANSFER FROM QLIFE OPERATING FUND	372,800	248,533	261,932	66.7%	66.7%	(13,398.64)	
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	-	0.0%	0.0%	-	
TRANSFERS IN-R Total	382,800	248,533	261,932	64.9%	65.0%	(13,398.64)	
CHARGES FOR SERVICES-R							
CONNECT CHARGES	19,000	-	-	0.0%	0.0%	-	
CHARGES FOR SERVICES-R Total	19,000	-	-	0.0%	0.0%	-	
Qlife-R Total	402,872	267,390	272,109	66.4%	64.3%	(4,718.88)	
Qlife-R Total	402,872	267,390	272,109	66.4%	64.3%	(4,718.88)	
Qlife Capital Total	402,872	267,390	272,109	66.4%	64.3%	(4,718.88)	
Revenue Total	402,872	267,390	272,109	66.4%	64.3%	(4,718.88)	
Expense							
Qlife Capital							
Qlife-E							
Qlife-E							
MATERIALS & SERVICES-E	23,000	14,325	4,068	62.3%	13.1%	10,256.48	
CAPITAL OUTLAY-E							
BUILDINGS	-	-	-	#DIV/0!	0.0%	-	

Qlife Monthly Report
Capital Fund - February 2019

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	#DIV/0!	-
PRIMARY SYSTEMS	600,000	32,299	18,462	5.4%	9.4%	13,837.19
SECONDARY LINE EXTENSION	200,000	22,447	3,733	11.2%	5.0%	18,713.81
CAPITAL OUTLAY-E Total	880,000	54,746	22,195	6.2%	4.4%	32,551.00
TRANSFERS OUT-E	200,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	224,666	-	-	0.0%	0.0%	-
Qlife-E Total	1,327,666	69,071	26,263	5.2%	2.2%	42,807.48
Qlife-E Total	1,327,666	69,071	26,263	5.2%	2.2%	42,807.48
Qlife Capital Total	1,327,666	69,071	26,263	5.2%	2.2%	42,807.48
Expense Total	1,327,666	69,071	26,263	5.2%	2.2%	42,807.48

Qlife Monthly Report

Maupin Fund - February 2019

Filters	
Fd	602
Cat	(Multiple Items)

Data						
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Revenue						
Qlife - Maupin						
Qlife-R						
Qlife-R						
INTERGOV'T REV - NON SINGLE AUDIT-R						
STATE GRANT	190,000	494,069	167,381	260.0%	43.3%	326,688.26
INTERGOV'T REV - NON SINGLE AUDIT-R Total	190,000	494,069	167,381	260.0%	43.3%	326,688.26
INVESTMENT EARNINGS-R						
INTEREST EARNED	-	1,107	1,458	#DIV/0!	#DIV/0!	(350.91)
INVESTMENT EARNINGS-R Total	-	1,107	1,458	#DIV/0!	#DIV/0!	(350.91)
MISCELLANEOUS-R	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R	200,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	546,000	-	-	0.0%	#DIV/0!	-
UTILITY SERVICE CHARGES	-	-	-	#DIV/0!	0.0%	-
CITY OF MAUPIN FRANCHISE FEES	1,600	-	-	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	547,600	-	-	0.0%	0.0%	-
Qlife-R Total	937,600	495,176	168,839	52.8%	27.4%	326,337.35
Qlife-R Total	937,600	495,176	168,839	52.8%	27.4%	326,337.35
Qlife - Maupin Total	937,600	495,176	168,839	52.8%	27.4%	326,337.35
Revenue Total	937,600	495,176	168,839	52.8%	27.4%	326,337.35
Expense						
Qlife - Maupin						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						

**Qlife Monthly Report
Maupin Fund - February 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
ADMINISTRATIVE COST	14,160	494	-	3.5%	0.0%	494.07
INSURANCE & BONDS	1,000	-	-	0.0%	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	2,106	648	105.3%	32.4%	1,458.00
CONTRACTED SVCS - ENGINEERING	-	1,815	279	#DIV/0!	#DIV/0!	1,536.25
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	1,000	384	11,813	38.4%	57.9%	(11,428.76)
BROADBAND SUPPORT	-	-	-	#DIV/0!	0.0%	-
MATERIALS & SERVICES-E Total	19,210	4,799	12,740	25.0%	24.1%	(7,940.44)
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	3,148	#DIV/0!	#DIV/0!	(3,147.50)
PRIMARY SYSTEMS	600,000	541,399	163,212	90.2%	#DIV/0!	378,186.54
SECONDARY LINE EXTENSION	-	-	433	#DIV/0!	0.1%	(433.00)
CAPITAL OUTLAY-E Total	600,000	541,399	166,793	90.2%	29.1%	374,606.04
TRANSFERS OUT-E	10,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	59,160	-	-	0.0%	0.0%	-
Qlife-E Total	688,370	546,198	179,532	79.3%	27.0%	366,665.60
Qlife-E Total	688,370	546,198	179,532	79.3%	27.0%	366,665.60
Qlife - Maupin Total	688,370	546,198	179,532	79.3%	27.0%	366,665.60
Expense Total	688,370	546,198	179,532	79.3%	27.0%	366,665.60

Qlife Monthly Report
Receivable Summary All Funds February 2019
Accounts Receivable Summary

Fund	Total Receivable	Current	30-59 Days	60-89 Days	90-119 Days	Over 120 Days
600	49,520.78	30,315.00	-	-	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
Jan	33,980.78	7,575.00	-	-	-	26,405.78
Dec	38,445.78	12,040.00	-	-	-	26,405.78
Nov	61,291.78	34,740.00	-	146.00	-	26,405.78

Qlife – Financial Analysis for February 2019 Financial Statements

The financial statements for January are presented. The information is unaudited and meant for Management use. As a metric, the year is 8/12 or 66.7% complete for a straight-line comparison of actual budget execution. For some expense/revenues, a straight-line assumption is not relevant but it is a good place to start the analysis.

Operations Fund

Revenues for the Operations fund are proceeding according to the budget plan. Current budget execution of Utility Service Charges are 64.9%. While this is not up to the 66.7% expected straight-line, it is close. Annualized, the difference could be about \$12K. Utility Service Charges are \$2,508 more than last fiscal year. Looking at all revenues, the total is \$779 more than last year at this date.

Accounts receivable are at \$49,521. Of this, \$30K is current and the remaining \$19K is over 120 days. The entirety of the delinquent amount (\$19K) is to one client and is in collection procedures. This has been an issue since last fiscal year. The other receivables that were late last month have been paid now. (This was a lost check and a lost invoice issue and was resolved.) As of March 29th, only \$550 from the February billing remains outstanding.

Interest continues to grow although below the budgeted amount in the Operations fund as stated in prior months. This is more than made up by the amount in the Capital fund. The full budget amount of interest entity wide has already exceeded the budgeted amount.

Overall expense budget execution is 68.8%. this is \$14K above the straight-line assumption. Last month, the difference was \$35K so this is improving. The spikes in the expense cycle are leveling out and the primary driver at this point is the additional \$13K from FY18 that was paid out of FY19. Staff reviewed the expenditures in the Contracted Services - Engineering and Network System Management to determine if some of this expense should be moved to the Capital Fund. At this point, only \$2K was moved. More may be appropriate and the reviewing will continue.

Transfers Out are as budgeted. Management is monitoring the revenue which seem to be in line with expectations at the point so the concern expressed last month regarding the potential need to decrease the monthly transfer has decreased.

Overall, the fund is in good shape. Revenues are slightly behind the budget projections, but this is still slightly more than last fiscal year. Expenses are also ahead of the budgeted projections, but the total is close and the overage from the straight-line assumption is decreasing.

Capital Fund

Revenues for the Capital fund are strong and consistent. Budget execution is at 66.4%. The monthly transfer in from the Operations fund is right on target. The transfer from Maupin will not be happening anytime soon as discuss previously. Additionally the Connect Charges have not happened. The project

will need to be completed before any real income is seen here. This is no change from prior months' reports.

As briefly mention in the Operations section, interest is doing well past budget expectations. Currently the amount is \$18,857. The budgeted amount is \$1,072. So, Capital Interest revenue is only 1,759.0% of the budget in the 8th fiscal month. This is on track to reach \$25K by the end of the fiscal year.

Expenses have increased – currently budget execution is up to 5.2%. This will stay low until there is progress on moving forward on other projects.

Clearly the fund is in a strong position. Revenue is significantly greater than expense so fund balance is growing. The fiscal year to date increase in fund balance is \$198K – which is about 74% of the revenues for the fiscal year to date.

Maupin Fund

On the revenue side, there has been no changes from January. Grant funds are up to \$494,069. The project is moving forward and the funds will be billed to Maupin to cover the expenses as the project moves towards completion. To date, Maupin has contributed \$475,223 from a grant/legislative appropriation received. Costs have exceeded this. There should be additional funding budgeted to be received from Maupin. The funds received from Maupin were put in the Grant revenue line as these were a grant that flowed through Maupin.

On the expense side, budget execution is at 79.3%. This is unchanged from January. The majority of the expense is on the primary system - \$541,399 – and this is the Maupin project moving towards completion.

Overall the fund is in good shape. There is no change from last month in that status. The completion of the Maupin project is the big hurdle and with the state funding through Maupin it will be accomplished. Then the fund can work to be self-sustaining. With no revenue or expense for the month this fund seems to be on hold until the next step.

Summary

The organization is in good shape overall. With the Maupin project progressing, stress on the entire organization has significantly decreased. All revenues and expenses are within budget authority. Staff will continue to review the contracted services in the Operations Fund to ensure any expenses that should be in the Capital Fund are moved there.

Reconciliations are completed through February. This report has the February banking reconciliations attached.



Action Items

- [CGCC Scholarship Renewal](#)

January 4, 2019

QLife Network
313 Court Street
The Dalles, OR 97058



COLUMBIA
GORGE
COMMUNITY
COLLEGE

FOUNDATION

Dear members of QLife Network:

Thank you for your generosity in supporting Columbia Gorge Community College in 2018-19 by providing the *QLife Network Scholarships* to CGCC Foundation. We are grateful for your contribution, and with your help, we are able to further our mission to build dreams and transform lives by creating opportunities for lifelong learning. We wanted to remind you that in order to award these scholarships for the 2019-20 academic year, **we need your donation by June 30, 2019.**

The following criteria are used to select quality award recipients for your scholarships:

- Two (2) \$1,000 scholarship awarded in fall, disbursed over three academic terms
- Scholarship may be used for tuition, fees, and/or books
- Recipient must be enrolled in the electro-mechanical technology program
- Names of recipients will be disclosed to donor when award is accepted

Scholarship recipients are required to:

- Maintain satisfactory academic progress set forth by CGCC and CGCC Foundation
- Agree to scholarship terms
- Submit a thank-you letter prior to disbursement of funds

CGCC Foundation reviewed some of its programs and policies this year, and there is some important information to share with you. The foundation now requests an agreement between the foundation and each dedicated scholarship donor in order to keep record of the history of each scholarship as well as ensure the purpose of each scholarship is fulfilled. I will reach out to you soon to discuss this agreement and the benefits to our donors and students.

Enclosed are the thank-you letters from the 2018-19 scholarship recipients. Thank you for supporting Columbia Gorge Community College students and CGCC Foundation. If you have any questions, please feel free to contact the foundation.

Sincerely,

Stephanie Hoppe
CGCC Foundation Director



Discussion Items

- [Aristo Technical Management Report](#)
- [NACo TestIT App](#)

Aristo Networks LLC
Technical Management Report
By
John Amery
03/29/2019

Items of Discussion:

- Damaged QLIFE fiber in the region around E. 15th and Jefferson.
 - Working on vegetation control plan
 - Planning of project to begin next week
- Failing Fiber project (SW section previously referred to as St. Mary's)
 - Permit for crossing is complete and scheduled for Tuesday, April 9
- Considerable efforts are currently being made to improve OSPInsight quality of documentation. - ongoing
- Large efforts were expended this month on a restructuring project for a QLIFE customer interfacing with BPA.

MOBILE APP LAUNCH

Introduction

Accurate connectivity data is the foundation for investments in broadband infrastructure. Unfortunately, connectivity data provided to the Federal Communications Commission is often inaccurate and inflated – leaving many rural communities overlooked and disconnected.

NACo has partnered with the Local Initiatives Support Corporation (LISC) and the Rural Community Assistance Partnership (RCAP) to develop a mobile app designed to identify areas with low or no connectivity to help ensure adequate funding for broadband infrastructure is provided across the country.

“TestIT” is an iOS/Android mobile app that leverages a broadband sampling tool designed by Measurement Labs (MLabs) to aggregate broadband speeds across the country from app users. With the press of a single button, users will be able to test their broadband speed from anywhere. Additionally, users will be able to compare their internet speeds to the national average and minimum standards established by the Federal Communications System. **No personal information will be collected through this mobile app.**

A snapshot of each sample will be sent to a database which will allow NACo and partners to analyze connectivity data across the country. The data collected through this app will help identify areas where broadband service is overstated and underfunded by comparing the data to the National Broadband Map.

Your help identifying gaps in our nation’s broadband coverage is critical to making substantive changes to the process for reporting broadband service. We hope you will help shed light on this critically important issue and encourage your friends, family and constituents to join in the efforts as well!



Find us in the app store!

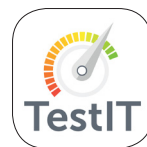


Get Started!

1. Locate the iOS/Android App Store on your phone

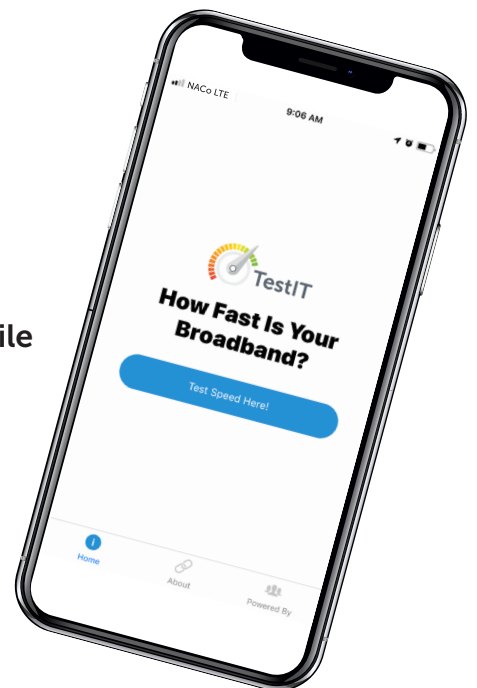


2. Search for “TestIT” in your mobile app store



3. Download TestIT mobile app

4. Open TestIT mobile app and click: **Test Speed Here**



Contact

Arthur Scott
ascott@naco.org
(202) 942-4230

NACo rolling out mobile app to test broadband speeds

[At their meeting Saturday, members of NACo's Telecommunications and Technology Policy Steering Committee expressed frustration over lack of internet and cellphone service in many parts of the country](#)

At their meeting Saturday, members of NACo's Telecommunications and Technology Policy Steering Committee expressed frustration over lack of internet and cellphone service in many parts of the country, but there was one bright spot: NACo plans to launch a mobile app, dubbed "TestIT," geared toward getting accurate information when it comes to who has broadband — and more importantly who does not.

NACo partnered with the Local Initiatives Support Corporation and the Rural Community Assistance Partnership to develop the app to identify areas with low connectivity to help ensure adequate funding for broadband infrastructure. App users will be able to test their broadband speeds with the push of a button. NACo will roll out the app Monday at the conference.

Meanwhile, representatives from the offices of Sens. Amy Klobuchar (D-Minn.) and Shelley Moore Capito (R-W.Va.), took part in a discussion Saturday afternoon with frustrated members of NACo's Telecommunications and Technology Policy Steering Committee who talked about poor internet and cell phone service. In Capito's home state, 74 percent of rural residents do not have access to broadband.

Kent County, Del. Commissioner Allan Angel, vice chair of the committee, said he can't talk to constituents in his own county in some areas due to poor cell phone service, but he can go all the way to Hawaii and talk to family members back home and service is just fine.

Another county official said she hears from constituents who write to the Federal Communications Commission, but never hear a word back. "Thousands have made complaints to the FCC, with no action — they blame me," said Henrico County, Va. Commissioner Patricia O'Bannon.

Another member, Sherburne County, Minn. Commissioner Raeanne Danielowski said her county is stuck with a provider who receives federal funding for landline services, but won't upgrade the service and won't allow competitors to lay fiber.

"We are falling way behind," she said. "It's a conversation we've been having for a long time. Kids are sitting outside of restaurants at 10 o'clock at night looking to get broadband."



Maupin Update



St. Mary's Backbone Replacement Update



Executive Session
