



AGENDA

QLife Regular Board Meeting

Thursday, January 26, 2023 | 12:00 PM

Deschutes Room B08– 511 Washington St., The Dalles, OR

Google Hangouts - <https://meet.google.com/ybx-kxmx-bwa>

- 12:00 Call to Order
- 12:05 Approval of Agenda
- 12:05 **Action Items**
- Election of 2023 QLife Officers – *Board*
 - [Order #2023-01 Reappointment of Mike Middleton as Budget Officer](#) – *Stephanie Krell*
- 12:10 **Consent Agenda** (*items of a routine nature: minutes, documents, items previously discussed*)
- [September 29, 2022 Minutes](#)
 - [December 8, 2022 Minutes](#)
- 12:10 **Finance**
- [Financial Report, Reconciliation and Analysis](#) – *Mike Middleton*
- 12:25 **Discussion Items**
- Administration & Project Updates – *Matthew Klebes & John Amery*
 - BAT Update – *Carrie Pipinich*
 - [Aristo Technical Management Report](#) – *John Amery*
- 12:45 [Executive Session ORS 192.660\(2\) \(f\): To consider information or records that are exempt by law from public inspection and \(2\)\(n\)\(D\) & \(E\) Discuss information regarding security of telecom systems and data transmission.](#)

Next Board Meeting Date: February 21, 2023 | 1:30 PM

Adjourn

**Agenda subject to change*

**Executive Session held as needed*

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)(f) Consider exempt records or information; (2)(g) Competitive trade or commerce negotiations; (2)(h) Consult with counsel re litigation; (2)(n)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Actions Items

- Election of 2023 QLife Officers
- [Order #2023-01 Reappointment of Mike Middleton as Budget Officer](#)



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

IN THE MATTER OF THE REAPPOINTMENT OF MIKE MIDDLETON TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET OFFICER

ORDER #23-001

NOW ON THIS DAY, the above-entitled matter having come on a regularly scheduled Board meeting for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Directors being present; and

IT APPEARING TO THE BOARD: That QualityLife Intergovernmental Agency Bylaws state the Board appoint a Budget Officer to oversee the budget process and document preparation; and

IT FURTHER APPEARING TO THE BOARD: That Mike Middleton, Wasco County Finance Director, is willing and is qualified to accept the reappointment of Budget Officer; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That Mike Middleton be and is hereby reappointed as the QualityLife Intergovernmental Agency Budget Officer, with an expiration date of January 31, 2024.

DATED this 26th day of January, 2023.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

Kristen Campbell, QLife Legal Counsel

Lee Weinstein, President

Dale Lepper, Vice President

Scott Randall, Board Member

Scott Hege, Board Member

Rod Runyon, Board Member



Consent Agenda

- [September 29, 2022 Minutes](#)
- [December 8, 2022 Minutes](#)



MINUTES

QLife Regular Board Meeting
Thursday, September 29, 2022
Harding House Conference Room
and Google Hangouts

Call to Order President Weinstein calls the meeting to order at 12:10 PM.

Roll Call Lee Weinstein, Scott Hege, Scott Randall, John Amery, Joshua Pool, Tom McGowan, Carrie Pipinich, Dan McNeely, Kristen Campbell, Stephanie Krell, Matthew Klebes and Mike Middleton.

Changes to the Agenda

There are no changes to the agenda.

[[Mr. Hege moves to approve the agenda. Mr. Randall seconds the motion, which passes unanimously.]]

Approval of the Consent Agenda

[[Mr. Hege moves to approve the consent agenda. Mr. Randall seconds the motion, which passes unanimously.]]

Finance Report

Financial Report, Analysis and Reconciliation

Mr. Middleton presents the August finance report to the Board included in the packet and remarks that revenues are reflecting at \$471,936 less than last fiscal year because the beginning fund balance was not recorded as revenue yet. It will be reflected in next month's report. In addition, interest has not been recorded due to time constraints but will also be in the next report and he notes that it will be minimal in the Operations fund for August. Expenses are within budgetary expectations and transfers have been executed in line with budget expectations.

Mr. Middleton notes that there is a typo in the report and that transfers have, in fact, come in to the Capital fund. There have been some expenses in the fund related to work orders but nothing significant this month.

\$7,058 has come in to the Maupin fund related to charges for services and there have been no expenses. Funds are in a good position overall.

Mr. Hege proposes that future reports include another column for last year's numbers so we can compare year over year and see if an account is growing or shrinking.

Discussion Items

Strategic Plan

Mr. Klebes reminds the Board that they expressed interest in updating the strategic plan and we are looking to review and update next year. He reviews a memorandum in the packet, which details five goals and strategies with a brief summary of where things stand. He adds that we can eliminate or change goals to be driven by deliverables.

Mr. Hege looks at goal 2.3 asks about connecting with the Warm Springs Tribe and if we were ever able to get on their agenda. Mr. Klebes responds that we rescheduled four or five times and are still in limbo. He would consider this goal to be inactive at this time.

Mr. Hege looks at goal 3.1 and states that our relationship with the PUD and Wasco Electric are incredibly important to our citizens. They have poles in place already and we should capitalize on existing infrastructure.

Mr. Hege asks about goal 5.1 and wonders if we are working on operational models for efficiencies. Mr. Klebes responds that we have discussed creating efficiencies like partnerships and research has begun but is still pending.

BAT Update

Ms. Pipinich states that she attended a regional broadband meeting a few weeks ago and it was nice to see a comparison and how things are progressing in Washington D.C. The BAT is working on the survey and speed tests and will close it once she returns from the broadband conference. Mr. Hege asks if we received any completed paper surveys and Ms. Pipinich thinks we only received one from Tygh Valley. Mr. Hege asks if we have looked at our data and overlaid FCC data to see how it compares but Ms. Pipinich has not done that yet.

Ms. Pipinich wants to continue to push speed tests because there is not enough data to helpful at this point. She considered doing targeted engagement in communities once we review the survey responses. Mr. Klebes adds that we looked at getting inserts for tax bills but we missed the window. Mr. Amery recommends a direct mailer, which can be low cost. Ms. Pipinich will review the cost and bring it back to board. Mr. Hege does not recommend sending the direct mailer to citizens in the city and would prefer to focus on rural areas where we want to get services.

Grant Updates

Mr. Klebes informs the Board he has continued conversations with Wasco Electric and the PUD about working to get projects “shelf ready” for future grant opportunities when they open. He heard in D.C. that there was a lot of funding coming down but added that it is a marathon, not a sprint, to receive these funds. Business Oregon has received federal funding and is working on criteria for their program.

Administration Updates

Mr. McNeely informs the Board that the Jefferson Street project is lined to put out to bid pending one Charter make-ready.

The Klindt Drive project designs are finalized and we have preliminary drawings. Materials are getting harder to come by so we may not start until after January 1.

The District 21 project is in fielding and preliminary designs are complete. We are submitting for joint use permits this week.

Mr. Klebes notes that he hired an executive assistant at the city to free up additional capacity for himself.

Aristo Technical Management Report

Mr. Amery presents his technical report to the Board and states that he is focused on the fiber to the home project and thinking about what materials we need to order, how we would operate, etc. Mr. Klebes adds that we are projecting our lead times and will move forward on purchasing following our contracting board rules.

The meeting is adjourned at 1:03 PM

The next regularly scheduled board meeting is set for December 8, 2022.

These minutes were approved by the QLife Board on December 8, 2022.

Rod Runyon, Secretary



MINUTES

QLife Regular Board Meeting
Thursday, December 8, 2022
Harding House Conference Room
and Google Hangouts

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

Roll Call Lee Weinstein, Scott Hege, Scott Randall, Dale Lepper, Rod Runyon, John Amery, Joshua Pool, Tom McGowan, Carrie Pipinich, Joseph Franel, Keith Mobley, Todd Reeves, Dan McNeely, Kristen Campbell, Stephanie Krell, Mike Middleton and Matthew Klebes.

Changes to the Agenda

There are no changes to the agenda.

[[Mr. Hege moves to approve the agenda. Mr. Randall seconds the motion, which passes unanimously.]]

Approval of the Consent Agenda

[[Mr. Hege moves to approve the consent agenda. Mr. Randall seconds the motion, which passes unanimously.]]

Finance Report

Financial Report, Analysis and Reconciliation

Mr. Middleton presents the October and November finance reports to the Board included in the packet and remarks that we are running a bit ahead of the budget and that interest is less than last year due to the LGIP rates going up. The accounts receivable has a few outstanding items but nothing significant from previous finance reports. Expenses are well within budgetary expectations.

For the Capital fund, transfers are coming in, but the \$50,000 budgeted transfer from the Maupin fund will not happen until closer to the end of the fiscal year. There is additional interest in the Capital fund, well over the budgeted amount, because rates are up and we budgeted conservatively. We are not spending down the fund quickly, which puts us in a strong position.

The Maupin fund has \$10,000 more than we budgeted for because payments for services are beginning to be submitted more regularly. The November interest has not posted yet and there are no expenses because the city of Maupin has taken over the Wi-Fi invoices.

Overall, the funds are in good positions and moving in a positive direction. November reconciliations were not completed prior to today's meeting.

Action Items

RFP Results – OHSU Casey Eye Institute Project

Mr. Klebes informs the Board that a bid was put out for the project and the results are included in the packet. We received five responses and the responses varied widely. It is staff's recommendation to award the lowest bidder, RCI. Mr. McNeely adds that all five companies are well known to us and the project is ready to go.

Mr. Hege wants to know more about RCI and the logic behind the varied proposals. Mr. McNeely states that RCI is Randy Roth, a cable builder whom he worked with on other Commstructure projects. They are based out of the

Clackamas area and have been in the industry a long time. He also remarks that the price range may have to do with the hunger for the project. The bigger players have higher prices so he believes that they are less keen to pull together a work crew for a small job.

Mr. Hege asks if Casey Eye Institute is committed to the project or still in the process of negotiations and Mr. Amery responds that we have a signed service order from the end customer. Mr. Hege wonders if we can serve any other customers on this extension and Mr. Amery responds that he is looking at tying it in with bigger projects at the Annex buildings but is treating it as a single project that will lay framework for future projects. Mr. Klebes adds that we would not contemplate a build without an end customer in mind but always look at other opportunities.

Mr. Hege asks about the timeline for the project and Mr. Amery informs him that there is no maintenance notification required so we are ready when the contractor can mobilize. Mr. McNeely thinks that it should be complete 60 days after notice to proceed.

Mr. Lepper asks if this project is at a new or existing fiber location and Mr. McNeely responds that it would be completely new, we have no fiber in the building.

[[Mr. Hege moves to accept the proposal by RCI for \$9,800 and for staff to move forward with contract negotiations. Mr. Lepper seconds the motion, which passes unanimously.]]

Discussion Items

Administration & Project Updates

Mr. McNeely informs the Board that the Jefferson Street Repair is currently held up by a Charter make-ready. Scheduling is also difficult this time of year so it may take some time to complete.

Strategic Plan

Mr. Klebes reminds the Board that he updated them not too long ago on our current strategies and the intent is to consistently revisit the plan and make changes, updates and review goals. He asks the Board to review the current plan and we will put in some work at a future board meeting to update it. President Weinstein adds that Senator Wyden has an upcoming webinar about the federal funds coming out next year and asks the other Board members to think about the QLife business model and what the next three years may look like.

BAT Update

Ms. Pipinich states that the BAT held a meeting in November and discussed the survey results, which had no huge surprises. Trends included concerns about speed and reliability. The next steps are to determine where the reliability comments came from and support people with the connectivity that they have, sort of like low-level technical support. The BAT is focusing on the FCC map, which the feds are using as part of the formula for NTIA dollars. They want to be sure that the map matches the data we have in Wasco County so that state received more dollars.

Oregon Telecommunications Conference Debrief

Mr. Hege thanks Mr. Mobley and Matt Secora who ran the QLife booth so that he was able to network at the event. He notes that the conference was fantastic and was one of the best he has been to. The keynote speaker discussed digital inclusion the work and effort they are putting in was interesting. There was also a presentation about an affordable connectivity program, which assists people in paying for broadband, but is not widely used. There was good discussion around fiber and the alternative options and technologies that can bring high-speed internet to places that cannot get fiber.

Aristo Technical Management Report

Mr. Amery presents his technical report to the Board and states that he has been cleaning up splice cases around the region and working on a high capacity frame at city hall. He is also working on some PON options and working with an ISP to develop test sites and so far, they are working well.

Mr. Runyon remarks that he still receives many complaints from citizens around the unreliable Wi-Fi in the city and would like to discuss that at a future agenda.

At 12:24 PM, the Board enters into Executive Session under ORS 192.660(2) (f): To consider information or records that are exempt by law from public inspection and (2)(n)(D) & (E) Discuss information regarding security of telecom systems and data transmission.

The Board exists Executive Session at 1:27 PM

[[Mr. Hege moves to declare an emergency and to direct staff to procure needed engineering services to continue moving current projects forward before pending a future competitive procurement process. Mr. Lepper seconds the motion, which passes unanimously.]]

The meeting is adjourned at 1:29 PM

The next regularly scheduled board meeting is set for January 26, 2023.

These minutes were approved by the QLife Board on _____.

Rod Runyon, Secretary



Financial Reports

- [December 2022 Financial Analysis](#)
- [December 2022 Financial Statement](#)

Qlife – Financial Analysis December 2022 Financial Statements

The financial statements for through the 6th month of the 2023 fiscal year (FY23) are presented. The statements are intended for the use of management and are not audited. The fiscal year is 50.0% completed (6 out of 12 months).

New reporting format is in use – it was instituted for the June reporting period and is still a work in process. Any feedback/suggestions would be appreciated.

Operations Fund

Total revenues for FY23 are \$640,735 which is \$176,193 less than last fiscal year – a 21.6% year over year overall drop. This is due to the Beginning Fund Balance decreasing \$195,599. The intent in the prior fiscal year was to decrease the fund balance in the Operations Fund by moving it to the Capital Fund

The Charges for Services are \$359,403 which is 51.2% of the budgeted expectations. This is an increase over FY22 of 5.7% or \$19,493. This is ahead of the budgeted straight-line assumption of 50.0%.

Interest is executing at 50.2% - Interest for December has not been posted as of this date of this report. The additional amount is \$119 in the Operations fund making the actual execution rate 67.3%. Interest rates with LGIP are increasing. With the \$119 interest to be recorded, the total will be \$33 more than last fiscal year. The rising interest rates have balanced with the movement of fund balance to the Capital fund.

The Accounts Receivable has a total outstanding of \$91,400 as of 12/31/2022 – of this \$51,770 is current, with \$15,000 over 30 days, \$11,690 over 90 days and \$12,940 over 120 days. The timing of December holidays has slowed payments. As of 1/24/2023, the outstanding balance has dropped to \$48,090 with this entire balance split between three customers. Staff are following up.

Expenditures are well within budgetary expectations. Total expense has executed at 37.7% which is less than last year.

Transfers have been executed at 50.0% or \$162,000 YTD which is in line with budget expectations.

Capital Fund

The transfers from the Operations fund at \$27,000 per month totaling \$162,000. The \$50,000 budgeted to come in from the Maupin Fund will not happen until near the end of the fiscal year. Due to the increased interest rates and the conservative budgeting, interest is already at 107.6% of the budget expectation without December interest posted yet and 244.4% of last fiscal year to date. When December is posted, the total interest will increase by \$3,719.52 increasing the execution rate to 167.2%. As stated before, interest rates are up in the LGIP – 3.04% annual rate as of 12/31/2022

The miscellaneous receipt for \$56,160 is for the USAC payment for FY23 as reported in prior reports.

Expenditures to date have been for work orders 31, 33, 34,35 and other minor expenses while still barely executing against the entire appropriation – execution is only 10.1%.

Maupin Fund

Beginning Fund Balance came in at \$10K more than budgeted. Charges for services are getting on a regular pattern and have already exceeded the budgeted amount. Total revenue is already at 115.2% of budget execution.

The Charges for Services a total of \$11,323 has come in. This is executed at 153.9% and more funds will be coming in on a quarterly basis. No change from the November report.

Interest is executing at 128.1% of the budget already but this is only \$403 YTD. The December interest has not been posted – this is an additional \$135 raising the execution rate to 170.8%

No expenditures have been recorded for at this time. This is where the contract for the downtown WiFi had been. This service is not being billed to this fund at this time – last year it was a monthly amount.

Summary

The funds are in good positions. It is early in the fiscal year but the funds are looking healthy and moving in positive directions. Reconciliations through December have been completed.

QLife Financial Report

As of 12/31/2022

Fund	6000 - Qlife Operations	Fund
Segment 3	All	SubDept
Segment 4	All	Not used

Row Labels	Column Labels 2023		2022		FY23- FY22		
	Revised Budget	Actual	Revised Budget	Actual	Actual Variance	FY23-FY22 %	FY23 Budget Execution
60 - QLIFE					-	0.0%	0.0%
Revenue	(973,797)	(640,735)	(1,402,797)	(816,929)	176,193	-21.6%	65.8%
400 - BEGINNING FUND BALANCE	(271,325)	(280,981)	(659,977)	(476,580)	195,599	-41.0%	103.6%
414 - CHARGES FOR SERVICE	(701,572)	(359,403)	(741,420)	(339,910)	(19,493)	5.7%	51.2%
417 - INVESTMENT EARNINGS	(700)	(352)	(1,200)	(438)	87	-19.8%	50.2%
421 - MISCELLANEOUS	(200)	-	(200)	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
Expense	374,787	141,409	361,206	180,444	(39,035)	-21.6%	37.7%
520 - MATERIALS & SERVICES	354,787	141,409	341,206	180,444	(39,035)	-21.6%	39.9%
530 - CAPITAL OUTLAY	20,000	-	20,000	-	-	0.0%	0.0%
90 - TRANSFERS					-	0.0%	0.0%
Expense	324,000	162,000	595,020	297,510	(135,510)	-45.5%	50.0%
550 - TRANSFERS OUT	324,000	162,000	595,020	297,510	(135,510)	-45.5%	50.0%
91 - CONTINGENCY	176,006	-	162,935	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	99,004	-	283,636	-	-	0.0%	0.0%
Grand Total	-	(337,326)	-	(338,974)			

QLife Financial Report

As of 12/31/2022

Fund	6010 - Qlife Capital	Fund
Segment 3	All	SubDept
Segment 4	All	Not used

Row Labels	Column Labels 2023		2022		FY23- FY22		
	Revised Budget	Actual	Revised Budget	Actual	Actual Variance	FY23-FY22 %	FY23 Budget Execution
60 - QLIFE					-	0.0%	0.0%
Revenue	(2,117,598)	(2,316,636)	(6,812,664)	(2,134,865)	(181,771)	8.5%	109.4%
400 - BEGINNING FUND BALANCE	(2,089,598)	(2,249,149)	(1,784,664)	(1,846,578)	(402,570)	21.8%	107.6%
410 - GRANT	-	-	(5,000,000)	-	-	0.0%	0.0%
414 - CHARGES FOR SERVICE	(19,000)	-	(19,000)	(152,852)	152,852	-100.0%	0.0%
417 - INVESTMENT EARNINGS	(9,000)	(11,327)	(9,000)	(3,289)	(8,038)	244.4%	125.9%
421 - MISCELLANEOUS	-	(56,160)	-	(132,146)	75,986	-57.5%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
Expense	1,425,454	143,854	6,391,540	105,675	38,180	36.1%	10.1%
520 - MATERIALS & SERVICES	-	-	-	-	-	0.0%	0.0%
530 - CAPITAL OUTLAY	1,425,454	143,854	6,391,540	105,675	38,180	36.1%	10.1%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
560 - SPECIAL PAYMENTS	-	-	-	-	-	0.0%	0.0%
90 - TRANSFERS	(374,000)	(162,000)	(645,020)	(297,510)	135,510	-45.5%	43.3%
91 - CONTINGENCY	391,019	-	391,019	-	-	0.0%	0.0%
92 - RESERVE	675,125	-	675,125	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	-	-	-	-	-	0.0%	0.0%
Grand Total	-	(2,334,782)	-	(2,326,701)	(8,081)	0.3%	0.0%

QLife Financial Report

As of 12/31/2022

Fund	6020 - Qlife - Maupin	Fund
Segment 3	All	SubDept
Segment 4	All	Not used

Row Labels	Column Labels 2023		2022		FY23- FY22		
	Revised Budget	Actual	Revised Budget	Actual	Actual Variance	FY23-FY22 %	FY23 Budget Execution
60 - QLIFE					-	0.0%	0.0%
Revenue	(78,751)	(90,732)	(126,670)	(133,602)	42,869	-32.1%	115.2%
400 - BEGINNING FUND BALANCE	(71,076)	(79,006)	(118,610)	(127,560)	48,555	-38.1%	111.2%
412 - INTERGOV REV-NON-SINGLE AUDIT	-	-	-	-	-	0.0%	0.0%
414 - CHARGES FOR SERVICE	(7,360)	(11,323)	(7,360)	(5,835)	(5,489)	94.1%	153.9%
417 - INVESTMENT EARNINGS	(315)	(403)	(700)	(207)	(196)	94.9%	128.1%
421 - MISCELLANEOUS	-	-	-	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
Expense	17,160	-	67,710	6,006	(6,006)	-100.0%	0.0%
520 - MATERIALS & SERVICES	15,160	-	16,710	6,006	(6,006)	-100.0%	0.0%
530 - CAPITAL OUTLAY	2,000	-	51,000	-	-	0.0%	0.0%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
90 - TRANSFERS	50,000	-	50,000	-	-	0.0%	0.0%
91 - CONTINGENCY	11,591	-	8,960	-	-	0.0%	0.0%
92 - RESERVE	-	-	-	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	-	-	-	-	-	0.0%	0.0%
Grand Total	-	(90,732)	-	(127,596)	36,863	-28.9%	0.0%



Discussion Items

- Admin & Project Updates
- BAT Updates
- [Aristo Technical Management Report](#)

Aristo Networks LLC
Technical Management Report
By
John Amery
1/24/2023

Items of Interest:

- QLIFE damages (Jefferson Street backbone re-route).
 - Waiting for Charter make ready – No movement
 - Have Requested NWCPUD to replace pole.
- Materials ordered for PON solutions have been arriving.
 - Installation where applicable has been initiated.
 - Storage for contractors' future installation is being managed.
- High Density Frame at City Hall.
 - QLIFE has experienced some issues with the patch cables connecting the HDF frame to other racks.
 - Aristo Networks is working to identify the root cause as well as a long term solution.
- Organization and cleanup of QLIFE's materials located at Public Works has been initiated.



Executive Session
