



AGENDA

QLife Regular Board Meeting

Thursday, March 30, 2023 | 12:00 PM

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

Google Hangouts - <https://meet.google.com/ybx-kxm-xbwa>

- 12:00 Call to Order
- 12:00 Introductions
- 12:05 Approval of Agenda
- 12:05 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
 - [February 21, 2023 Minutes](#)
- 12:10 [Action Items](#)
 - [Awarding North Wasco County District 21 Project](#) (*tentatively*) – John Amery
- 12:10 [Finance](#)
 - [Financial Report, Reconciliation and Analysis](#) – Mike Middleton
 - Budget Committee Update – Stephanie Krell
- 12:20 [Discussion Items](#)
 - Administration & Project Updates – Matthew Klebes, John Amery & ADP Resources
 - BAT Update – Carrie Pipinich
 - [Aristo Technical Management Report](#) – John Amery
 - [Future Meetings Schedule](#) – Stephanie Krell
- 12:40 [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: April 27, 2023 | 12:00 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.



Consent Agenda

- [February 21, 2023 Minutes](#)



MINUTES

QLife Regular Board Meeting
Thursday, February 21, 2023
Deschutes Conference Room
and Google Hangouts

Call to Order President Weinstein calls the meeting to order at 1:31 PM.

Roll Call Lee Weinstein, Scott Hege, Scott Randall, Dale Lepper, Tom McGowan, John Amery, Kristen Campbell, Keith Mobley, Stephanie Krell, Tyler Stone, Mike Middleton and Matthew Klebes.

Changes to the Agenda

There are no changes to the agenda.

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

Approval of the Consent Agenda

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

President Weinstein informs the Board that the Association of Oregon Counties and the League of Oregon Cities are gathering at the Capitol today for House Bill 3201, which would bring broadband statues in line with federal requirements for broadband funding. Both organizations are in favor of the bill and he will send information to the Board after the meeting. Mr. Hege remarks that the Board could send a letter of support as well. Ms. Pipinich adds that MCEDD is collecting logos from supporting agencies and Ms. Krell could send QLife's logo to her.

President Weinstein remarks that he spoke with Vince Porter, the Economic Development and Workforce Advisor from Governor Kotek's office about the vision of QLife and expressed that Business Oregon is the wrong department to lead the broadband funding. Mr. Porter was receptive and said that new information would be coming soon.

Action Items

QLife Public Contracting Rules

Mr. Klebes states that staff have been going through contract templates and documents in an effort to tighten up our process. During that work, there were some outstanding redlines in our previously adopted contracting rules so it has been brought here for ratification by the Board to approve those redlines.

[[Mr. Hege moves to approve the QLife Public Contracting Rules. Mr. Lepper seconds the motion, which passes unanimously.]]

Finance Report

Financial Report, Analysis and Reconciliation

Mr. Middleton presents the January finance reports to the Board included in the packet and remarks that revenues to date are around \$685,000, \$195,000 less than last year because we have pulled the fund balance down. When considering that, revenues are only down \$586. Charges for services are right where we want them to be and interest is up.

Accounts Receivables has \$66,000 outstanding, but the numbers are coming down as staff are working with vendors. Not much is happening on the expenses side and transfers are right where they should be at this time.

The Capital fund has an increase of \$27,000 following the transfer in and expenses are low.

The Maupin fund has a scheduled transfer of \$50,000, which will be transferred at the end of the fiscal year. Overall, the funds are in a good position at this halfway point.

Mr. Hege asks if the Maupin revenues are coming in regularly from both LS Networks and Gorge Net and Mr. Middleton responds that they are. Mr. Amery asks if we are building reserves now that we are not paying for Wi-Fi and Mr. Middleton explains that we will be building the fund balance but some will be moved during transfers.

Discussion Items

Administration & Project Updates

Mr. Klebes informs the Board we have secured a contract with ADP, our engineering consultant company, to assist with projects over the next year. We are moving forward on the Casey Eye project with RCI. Mr. Klebes has also reached out to Brian Walsh to continue discussions with Avangrid. Mr. Hege adds that the Avongrid project has not been able to move forward because supplies are stuck in-transit.

Mr. Klebes remarks that he had a conversation with Bruce Patterson from the City of Amond last week and sent him a scope of work for a facilitated conversation with the Board around the future path for QLife.

The Cascade Renewal Transmission Line presentation is coming to the City Council on Monday for those that wish to attend.

Mr. Amery informs the Board that the Jefferson Street pole replacement is not yet complete. He is also working on a high-density frame at City Hall and developing an invitation to bid for the Chenoweth School district project. We have drawings from Commstructure and are trying to identify the gaps because we have to complete it before the end of the fiscal year. Mr. Hege asks if we have had challenges in the transition away from Commstructure and Mr. Amery responds that the drawings were developed in October but we only received them a few weeks ago. Mr. Stone asks if we can pass it along to ADP but Mr. Amery explains that they would have to learn the whole project. We originally hoped to put this out to bid in January but the transition changed the schedule. Mr. Klebes believes that we will fold in ADP as they get up to speed on QLife projects and they can perform the auditing process or hand it off to them later down the line.

Mr. Lepper asks if Commstructure’s purchase was amiable and Mr. Klebes responds that he is unsure who prompted the conversation but that all Commstructure staff were brought along. Mr. Hege asks if the bid will be published before the next Board meeting and Mr. Amery replies that we will initiate the process and can call a special meeting for approval if necessary.

BAT Update

Ms. Pipinich informs the Board that the broadband office filed rules for two programs. BTAP planning funds focuses on garnering support and gathering pieces from RSIS, the strategic plan and broadband data. The piece that is missing is interviews with anchor institutions but we will work through those. We are also looking at the state’s planning process for infrastructure and equity dollars to understand where they stand. MCEDD was approached by Gilliam County for the Lead for American program because they do not have the capacity to do it themselves. Contracting for that is almost complete and will add extra capacity at MCEDD through the end of July.

Aristo Technical Management Report

Mr. Amery has no other updates to add.

Mr. Stone remarks that a project at the fairgrounds will include trenching if QLife is interested in getting equipment in the ground while it is open. There is no construction schedule yet but will keep the Board informed.

At 2:17 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 2:25 PM

The meeting is adjourned at 2:26 PM

The next regularly scheduled board meeting is set for March 30, 2023.

These minutes were approved by the QLife Board on _____.

Scott Randall, Secretary



Actions Items

- [School District 21 – ITB Results](#)



Bid Analysis
Q-Life - North Wasco County School District 21

Q-Life - North Wasco County School District 21	Blue Mountain Telecommunication Services Inc.	Robinson Brothers Construction LLC
Lump Sum Total	\$105,619.40	\$54,456.75



Results will be published on March 29, 2023



Financial Reports

- [February 2023 Financial Analysis](#)
- [February 2023 Financial Statement](#)
- Budget Committee Update

Qlife – Financial Analysis February 2023 Financial Statements

The financial statements for through the 8th 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 66.7% completed (8 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 \$746,163 which is \$193,572 less than last fiscal year – a 20.6% 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. If the Fund Balance is removed from consideration, the year over year variance is -0.4% or only \$2,027 increase.

The Charges for Services are \$463,803 which is 66.1% of the budgeted expectations. This is a slight decrease over FY22 of 0.2% or \$1,148. This is slightly behind the budgeted straight-line assumption of 66.7%.

Interest is executing at 197.1% or \$1,379. Interest rates with LGIP are increasing. The total interest is \$879 more than last fiscal year.

The Accounts Receivable has a total outstanding of \$81,165 as of 2/28/2023 – of this \$33,575, is current, with \$30,260 over 30 days, \$8,560 over 60 days and \$8,770 over 90 days. As of 3/28/23 the AR balance from February has decreased to \$35,250.

Expenditures are well within budgetary expectations. Total expense has executed at 51.4% which is less than last year.

Transfers have been executed at 66.7% or \$216,000 YTD which is in line with budget expectations.

Capital Fund

The transfers from the Operations fund at \$27,000 per month totaling \$216,000. 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 at 204.3% of the budget expectation and 328.8% of last fiscal year to date.

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

Expenditures to date have been barely executing against the appropriation – execution is only 13.4%.

Maupin Fund

Beginning Fund Balance came in at \$8K more than budgeted. Charges for services are getting on a regular pattern and have already exceeded the budgeted amount. Total revenue is already at 115.6% 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. However, in March as of the 28th, an additional \$1,294 has come in.

Interest is executing at 153.9% of the budget already but this is only \$709 YTD.

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. At this point the fiscal year is half over and the funds are looking healthy and moving in positive directions. Reconciliations through January have been completed. Additionally with the year mostly over and revenue well ahead of the budget for the Maupin Fund, the transfer to the Capital Fund will be done in March.

QLife Financial Report

As of 2/28/2023

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)	(746,163)	(1,402,797)	(939,735)	193,572	-20.6%	76.6%
400 - BEGINNING FUND BALANCE	(271,325)	(280,981)	(659,977)	(476,580)	195,599	-41.0%	103.6%
414 - CHARGES FOR SERVICE	(701,572)	(463,803)	(741,420)	(462,655)	(1,148)	0.2%	66.1%
417 - INVESTMENT EARNINGS	(700)	(1,379)	(1,200)	(500)	(879)	175.7%	197.1%
421 - MISCELLANEOUS	(200)	-	(200)	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
Expense	374,787	192,786	361,206	233,976	(41,189)	-17.6%	51.4%
520 - MATERIALS & SERVICES	354,787	192,786	341,206	233,976	(41,189)	-17.6%	54.3%
530 - CAPITAL OUTLAY	20,000	-	20,000	-	-	0.0%	0.0%
90 - TRANSFERS					-	0.0%	0.0%
Expense	324,000	216,000	595,020	396,680	(180,680)	-45.5%	66.7%
550 - TRANSFERS OUT	324,000	216,000	595,020	396,680	(180,680)	-45.5%	66.7%
91 - CONTINGENCY	176,006	-	162,935	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	99,004	-	283,636	-	-	0.0%	0.0%
Grand Total	-	(337,377)	-	(309,080)	(28,297)	9.2%	0.0%

QLife Financial Report

As of 2/28/2023

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)	(2,323,693)	(6,812,664)	(2,135,863)	(187,829)	8.8%	109.7%
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)	(18,384)	(9,000)	(4,287)	(14,097)	328.8%	204.3%
421 - MISCELLANEOUS	-	(56,160)	-	(132,146)	75,986	-57.5%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
Expense	1,425,454	190,861	6,391,540	268,816	(77,954)	-29.0%	13.4%
520 - MATERIALS & SERVICES	-	-	-	-	-	0.0%	0.0%
530 - CAPITAL OUTLAY	1,425,454	190,861	6,391,540	268,816	(77,954)	-29.0%	13.4%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
560 - SPECIAL PAYMENTS	-	-	-	-	-	0.0%	0.0%
90 - TRANSFERS	(374,000)	(216,000)	(645,020)	(446,680)	230,680	-51.6%	57.8%
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	-	(2,348,832)	-	(2,313,728)	(35,104)	1.5%	0.0%

QLife Financial Report

As of 2/28/2023

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)	(91,038)	(126,670)	(133,648)	42,610	-31.9%	115.6%
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)	(709)	(700)	(253)	(456)	179.7%	225.1%
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	8,409	(8,409)	-100.0%	0.0%
520 - MATERIALS & SERVICES	15,160	-	16,710	8,409	(8,409)	-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	50,000	(50,000)	-100.0%	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	-	(91,038)	-	(75,240)	(15,798)	21.0%	0.0%



Discussion Items

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

Aristo Networks LLC
Technical Management Report
By
John Amery
3/28/2023

Items of Interest:

- QLIFE damages (Jefferson Street backbone re-route).
 - PUD has completed their work. Ready for QLIFE's scheduling.
- High Density Frame at City Hall.
 - QLIFE has experienced some issues with the patch cables connecting the HDF frame to other racks.
 - Root cause identified. Working on the best solution moving forward.
- ITB (Invitation To Bid) for Chenoweth build has been issued.
- Initiated onboarding with new contract engineering firm ADP on projects.
- Casey Eye Clinic build completed.
- Developed new internal Task Order tracking system



Future Meetings Schedule

- Thursday, April 27 at 12 PM
 - Facilitator Bruce Patterson
- Thursday, May 18 at 12 PM
 - Budget Committee Meeting
- Thursday, June 15 at 12 PM
 - Budget Adoption



Executive Session

Script Opening Executive Session

The QLife Board will now meet in executive session pursuant to _____

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

- ORS 192.660(2)(a) Employment of Public Officers, Employees & Agents
- ORS 192.660(2)(b) Discipline of Public Officers & Employees
- ORS 192.660(2)(d) Labor Negotiator Consultations
- ORS 192.660(2)(e) Real Property Transactions
- ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection
- 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.
- ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- ORS 192.660(2)(i) To review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee or staff member who does not request and open hearing.
- ORS 192.660(2)(j) Public Investments
- ORS 192.660(2)(m) Security Programs
- ORS 192.660(2)(n) To discuss information about review or approval of programs relating to the security of telecommunications systems