



AGENDA

QLife Regular Board Meeting

Wednesday, August 25, 2022 | 12:00 PM

Harding House Conference Room– 200 E 4th St., The Dalles, OR

Google Hangouts - meet.google.com/odb-tpys-xpq

- 12:00 Call to Order
- 12:00 [Introductions & 2021/2022 Strategic Plan](#)
- 12:05 Approval of Agenda
- 12:05 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
 - [July 28, 2022 Minutes](#)
- 12:10 [Finance](#)
 - [Financial Report, Reconciliation and Analysis](#) – *Mike Middleton*
- 12:25 [Discussion Items](#)
 - BAT Update – *Lee Weinstein*
 - Grant Updates – *Matthew Klebes*
 - Admin Updates – *Matthew Klebes*
 - [Technical Management Report](#) – *John Amery*
 - Oregon Telecommunications Conference
 - September Meeting Date, September 29 – *Stephanie Krell*
- 12:45 [Executive Session ORS 192.660 \(2\)\(g\) Competitive trade or commerce negotiations, ORS 192.660 \(2\)\(n\)\(D\) Discuss information regarding security of telecom systems and data transmission.](#)

Next Board Meeting Date: September 29, 2022 | 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.



Goals:	2021/2022 Strategies	Potential Projects
Goal 1: Maintain network and build redundancy and capacity of existing system	1.1 Maintain and update equipment per Qlife EOL schedule 1.2 Update Capital Improvement Plan (CIP) for The Dalles area 1.3 Identify single points of failure/network vulnerabilities 1.4 Develop Co-location room and redundant pathway east	- Downtown Overbuild -East Bisector/Grove Project
Goal 2: Expand our fiber network and employ alternative solutions and partnerships to serve areas in need	2.1 Identify areas with limited capacity/redundancy and develop fiber projects to address 2.2 Assess maintenance costs and damage risk (fires) of new builds 2.3 Explore partnerships with Warm Springs Telecom to serve the needs of South Wasco County 2.4 Develop Fiber to the Premises (FTTP) pricing structure 2.5 Explore options to serve Dallesport/Columbia Gorge Regional Airport and Business Park	- East Bisector/Grove Project -Shaniko/Avangrid -The Dalles Bridge River Crossing
Goal 3: Improve QLife’s ability to secure local, state, and federal resources	3.1 Work with partners to coordinate efforts to seek funding 3.2 Participate in The Dalles Community Outreach Team (COT) 3.3 Support efforts to form a Broadband Action Team (BAT) in partnership with Wasco County EDC Broadband Committee 3.4 Gather data/analyze gaps in service to demonstrate need 3.5 Outreach to Legislators on Qlife’s VMGs and specific projects	-South Wasco County Fiber Project (Tygh Valley/Pine Hollow) -Mosier Fiber Extension -BRIC Application
Goal 4: Support education & advocacy efforts related to broadband	4.1 Raise public awareness of role and value of Qlife in our Community and State 4.2 Annually provide scholarships to students attending CGCC studying a technology related field 4.3 Sponsor broadband events such as the Oregon Connections Telecommunications Conference	
Goal 5: Drive technological relevance by benchmarking and continuously evolving	5.1 Explore operational models for efficiencies to best fulfill mission 5.2 Continuously improve systems for Service Order response, customer setup, and Project Management/Implementation 5.3 Benchmark what is “high speed internet” annually to adjust ideal target speed and analyze progress. 5.4 Review and evaluate unique structure of Qlife for creative solutions	-Service Order Tracking Sheet -Project Management Improvements -Construction Standards Document

Vision:
 Every address in Wasco County can enjoy a higher quality of life and participate in education, healthcare, and the economy through a high speed* internet connection at a price point that they can afford.

*Ideally, 150 Mbps symmetrical

Mission:
 Facilitate access to scalable telecommunication infrastructure to enable affordable broadband-level Internet across Wasco County much like a public utility.

Values:
 Action-oriented, nimble, partnerships, proactive/sustainable, responsible, affordable, redundant and resilient.



Consent Agenda

- [July 28, 2022 Minutes](#)



MINUTES

QLife Regular Board Meeting
Thursday, July 28, 2022
Harding House Conference Room
and Google Hangouts

Call to Order President Weinstein calls the meeting to order at 12:00 PM.

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

President Weinstein reviews the QLife Strategic Plan, reminds every one of the goals and mission, and remarks that we have already accomplished a lot, including creating a Broadband Action Team (BAT). He and Ms. Pipinich also presented the broadband survey at a recent City Counsel meeting.

Changes to the Agenda

There are no changes to the agenda.

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

Approval of the Consent Agenda

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

Finance Report

Financial Report, Analysis and Reconciliation

Mr. Middleton presents the June finance report to the board included in the packet and remarks that it appears different because of the new reporting tools in Munis. He encourages feedback from the board as to what data they would like to see or changes to the layout in future reports.

Accounts Receivable was able to reduce the outstanding balances to \$23,605 for current bills. Expenditures are within budgetary expectations. The ending fund balance is projected to be \$296,815, which is a decrease of \$177,146 from FY21, however, this was planned. It is due to the increased transfer sized to the Capital fund.

Revenue has a large spike shown in Miscellaneous that had not been considered in the budget. Other than that, there is nothing out of the ordinary in the revenue here. Expenditures to date have been minimal.

Overall, the funds are in good positions and while the Operations fund is decreasing, this is due to the transfers out to the Capital fund. \$595,020 is being transferred to Capital for the YTD while the Operations Fund decreases by \$177,146.

There are no questions from the Board.

Action Items

Jefferson Street Damage

Mr. Stone reminds the Board that at the last meeting, we made a motion to put the Jefferson Street damage repair project out to bid. As we looked at it further, it was determined that it was actually more appropriate as a

maintenance project. He asks the Board to rescind the previous action and make a motion to remedy the damage through maintenance.

[[Mr. Runyon moves to rescind the motion made on June 23, 2022 to put the Jefferson Street Damage project out to bid. Mr. Hege seconds the motion, which passes unanimously.]]

[[Mr. Runyon moves to repair the Jefferson Street damage under regular maintenance. Mr. Lepper seconds the motion, which passes unanimously.]]

Mr. Runyon asks if legal counsel was consulted and Ms. Krell confirms that they were and had no concerns.

BAT Update

Ms. Pipinich informs the Board that the BAT launched the survey in early July and they are working on outreach with the assistance of partners and distribution lists. Mr. Weinstein also drove around to South Wasco County businesses and community spaces to drop off postcards. So far, 74 individual surveys have been submitted and 9 business surveys have been submitted for Wasco County. 227 total surveys have been submitted for the region and 89 speed tests have been run. President Weinstein adds that there will be another round of survey promotion on Facebook and they have drafted an op-ed for publication in the Columbia Gorge News.

In lieu of a September Wasco County BAT meeting, they are going to have a regional broadband meeting including Washington and Oregon broadband offices on September 9, at 1 PM. She will send out details for the location of the meeting in early September.

Administration Updates

Mr. Amery informs the Board that QLife was selected as the best responder to an RFP by the Wasco County District 21 School District to build fiber to two of their locations.

Mr. Amery asks the two new guests of the meeting to introduce themselves. Joshua Pool, is a new QLife customer and owner of Mikrologic, and is looking forward to working with QLife to improve broadband in The Dalles. Todd Reeves is from Mosier WiNet.

Mr. Amery refers to the collocation report in the packet and remind the Board that we have been discussing this topic for quite a while. The MCEDD dollars helped to fund an engineering study and the results are in the report. He notes that some items have been redacted for security reasons. There are two recommended options: 1) a DC only plant, which is very common or, 2) a mix of AC and DC which, gives us the opportunity to lease space to small businesses and non-profits that may not have a high quality server location.

Mr. Amery points out on page 71, that the pricing for either option is just over \$1M to build out. Mr. Hege remarks that he thinks we should find a funding source to accomplish it. Mr. Stone adds that we are currently at capacity at the City Hall collocation, both in power and space, and can use this report to leverage funding.

Mr. Hege asks what kind of opportunities we would have if we had this space available today and Mr. Amery responds that we would have more space for ISPs if we had a fiber-to-the-home (FTTH) project and small businesses could have a switch at the collocation to connect with other ISPs for reliability and redundancy.

Mr. Hege wonders if this would benefit Blue Mountain Networks (BMN) when they build FTTH and Mr. Amery remarks that we hope they would consider us for collocation space.

Mr. Amery informs the Board that we are reviewing potential grant opportunities and are finding the match requirement for the middle-mile NTIA grant program challenging. They require a 30% match for our \$5M project. We have not given up but are working through those challenges and are reaching out to entities to see how we may be able to partner. Ms. Pipinich says that we had positive feedback from the PUD and Wasco Electric on the possibility.

Mr. McNeely updates the Board on active projects. The Klindt Drive project is in design and the Jefferson Street Damage project is in design and will be permitting soon.

Aristo Technical Management Report

Mr. Amery presents his technical report to the board and states that he previously discuss splicing in other sites but had put that plan on the backburner to prioritize other projects we are currently working on.

Oregon Telecommunications Conference

Ms. Krell reminds the Board of the Oregon Telecommunication Conference dates and asks if anyone is interested in attending. President Weinstein and Mr. Hege express interest. Mr. Franell adds that many of the topics are around the flood of funding opportunities.

Mr. Runyon asks if it is worthwhile to sponsor the event and Mr. Hege responds that when we have sponsored in the past, we have created many contacts and a couple customers have come out of that networking.

[[Mr. Runyon moves to have QLife sponsor the Oregon Telecommunications Conference at the Pelican Butte level. Mr. Hege seconds the motion, which passes unanimously.]]

Mr. Reeves remarks that he read about the RISI report in last month’s minutes and saw discussion about the fiber build in Mosier. He notes that 75% of the city has fiber coverage and those that do not, have short range wireless and access to two 10G transport providers.

Mr. Hege asks Mr. Franell when the FTTH project will begin at BMN and Mr. Franell responds that they are struggling with resources and supply chain issues but that it is in the queue.

Executive Session

The Board enters into Executive Session at 12:43 PM under ORS 192.660 (2)(g) Competitive trade or commerce negotiations, ORS 192.660 (2)(n)(D) Discuss information regarding security of telecom systems and data transmission.

The Board exits Executive Session at 1:11 PM

The meeting is adjourned at 1:12 PM

The next regularly scheduled board meeting is set for August 25, 2022.

These minutes were approved by the QLife Board on _____.

Rod Runyon, Secretary



Financial Reports

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

Qlife – Financial Analysis July 2022 Financial Statements

The financial statements for through the 1st 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 just starting.

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 \$63,073 which is \$473,397 less than last fiscal year – an apparent 88.2% year over year overall drop. This is due to the Beginning Fund Balance not recorded as revenue yet. Additionally, the interest has not been recorded. The Beginning Fund Balance should come in at \$296,815 which is less than FY22 started with – it is important to note this was a planned draw down.

The Charges for Services are \$63,703 which is 9.0% of the budgeted expectations. This is an increase over FY22 of 5.6% or \$3,328. This is ahead of the budgeted straight-line assumption of 8.3%

Interest has not been recorded at this time due to time constraints. It is being recorded and will be in the next report. For July the total interest earned is \$1,615. Not all of this is in the Operations fund – most will go to the Capital fund. However, interest rates for July were 1.25%

The Accounts Receivable has a total outstanding of \$59,918 as of 7/31/2022 – of this \$31,053 is current, with \$9,565 over 30 days, \$13,220 over 90 days and only 6,080 over 120 days. By 8/24/2022, the balance has come down to \$32,678.

Expenditures are well within budgetary expectations. Total expense has executed at 7.4% which is significantly less than last year. This area is subject to change as Finance will be working to verify bills that came in go to the appropriate fiscal period.

Transfers were not entered yet. This will be done and will be \$28,500 per month.

Capital Fund

No revenues are shown yet as the transfers have not been entered. This will be \$28,500 per month. Additionally, there will be interest which is being entered today. Beginning Fund Balance will also be calculated and entered preliminarily this month.

Expenditures to date have been essentially non-existent. Only \$158 was spent.

Maupin Fund

As stated in the other funds, Beginning Fund Balance and interest have not been posted yet.

There is \$ posted for Charges for Services, these are the Franchise Fees for April, May & June which will be moved back to FY22. (This will increase the Beginning Fund Balance). In August there is another \$5,478 in fees posted so this revenue is looking good.

No expenditures have been recorded for July at this time.

Summary

The funds are in good positions. It is early in the fiscal year and due to workload, a few items that should be completed as of this date are still in process. This being Beginning Fund Balance entry, interest entry and moving revenues (Maupin Fund) to the correct fiscal period. Additionally, the bank reconciliation is not completed yet but is expected to be done by 8/31/22.

QLife Financial Report

As of 07/31/2022

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	(599,010)	(35,466)	(1,041,591)	(458,366)	422,900	-92.3%	5.9%
Revenue	(973,797)	(63,073)	(1,402,797)	(536,470)	473,397	-88.2%	6.5%
400 - BEGINNING FUND BALANCE	(271,325)	-	(659,977)	(476,580)	476,580	-100.0%	0.0%
414 - CHARGES FOR SERVICE	(701,572)	(63,073)	(741,420)	(59,745)	(3,328)	5.6%	9.0%
417 - INVESTMENT EARNINGS	(700)	-	(1,200)	(145)	145	-100.0%	0.0%
421 - MISCELLANEOUS	(200)	-	(200)	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
Expense	374,787	27,607	361,206	78,104	(50,497)	-64.7%	7.4%
520 - MATERIALS & SERVICES	354,787	27,607	341,206	78,104	(50,497)	-64.7%	7.8%
530 - CAPITAL OUTLAY	20,000	-	20,000	-	-	0.0%	0.0%
90 - TRANSFERS	324,000	-	595,020	49,585	(49,585)	-100.0%	0.0%
91 - CONTINGENCY	176,006	-	162,935	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	99,004	-	283,636	-	-	0.0%	0.0%
Grand Total	-	(35,466)	-	(408,781)	373,315	-91.3%	0.0%

QLife Financial Report

As of 07/31/2022

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	(692,144)	158	(421,124)	(2,000,028)	2,000,186	-100.0%	0.0%
Revenue	(2,117,598)	-	(6,812,664)	(2,000,010)	2,000,010	-100.0%	0.0%
400 - BEGINNING FUND BALANCE	(2,089,598)	-	(1,784,664)	(1,846,578)	1,846,578	-100.0%	0.0%
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)	-	(9,000)	(580)	580	-100.0%	0.0%
421 - MISCELLANEOUS	-	-	-	-	-	0.0%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
Expense	1,425,454	158	6,391,540	(18)	176	-968.8%	0.0%
520 - MATERIALS & SERVICES	-	-	-	-	-	0.0%	0.0%
530 - CAPITAL OUTLAY	1,425,454	158	6,391,540	(18)	176	-968.8%	0.0%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
560 - SPECIAL PAYMENTS	-	-	-	-	-	0.0%	0.0%
90 - TRANSFERS	(374,000)	-	(645,020)	(49,585)	49,585	-100.0%	0.0%
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	-	158	-	(2,049,613)	2,049,771	-100.0%	0.0%

QLife Financial Report

As of 07/31/2022

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	(61,591)	(2,650)	(58,960)	(130,246)	127,596	-98.0%	4.3%
Revenue	(78,751)	(2,650)	(126,670)	(130,246)	127,596	-98.0%	3.4%
400 - BEGINNING FUND BALANCE	(71,076)	-	(118,610)	(127,560)	127,560	-100.0%	0.0%
412 - INTERGOV REV-NON-SINGLE AUDIT	-	-	-	-	-	0.0%	0.0%
414 - CHARGES FOR SERVICE	(7,360)	(2,650)	(7,360)	(2,645)	(5)	0.2%	36.0%
417 - INVESTMENT EARNINGS	(315)	-	(700)	(41)	41	-100.0%	0.0%
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	-	-	0.0%	0.0%
520 - MATERIALS & SERVICES	15,160	-	16,710	-	-	0.0%	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	-	(2,650)	-	(130,246)	127,596	-98.0%	0.0%



Discussion Items

- BAT Update
- Grant Updates
- Admin Updates
- [Aristo Technical Management Report](#)
- Oregon Telecommunications Conference
- September Meeting – September 29

Aristo Networks LLC
Technical Management Report
By
John Amery
8/23/2022

Items of Interest:

- QLIFE damages (Jefferson Street backbone re-route).
 - Commstructure has submitted the new path into NJUNs (system NWCPUD utilizes for new pole attachment requests).









PRIVATE
PROPERTY

NO
TRESPASSING
UNION PACIFIC RAILROAD



Executive Session
