



AGENDA

QLife Regular Board Meeting

Thursday, August 24, 2020 | 12:00 pm

Via Google Hangouts - <https://meet.google.com/eae-xodk-jwu>

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 **Consent Agenda** (*items of a routine nature: minutes, documents, items previously discussed*)
- **August 27, 2020 Minutes**
- 12:05 **Finance**
- **Financial Report, Reconciliation and Analysis** - Mike Middleton
- 12:15 **Discussion Items**
- **Aristo Technical Management Report** – John Amery
- **Admin Updates** - Matthew Klebes, John Amery & Dan McNeely
 - o **Lone Pine Project**
 - o **City Hall Augment Project**
 - o **Curtis Homes Project**
 - o **Liberty Street Project**
 - o **BRIC Funding**
- 12:30 **Executive Session (2)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission; (2)(g) Competitive trade or commerce negotiations**

Old/New Business

Next Board Meeting Date: Thursday, October 22, 2020 | 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)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Consent Agenda

- [August 27, 2020 Minutes](#)



MINUTES

QLife Regular Board Meeting
Thursday, August 27, 2020
Via Google Hangouts

Call to Order President Hege calls the meeting to order at 12:02 PM.

Roll Call Scott Hege, Rod Runyon, Dale Lepper, Darcy Long-Curtiss, John Amery, Matthew Klebes, Tyler Stone, Stephanie Krell, Mike Middleton, and Dan McNeely.

Changes to the Agenda

There are no changes to the agenda.

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

Approval of the Consent Agenda

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

Finance

Financial Report, Analysis and Reconciliation

Mr. Middleton presents his report to the Board included in the packet. He notes that July revenue in the Operations fund sit around \$100,000, 15% of what was budgeted and twice as much as was expected at this time. This is due to catching up on about \$44,000 in delinquent billing.

Mr. Stone asks if there is a system in place when budgeting for next fiscal year so that we do not over budget and Mr. Middleton confirms that they look at average monthly billing for the final months of the fiscal year.

Mr. Middleton continues by informing the Board that he made changes in July to how interest is allocated. Interest was not spread out across the funds and going forward, interest will be changed to reflect the total cash on-hand. This will allow QLife to earn more in interest. He also notes that interest is slightly down this year and is expected to drop further.

Mr. Middleton reviews the Maupin fund and points out the \$165 of interest and remarks that that is due to the cash balance in the fund. LS Network receipts have come in from the City of Maupin for last fiscal year and will be moved back accordingly.

He remarks that it has been a slow start to the fiscal year and adds that there was a one-time large expense in the form of pole attachment fees.

There are no questions from the Board.

Discussion Items

Aristo Management Report

Mr. Amery updates the Board on the Curtis Homes project and remarks that it has been delayed because of challenges with Century Link. He is working on addressing these challenges. He also updates the Board on the Lone Pine project which is schedule to be spliced between September 3 and 6 (correction to report in board packet).

Mr. Stone asks if we have another option to bypass the Century Link poles and expresses that the current situation leaves us failing our Gorge Net customer. Mr. Amery notes that there are discussions happening about how to resolve the delay internally. Mr. Klebes also welcomes input from the Board regarding putting up a temporary attachment and accepting a potential violation in the future.

President Hege wonders if we would have to come back and redo the attachment if/when we receive a violation and Mr. Amery confirms that we would. Mr. Amery also notes that we would have to get approval from the contractor to place a temporary attachment but confirms that fixing it down the road would be a minimal cost.

[[The Board is in consensus for staff to move forward with a temporary attachment at the Curtis Homes project.]]

In regards to electronics, the batteries have been replaced at UPS. Mr. Amery also notes that there has been low voltage in the City Hall vault and is working with an electrician to resolve that issue.

Lastly, Mr. Amery explains how the QLife server operates and remarks that currently, there is no remote login. He also notes that the server is no longer covered under warranty and it is time to be replaced. He asks the Board their thoughts on a cloud server which would add additional functionality but is more expensive.

Mr. Stone informs the Board that Wasco County has engaged with an IT consultant to perform a full network audit to look at vulnerabilities. This consultant could also perform an audit for QLife and give us a better starting out point for Mr. Amery. Mr. Stone estimates that the consultant will cost the county about \$10,000 and believes it would be the same or less for QLife.

[[The Board is in consensus to hire an IT consultant to audit the QLife network.]]

Administrative Updates

Mr. Klebes informs the board that the Liberty Street Extension project with Blue Mountain Networks has been given notice to proceed and the project is moving forward. We have also finalized a joint use agreement with them.

Mr. Klebes continues with an update on Annex C in relation to our space constraints and backup power issues. We received a request from Link Oregon for colocation space and use of a backup generator so this need is back on the front burner. He informs the Board that Link Oregon is using CARES Act funds to build a fiber ring for eastern and central Oregon and is looking at colocation space which Annex C has. It is owned by Wasco County, it is out of the flood plain and Mr. Klebes expresses urgency to the Board surrounding this project.

Mr. Klebes moves on to the City Hall overbuild project and the goal to serve future customers. His recommendation is to push this project to 2021 and focus on the City Hall Fiber Augment OPC for now. He asks the Board for support on tank removal at Annex C and put the City Hall Fiber Augment project out to bid (OPC included in board packet).

President Hege asks if there is enough room in Annex C to justify the floor space to build out and Mr. Klebes confirms that there is. Mr. Amery adds that there is opportunity to expand into the parking lot as well. President Hege wonders the reason for this particular path and Mr. Amery explains that we already have underground paths in the area, it is the quickest path and will overbuild current path.

Mr. Klebes reminds the Board of the Grey Eagle Street in Maupin and the request from residents for fiber to the home. The involved parties are the private owners, the City of Maupin and QLife. The situation is currently in deadlock and Mr. Klebes would like to move this forward following conversations with owners and city officials. He proposes QLife assist with staff and project management if the parties can agree to pay for the project. He asks the Board's opinion.

Mr. Weinstein asks if we would pay for the line extension and Mr. Stone says only if the Board wishes to pay for it. Mr. Runyon stresses that he does not want to over commit to pay if the cost comes back too high. Mr. Klebes explains that we could put it out to bid and see what contractors come back with and then discuss with the property owners and partners. The project could then be awarded if QLife secures funding.

Mr. Stone voices that this is technically a City of Maupin project and to keep consistency, the path to Grey Eagle residents should be kept public rather than private. President Hege asks if Maupin or QLife should pick up the cost and Mr. Stone thinks one of us should and keep this a partnership. Ms. Long-Curtiss wonders if CARES Act funds for future funds would assist in this build and Mr. Stone notes that we applied for CARES Act funds and were unsuccessful.

Mr. Weinstein and Mr. Lepper want staff to dig deeper into this project report back with our options. Mr. Runyon suggests the majority of the project be paid for by the City of Maupin with QLife paying upfront.

[[The Board is in consensus to put the Grey Eagle project out to bid.]]

Action Items

Commstructure OPC – City Hall Fiber Augment

Mr. Klebes asks the Board for approval to put out a request for bid on the City Hall fiber augment project previously discussed. President Hege asks if the Liberty Street project is a component of this OPC and Mr. Klebes confirms that it is. President Hege asks if the Link Oregon colocation request is solid and Mr. Klebes says that it is not certain but if the space is available the opportunity is stronger.

[[Mr. Runyon moves to approve QLife staff to put the City Hall Fiber Augment project out to bid. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]

Lone Pine Update

Mr. Klebes informs the Board that the water feature at Lone Pine village has a liner that has bubbled up and there is concern over damage that may have been caused by the contractor during boring. He suggests to the Board that he and Mr. McNeely meet with the contractor and figure out how to begin repairs. Mr. McNeely adds that the contractor is aware of the water feature issue and will need to file a claim before moving forward. Once the water feature repair is taken care of and Mr. Amery splices in Waters Edge next week, the project will be complete.

The meeting is adjourned at 12:59 PM

The next regularly scheduled board meeting is set for September 24, 2020.

These minutes were approved by the QLife Board on _____.

Lee Weinstein, Secretary



Financial Reports

- [August Financial Report](#)
- [August Reconciliations](#)
- [August Financial Analysis](#)

Qlife Monthly Report

Operations Fund - August 2020

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	1,200	370	295	30.9%	31.1%	75.05
INVESTMENT EARNINGS-R Total	1,200	370	295	30.9%	31.1%	75.05
MISCELLANEOUS-R						
MISC RECEIPTS	200	-	-	0.0%	0.0%	-
MISCELLANEOUS-R Total	200	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	667,200	159,795	127,011	24.0%	19.1%	32,783.72
CONNECT CHARGES	1,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R Total	668,200	159,795	127,011	23.9%	19.1%	32,783.72
PASS-THROUGH PAYMENTS-R						
	-	-	-	#DIV/0!	#DIV/0!	-
Qlife-R Total	669,600	160,165	127,306	23.9%	19.1%	32,858.77
Qlife-R Total	669,600	160,165	127,306	23.9%	19.1%	32,858.77
Qlife Operations Total	669,600	160,165	127,306	23.9%	19.1%	32,858.77
Revenue Total	669,600	160,165	127,306	23.9%	19.1%	32,858.77
Expense						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	60,431	-	-	0.0%	0.0%	-
ADVERTISING & PROMOTIONS	1,500	-	-	0.0%	0.0%	-
BLDG REPAIR & MAINT	1,600	1,550	-	96.9%	0.0%	1,550.00

Qlife Monthly Report
Operations Fund - August 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
CONTR SRVCS - AUDIT CONTRACT	6,500	-	-	0.0%	0.0%	-
CONTR SRVCS - OTHER	15,100	-	-	0.0%	0.0%	-
CONTRACTED SERVICES	-	-	-	#DIV/0!	#DIV/0!	-
DUES & SUBSCRIPTIONS	2,000	789	5	39.5%	0.2%	784.40
EQUIPMENT - NON CAPITAL	5,000	-	-	0.0%	0.0%	-
GENERAL GRANTS	2,000	-	-	0.0%	0.0%	-
INSURANCE & BONDS	20,000	-	-	0.0%	0.0%	-
LEGAL NOTICES & PUBLISHING	400	-	-	0.0%	0.0%	-
MEALS LODGING & REGISTRATION	5,000	-	77	0.0%	1.5%	(77.18)
MISC EXPENDITURES	1,000	-	-	0.0%	0.0%	-
NETWORK COMPONENTS	5,000	-	-	0.0%	0.0%	-
POSTAGE	200	35	-	17.6%	0.0%	35.20
SUPPLIES - OFFICE	200	-	-	0.0%	0.0%	-
TAXES/PERMITS/ASSESSMENTS	800	-	329	0.0%	41.2%	(329.32)
TELEPHONE	500	34	69	6.9%	13.9%	(35.03)
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	47	95	5.8%	11.9%	(48.88)
RENT - OFFICE	7,752	-	-	0.0%	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	6,000	1,700	738	28.3%	12.3%	962.00
OUTSIDE PLANT MAINTENANCE	20,000	-	-	0.0%	0.0%	-
CONTRACTED SVCS - ENGINEERING	50,000	16,039	7,038	32.1%	14.1%	9,000.34
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	71,000	15,491	2,115	21.8%	3.0%	13,376.20
POLE CONNECTION FEES	12,392	9,786	145	79.0%	1.2%	9,641.43
RIGHT OF WAY FEES	20,016	1,791	2,153	8.9%	10.7%	(362.59)
SCHOLARSHIP	2,000	-	-	0.0%	0.0%	-
EASEMENTS - NON-CAPITAL	-	-	-	#DIV/0!	#DIV/0!	-
MATERIALS & SERVICES-E Total	317,891	47,262	12,765	14.9%	4.0%	34,496.57
CAPITAL OUTLAY-E						
EASEMENTS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	20,000	-	-	0.0%	0.0%	-
CAPITAL OUTLAY-E Total	20,000	-	-	0.0%	0.0%	-
TRANSFERS OUT-E	376,220	62,703	54,503	16.7%	16.7%	8,200.00
Qlife-E Total	714,111	109,965	67,269	15.4%	10.1%	42,696.57
Qlife-E Total	714,111	109,965	67,269	15.4%	10.1%	42,696.57

Qlife Monthly Report Operations Fund - August 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
Qlife Operations Total	714,111	109,965	67,269	15.4%	10.1%	42,696.57
Expense Total	714,111	109,965	67,269	15.4%	10.1%	42,696.57

Qlife Monthly Report Capital Fund - August 2020

Filters

Fd	601
Cat	(Multiple Items)

Data

Account	Current Budget	Current Year		Prior Year		Current FY - Prior FY YTD
		Actual YTD	Prior Year Actual YTD	Budget Executed	Budget Executed	
Revenue						
Qlife Capital						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	25,200	2,726	5,413	10.8%	21.5%	(2,687.07)
INVESTMENT EARNINGS-R Total	25,200	2,726	5,413	10.8%	21.5%	(2,687.07)
TRANSFERS IN-R						
TRANSFER FROM QLIFE OPERATING FUND	376,220	62,703	54,503	16.7%	16.7%	8,200.00
TRANSFER FROM QLIFE MAUPIN FUND	50,000	-	-	0.0%	#DIV/0!	-
TRANSFERS IN-R Total	426,220	62,703	54,503	14.7%	16.7%	8,200.00
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	470,420	65,429	59,916	13.9%	16.1%	5,512.93
Qlife-R Total	470,420	65,429	59,916	13.9%	16.1%	5,512.93
Qlife Capital Total	470,420	65,429	59,916	13.9%	16.1%	5,512.93
Revenue Total	470,420	65,429	59,916	13.9%	16.1%	5,512.93
Expense						
Qlife Capital						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E	-	-	-	#DIV/0!	#DIV/0!	-
CAPITAL OUTLAY-E						
BUILDINGS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	0.0%	-
PRIMARY SYSTEMS	878,003	83,024	(5,114)	9.5%	-0.8%	88,138.18

Qlife Monthly Report Capital Fund - August 2020

Account	Current Budget	Current Year		Prior Year		Current FY - Prior FY YTD
		Current Actual YTD	Prior Year Actual YTD	Budget Executed	Budget Executed	
SECONDARY LINE EXTENSION	300,000	-	9,836	0.0%	4.9%	(9,836.40)
CAPITAL OUTLAY-E Total	1,258,003	83,024	4,722	6.6%	0.5%	78,301.78
TRANSFERS OUT-E	-	-	-	#DIV/0!	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	675,125	-	-	0.0%	0.0%	-
Qlife-E Total	1,933,128	83,024	4,722	4.3%	0.3%	78,301.78
Qlife-E Total	1,933,128	83,024	4,722	4.3%	0.3%	78,301.78
Qlife Capital Total	1,933,128	83,024	4,722	4.3%	0.3%	78,301.78
Expense Total	1,933,128	83,024	4,722	4.3%	0.3%	78,301.78

Qlife Monthly Report Maupin Fund - August 2020

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	-	-	-	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	-	-	-	#DIV/0!	#DIV/0!	-
INVESTMENT EARNINGS-R						
INTEREST EARNED	700	266	129	37.9%	214.6%	136.79
INVESTMENT EARNINGS-R Total	700	266	129	37.9%	214.6%	136.79
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	-
TRANSFERS IN-R	-	-	-	#DIV/0!	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	-	-	44,765	#DIV/0!	30.9%	(44,765.00)
UTILITY SERVICE CHARGES						
CITY OF MAUPIN FRANCHISE FEES	-	-	-	#DIV/0!	#DIV/0!	-
CITY OF MAUPIN - GORGE.NET RECEIPTS	3,360	-	-	0.0%	0.0%	-
CITY OF MAUPIN - LSN RECEIPTS	4,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R Total	7,360	-	44,765	0.0%	29.4%	(44,765.00)
Qlife-R Total	8,060	266	44,894	3.3%	24.6%	(44,628.21)
Qlife-R Total	8,060	266	44,894	3.3%	24.6%	(44,628.21)
Qlife - Maupin Total	8,060	266	44,894	3.3%	24.6%	(44,628.21)
Revenue Total	8,060	266	44,894	3.3%	24.6%	(44,628.21)

Expense

Qlife - Maupin						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						

Qlife Monthly Report Maupin Fund - August 2020

Account	Current Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
ADMINISTRATIVE COST	-	-	-	#DIV/0!	#DIV/0!	-
INSURANCE & BONDS	-	-	-	#DIV/0!	#DIV/0!	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,500	-	72	0.0%	2.9%	(72.00)
CONTRACTED SVCS - ENGINEERING	-	-	-	#DIV/0!	#DIV/0!	-
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	14,160	1,146	96	8.1%	0.7%	1,050.22
BROADBAND SUPPORT	-	-	-	#DIV/0!	#DIV/0!	-
MATERIALS & SERVICES-E Total	17,710	1,146	168	6.5%	0.9%	978.22
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	-	#DIV/0!	#DIV/0!	-
PRIMARY SYSTEMS	51,000	-	-	0.0%	0.0%	-
SECONDARY LINE EXTENSION	-	-	-	#DIV/0!	#DIV/0!	-
CAPITAL OUTLAY-E Total	51,000	-	-	0.0%	0.0%	-
TRANSFERS OUT-E	50,000	-	-	0.0%	#DIV/0!	-
Qlife-E Total	118,710	1,146	168	1.0%	0.5%	978.22
Qlife-E Total	118,710	1,146	168	1.0%	0.5%	978.22
Qlife - Maupin Total	118,710	1,146	168	1.0%	0.5%	978.22
Expense Total	118,710	1,146	168	1.0%	0.5%	978.22

Qlife Monthly Report
Accounts Reveivable - August 2020
Accounts Receivable Summary

Fund	Total Receivable	Current	30-59 Days	60-89 Days	90-119 Days	Over 120 Days
600	86,435.78	66,780.00	-	-	450.00	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
July	73,415.78	53,760.00	-	450.00	-	19,205.78
June	27,790.78	8,165.00	-	420.00	-	19,205.78
May	31,125.78	8,460.00	420.00	3,040.00	-	19,205.78
April	37,920.78	8,825.00	6,465.00	3,425.00	-	19,205.78
March	40,130.78	17,500.00	3,425.00	-	-	19,205.78
February	36,285.78	17,080.00	-	-	-	19,205.78
January	29,820.78	10,615.00	-	-	-	19,205.78
December	29,180.78	9,975.00	-	-	-	19,205.78
November	26,615.78	7,410.00	-	-	-	19,205.78
October	30,530.78	11,325.00	-	-	-	19,205.78
September	23,255.78	4,050.00	-	-	-	19,205.78
August	47,430.78	28,225.00	-	-	-	19,205.78
July	44,087.06	24,881.28	-	-	-	19,205.78
June	153,555.78	134,350.00	-	-	-	19,205.78
May	49,540.78	30,335.00	-	-	-	19,205.78
Apr	45,445.78	26,240.00	-	-	-	19,205.78
Mar	30,495.78	11,290.00	-	-	-	19,205.78
Feb	49,520.78	30,315.00	-	-	-	19,205.78
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

August 2020 Bank Reconciliation

Mike Recon 9/22/20

	Main Checking Bank	Eden 600	Eden 601	Eden 602	Eden Total		LGIP Account Bank	*.11403	Eden 600	Eden 601	Eden 602	Eden
Beginning Balance	603,843.78	196,697.26	230,934.34	164,461.84	592,093.44		1,506,183.99	39,010.45	1,464,816.78	2,356.76	1,506,183.99	
Credits					-							
Deposits	46,665.00	47,374.28	31,351.67	-	78,725.95	Debit	1,275.64	142.87	1,031.99	100.78	1,275.64	
Withdrawals					-							
Checks	35,229.38	62,360.11	3,069.70	1,145.74	66,575.55	Credit						
Ending Balance	615,279.40	181,711.43	259,216.31	163,316.10	604,243.84		1,507,459.63	39,153.32	1,465,848.77	2,457.54	1,507,459.63	
Deposits in Transit	-											
Outstanding Checks	\$11,035.56				-							
Adjusted Balance	604,243.84	181,711.43	259,216.31	163,316.10	604,243.84							
Variance	-											

Ending GL	1,507,459.63			
LGIP Variance	-	11.2%	80.9%	7.9%
		Interest Allocation Rate		

Mike - 9/6/19

Aristo Networks	#5402				\$9,808.80
Gorge Networks	#5406				\$1,180.19
Northern Wasco County PUD	#5408				\$46.57

\$11,035.56

Qlife – Financial Analysis for July 2020 Financial Statements

The financial statements for through the 2nd month of the 2021 Fiscal Year (FY21) are presented. The statements are intended for the use of Management and are not audited. The expected straight-line assumption for accounts is 16.7% (2/12). This is a typically a good starting point for analysis.

Operations Fund

Total revenues for the fund are \$160,165. This is a budget execution of 23.9% - which is significantly more than the expected execution rate of 16.7%. This is due to a catchup billing to a customer of \$44,100 for last fiscal year. This is a one-time bump in revenue. It was reviewed to determine if it should be moved back to last fiscal year and the determination was made to not move when the revenue was recognized.

Utility Service Charges are execution at 24.0% - this is due to the catch-up billing. Without the catchup billing, the execution would have been 17.3% or \$115,695 – just above the expected trend.

Accounts Receivable has a sizable increase however this is due to the catchup bill not paid as of the end of July. It still has not been paid as of 9/22/2020. Additionally, one customer is running late on an invoice. The invoices issued before and after have been paid so this appears to be a missed invoice. This appears to be caused by the confusion over COVID response and items seem to be missed. The late invoice has been addressed and paid as of 9/22/20.

Interest is executing at 30.9%. This is at total of \$370. Interest rates are lower now, but more is being kept in the LGIP accounts. Additionally, the formula to determine the interest allocation has been adjusted partway through last fiscal year.

Expenditures are executing at 15.4% for all expenses. While transfers out are a straight-line expense, some of the Materials & Services are above expectations. Pole Connection Fees are already at 79% of execution (no change since July) while legal services are up to 28.3%. Contracted Services for Engineering & Network Systems Management are at 32.1% and 21.8% respectfully. The Engineering is high primarily due to Work Order #12 and Network Systems Management is high due to oversight provided by Aristo. These should be watched going forward. None of the administration costs have been paid yet as the plan is to bill quarterly.

Capital Fund

Tranfers In from the Operation Fund are proceeding as budgeted.

Interest is executing at 10.8% which is \$2,687 less than last fiscal year. As stated in the Operating Fund discussion, the allocation formula has been adjusted. Additionally, interest rates are decreasing which will be a factor in future statements.

Expenses are executing at 4.3%. This is a total of \$83,024 compared to \$4,722 last fiscal year at this time. The total expense was all for the Primary System – primarily the Lone Pine project.

Maupin Fund

Revenue for the fund is at 3.3% budget execution. This is due to only receiving interest as revenue. This is \$165.

There will be some receipts later in the year, but not as of yet. The LSN receipts for FY20 arrived in August for a total of \$3,516. It is reasonable to expect a similar number for FY21.

At this point, the only expenses charged to the Maupin fund are for the Contracted Services – WIFI support – which is executing as expected.

While there is a transfer budgeted, it will be done near the end of the year when the trends of the fund can be examined more closely to ensure the fund is not cut short. This will be paid out of the fund balance.

Summary

The year is off to a steady start. The spending in the Operations fund for contracted services should be watched as this is the only area with a trend developing to watch.

Reconciliations

Bank reconciliations are completed through August and are attached.



Discussion Items

- [Aristo Technical Management Report](#)
- [Admin Update](#)
 - [Lone Pine Project \(return to agenda\)](#)
 - [City Hall Augment Project \(return to agenda\)](#)
 - [Curtis Homes Project \(return to agenda\)](#)
 - [Liberty Street Project \(return to agenda\)](#)
 - [BRIC Funding](#)

Aristo Networks LLC
Technical Management Report
By
John Amery
9/22/2020

Items of Interest:

- New path feeding Curtis Homes by Sorosis Park Phase1 has been awarded to “The Fiber Guys”
 - Authorization has been provided to the contractor to move forward. QLIFE will accept responsibility.
- Lone Pine tie into QLIFE backbone.
 - Splicing complete.
 - Primary customer up and operational.
- Electronics
 - UPS shutdown (no new events)
 - Working with NWCPUD to understand low voltage into City Hall
 - QLIFE primary monitoring server is unresponsive.
 - Considering hosted cloud solution moving forward
 - Project on hold until after audit.

Hazard Mitigation Assistance Pre-Application Form/Letter of Intent

Submitting this form ensures that your grant proposal is reviewed by the State Hazard Mitigation Officer (SHMO) and is considered for inclusion in Oregon's Office of Emergency Management (OEM) library of eligible mitigation grant proposals, which is referenced when funding opportunities arise. It is an important first step in the grant application process.

To encourage and assist with mitigation proposal development in advance of grant announcements, the Oregon SHMO now accepts submission of pre-application forms anytime, regardless of current grant availability.

Instructions: Complete the form and submit it to shmo@mil.state.or.us. The SHMO will review it and contact you. If you have questions or need assistance, please e-mail the SHMO at shmo@mil.state.or.us.

Hazard Mitigation Assistance Grant Program (select one)

Pre-Disaster: Building Resilient Infrastructure and Communities (BRIC)

Pre-Disaster: Flood Mitigation Assistance (FMA)

Post-Disaster: Hazard Mitigation Grant Program (HMGP): [Click here to enter text.](#)

Post-Disaster: Hazard Mitigation Grant Program (HMGP) Post Fire (PF): [Click here to enter text.](#)

Sub-applicant Information (required)

Sub-Applicant: [Q-LIFE](#)

Date: [9/14/2020](#)

Point of Contact Name and Job Title: [Matthew Klebes, Administrative Services Director](#)

Phone: [541-993-7952](#)

E-mail: matthewk@co.wasco.or.us

Street Address: [511 Washington St Suite 101](#)

City: [The Dalles](#) State: [Oregon](#) Zip: [97058](#)

Basic Eligibility (required)

To which FEMA-Approved Hazard Mitigation Plan is your jurisdiction covered by?

Plan Title: [Wasco County Multi-Jurisdictional Natural Hazard Mitigation Plan](#)

Expiration Date: [5/17/2024](#)

Proposed Activity Type (select applicable item(s))

Pre-Disaster

- Capability- and Capacity-Building (BRIC)
 - Project Scoping (previously Advance Assistance) (BRIC)
 - Building Codes Activity (BRIC)
 - Partnership (BRIC)
 - Mitigation Planning or Planning-Related (BRIC)
 - Other Activity (BRIC)

Mitigation Project (BRIC)

- Technical Assistance (BRIC)
- Project Scoping (previously Advance Assistance) (FMA)
- Community Flood Mitigation Projects (FMA)
- Technical Assistance (FMA)
- Flood Hazard Mitigation Planning (FMA)
- Individual Flood Mitigation Project (FMA)

Post-Disaster

- Advance Assistance (AA)
- Plan
- Project
- 5 Percent Initiative

As of 9/11/2020

Individual Property-Related Projects (if applicable)

Property Address

Street Address: 425 E 7TH St

City: The Dalles State: Oregon Zip: 97058

What type of property is it? (select one)

Publicly Owned Privately Owned Unsure

Does the property have NFIP flood insurance? (select one)

Yes No Unsure

Is the property within a FEMA mapped Special Flood Hazard Area? (select one)

Yes No Unsure

Is the property a Repetitive Loss (RL) or Severe Repetitive Loss (SRL) property? (select one)

Yes No Unsure

Proposal (required)

Proposal Title: Cascades East Interconnection Point

Estimated Overall/Total Cost: \$400,000.00

Estimated Local Management Cost (is up to 5% of the amount listed above): \$20,000.00

Brief Proposal Description:

Addressing and mitigating any disaster requires robust communications networks. As we often see in a major event, a lack of redundancy in these networks reduces safety for first responders and the affected communities as well as communities in close proximity. With cellular, fixed wireless, and wireline based communications using the same networks to move information and phone calls, it is critical that we build redundancy into these networks with interconnection points that allow for local communications traffic to continue flowing if larger networks are impacted and also provides redundant routes back to the larger internet.

Along the West Coast, there are two major interconnection points in Portland and Seattle, both likely to be significantly impacted by a Cascadia subduction type event. Additionally, as we see more major wind, ice and fire events in the Columbia River Gorge and the Pacific Northwest, our critical communications networks can be impacted by events that cut connections into Portland. Such an event will significantly hamper rescue, relief, and recovery efforts and reduce the ability of areas less impacted to provide effective staging facilities or relocation areas. It will reduce the efficiency of our coordinated response efforts, interrupt connections with loved ones, and reduce support for continuity of business and community functions.

Q-Life, an intergovernmental agency formed by the City of The Dalles and Wasco County, proposes developing a carrier neutral internet exchange where providers and emergency communications networks can meet in The Dalles, Oregon and access scalable communication paths. This will provide a secure colocation space for these networks to meet east of the Cascades, in a region that is already a nexus point of communications infrastructure, including a significant Bonneville Power Authority substation, a major data center campus, a hub for Link Oregon under development, transportation corridors (Interstate-84 and Highway 197, UPRR and BNSF nearby) with major communications infrastructure, in addition to local infrastructure for the County, regional hospital, and school district.

Qlife currently has a small colocation space in the basement of The Dalles City Hall. However, this space is at maximum capacity, lacks generator capacity, and has been threatened by flood waters. A FEMA flood map risk map update exercise currently underway indicates the 1% annual chance water surface elevation is located much closer to the current site than the previous 1984/1989 data.

Qlife is currently developing a new colocation space at 425 E 7th St in The Dalles, in support of Link Oregon, a non-profit consortium, efforts to bring fiber optic service across the State, with plans to have this space operational before the end of 2020. This space is located in the same facility as the 911 Center and Emergency Operations Center and is located at a higher elevation reducing risk of flood. BRIC funding would be used to increase the capacity of this space, establish additional communication pathways to improve access and redundancy, and provide additional generator capacity increasing resiliency.

This would also provide an opportunity to increase redundancy and support for Wasco County's emergency communications systems, emergency operations, and 911 centers. Fortifying communications networks is identified as a strategy in our Natural Hazard Mitigation Plan, and this project can play a critical role in reaching that goal. Finally, this project was listed as #4 on the Wasco County Economic Development Commission (EDC) Community Enhancement Project Priority List.



Executive Session
