



## AGENDA

### QLife Regular Board Meeting

Thursday, December 2, 2021 | 12:00 PM

Google Hangouts - <https://meet.google.com/ybv-sgae-eki>

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 **Consent Agenda** (*items of a routine nature: minutes, documents, items previously discussed*)
  - **October 28, 2021 Minutes**
- 12:05 **Finance**
  - **Financial Report, Reconciliation and Analysis** – Mike Middleton
- 12:10 **Action Items**
  - **Dry Hollow Project Bid Analysis** – Dan McNeely
- 12:20 **Discussion Items**
  - **Admin Staff Updates** – Matthew Klebes
  - **QLife Staff** – Tyler Stone
  - **Aristo Technical Management Report** – John Amery

Old/New Business

Next Board Meeting Date: January 27, 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)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



## *Consent Agenda*

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- [October 28, 2021 Minutes](#)



## MINUTES

QLife Regular Board Meeting  
Thursday, October 28, 2021  
Via Google Hangouts

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

**Roll Call** Scott Hege, Scott Randall, Lee Weinstein, Rod Runyon, John Amery, Kristen Campbell, Tom McGowan, Carrie Pipinich, Stephanie Krell, Matthew Klebes, Mike Middleton.

### **Changes to the Agenda**

There are no changes.

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

### **Approval of the Consent Agenda**

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

## **Finance**

### **Financial Report, Analysis and Reconciliation**

Mr. Middleton presents the September financial report to the board included in the packet. He notes that the accounts receivables have not been included because we are still getting over some hiccups with the new software system. The administrative services account line was incorrectly invoiced and reflects a spike in this quarter but it is still within budget. Contracted services are at 108% executed so we are keeping an eye on that and doing research to make sure it was not misallocated.

The Capital fund shows property taxes as an account line but it was mislabeled in the new system. It is actually the potential grant funds.

There are no changes in the Maupin fund. The only spending out of the fund is related to the wifi contract.

Mr. Middleton explains that there are some discrepancies with the new system and would like to have them cleaned up by next month's meeting.

President Hege asks if the legal services account is accurate and Mr. Middleton says that is within the budget overall but the single account line should be executing at about 25%.

Mr. Runyon wonders about the dues and subscriptions account line and asks where most of the spending is happening. Mr. Middleton responds that it comes from OSPI Insight. Mr. Amery elaborates that it is software we have been using for 10+ years that keeps track of our fiber connections. It requires a licensing fee and the cost increased this year.

## **Discussion Items**

### **Administration Update**

Mr. Klebes informs the Board that the Dry Hollow request for proposals have been posted with a November 19 deadline. After that time, we will bring back responses to the Board with a recommendation to award the project.

President Hege wonders which project this is and Mr. Amery explains that initially, we had three different projects that have been condensed into one and Dry Hollow was the name that we settled on.

Mr. Klebes announces that the Downtown Overbuild project is complete and we are working on a final review of the work. He anticipates that taking just a couple more days.

Mr. Klebes informs the Board that he has drafted a joint use agreement for a concept with Avangrid for use of their fiber and is waiting on their input.

Mr. Klebes updates the Board on the consult work with RISI and states that a letter was sent to the Confederated Tribes of Warm Springs inviting them to participate with QLife and RISI on future projects. It was received favorably and is awaiting a response.

Ms. Pipinich updates the Board on the work to form a local Broadband Action Team (BAT). They have developed a list of people who may be interested in participating and believes it is a good opportunity to organize our partners and leverage grant dollars as they become available. Mr. Klebes notes that a presenter at the Oregon Telecommunications Conference wrote an article about forming a BAT. Ms. Pipinich adds that there is a group of BAT leaders that are meeting regularly with Link Oregon and Business Oregon to discuss what each group is working on.

**Aristo Technical Management Report**

Mr. Amery presents his technical report to the Board and states that there are no known damages. His current focus is on our outside plant and closing out small projects that have been lingering. He is also focusing on the fiber to the home solution.

The meeting is adjourned at 12:26 PM

The next regularly scheduled board meeting is set for December 2, 2021.

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These minutes were approved by the QLife Board on \_\_\_\_\_.

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Lee Weinstein, Secretary



## *Financial Reports*

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- [October Financial Statement](#)
- [October Finance Reconciliations](#)
- [October Financial Analysis](#)

# Wasco County, OR

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR: 6000 Qlife Operations	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-191,714	-191,714	.00	.00	.00	-191,714.00	.0%
414 CHARGES FOR SERVICE	-668,200	-668,200	-282,115.00	-60,635.00	.00	-386,085.00	42.2%
417 INVESTMENT EARNINGS	-1,200	-1,200	-629.14	-130.42	.00	-570.86	52.4%
421 MISCELLANEOUS	-200	-200	-1,200.00	.00	.00	1,000.00	600.0%
520 MATERIALS & SERVICES	158,708	158,708	80,019.72	24,974.72	.00	78,688.28	50.4%
550 TRANSFERS OUT	376,220	376,220	125,406.68	31,351.67	.00	250,813.32	33.3%
590 UNAPPROPRIATED	54,350	54,350	.00	.00	.00	54,350.00	.0%
TOTAL Qlife Operations	-272,036	-272,036	-78,517.74	-4,439.03	.00	-193,518.26	28.9%
TOTAL REVENUES	-861,314	-861,314	-283,944.14	-60,765.42	.00	-577,369.86	
TOTAL EXPENSES	589,278	589,278	205,426.40	56,326.39	.00	383,851.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR: 6010 Qlife Capital	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-1,853,727	-1,853,727	.00	.00	.00	-1,853,727.00	.0%
414 CHARGES FOR SERVICE	-19,000	-19,000	-49,140.00	.00	.00	30,140.00	258.6%
417 INVESTMENT EARNINGS	-25,200	-25,200	-4,674.95	-938.59	.00	-20,525.05	18.6%
450 TRANSFERS IN	-426,220	-426,220	-125,406.68	-31,351.67	.00	-300,813.32	29.4%
520 MATERIALS & SERVICES	0	0	19,548.00	19,548.00	.00	-19,548.00	100.0%
530 CAPITAL OUTLAY	80,000	80,000	248,563.77	49,480.98	.00	-168,563.77	310.7%
570 CONTINGENCY	-43,253	-43,253	.00	.00	.00	-43,253.00	.0%
580 RESERVED	675,125	675,125	.00	.00	.00	675,125.00	.0%
TOTAL Qlife Capital	-1,612,275	-1,612,275	88,890.14	36,738.72	.00	-1,701,165.14	-5.5%
TOTAL REVENUES	-2,324,147	-2,324,147	-179,221.63	-32,290.26	.00	-2,144,925.37	
TOTAL EXPENSES	711,872	711,872	268,111.77	69,028.98	.00	443,760.23	

# Wasco County, OR

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

ACCOUNTS FOR: 6020 Qlife - Maupin	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-169,456	-169,456	.00	.00	.00	-169,456.00	.0%
414 CHARGES FOR SERVICE	-7,360	-7,360	.00	-3,516.39	.00	-7,360.00	.0%
417 INVESTMENT EARNINGS	-700	-700	-457.42	-95.49	.00	-242.58	65.3%
520 MATERIALS & SERVICES	17,710	17,710	4,546.96	2,255.48	.00	13,163.04	25.7%
530 CAPITAL OUTLAY	51,000	51,000	.00	.00	.00	51,000.00	.0%
550 TRANSFERS OUT	50,000	50,000	.00	.00	.00	50,000.00	.0%
570 CONTINGENCY	45,006	45,006	.00	.00	.00	45,006.00	.0%
580 RESERVED	13,800	13,800	.00	.00	.00	13,800.00	.0%
TOTAL Qlife - Maupin	0	0	4,089.54	-1,356.40	.00	-4,089.54	100.0%
TOTAL REVENUES	-177,516	-177,516	-457.42	-3,611.88	.00	-177,058.58	
TOTAL EXPENSES	177,516	177,516	4,546.96	2,255.48	.00	172,969.04	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-1,884,311	-1,884,311	14,461.94	30,943.29	.00	-1,898,772.94	-.8%
** END OF REPORT - Generated by Mike Middleton **							

YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR: 6000 Qlife Operations	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-659,977	-659,977	-476,580.17	.00	.00	-183,396.83	72.2%
414 CHARGES FOR SERVICE	-741,420	-741,420	-221,200.00	-50,255.00	.00	-520,220.00	29.8%
417 INVESTMENT EARNINGS	-1,200	-1,200	-344.17	-51.69	.00	-855.83	28.7%
421 MISCELLANEOUS	-200	-200	.00	.00	.00	-200.00	.0%
520 MATERIALS & SERVICES	341,206	341,206	157,035.52	45,744.35	.00	184,170.48	46.0%
530 CAPITAL OUTLAY	20,000	20,000	.00	.00	.00	20,000.00	.0%
550 TRANSFERS OUT	595,020	595,020	198,340.00	49,585.00	.00	396,680.00	33.3%
570 CONTINGENCY	162,935	162,935	.00	.00	.00	162,935.00	.0%
590 UNAPPROPRIATED	283,636	283,636	.00	.00	.00	283,636.00	.0%
TOTAL Qlife Operations	0	0	-342,748.82	45,022.66	.00	342,748.82	100.0%
TOTAL REVENUES	-1,402,797	-1,402,797	-698,124.34	-50,306.69	.00	-704,672.66	
TOTAL EXPENSES	1,402,797	1,402,797	355,375.52	95,329.35	.00	1,047,421.48	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR: 6010 Qlife Capital	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-1,784,664	-1,784,664	-1,846,578.43	.00	.00	61,914.43	103.5%
410 PROPERTY TAXES	-5,000,000	-5,000,000	.00	.00	.00	-5,000,000.00	.0%
414 CHARGES FOR SERVICE	-19,000	-19,000	-152,851.52	.00	.00	133,851.52	804.5%
417 INVESTMENT EARNINGS	-9,000	-9,000	-2,299.72	-546.56	.00	-6,700.28	25.6%
421 MISCELLANEOUS	0	0	-132,145.99	.00	.00	132,145.99	100.0%
450 TRANSFERS IN	-645,020	-645,020	-198,340.00	-49,585.00	.00	-446,680.00	30.7%
530 CAPITAL OUTLAY	6,391,540	6,391,540	63,837.26	9,786.44	107,593.76	6,220,108.98	2.7%
570 CONTINGENCY	391,019	391,019	.00	.00	.00	391,019.00	.0%
580 RESERVED	675,125	675,125	.00	.00	.00	675,125.00	.0%
TOTAL Qlife Capital	0	0	-2,268,378.40	-40,345.12	107,593.76	2,160,784.64	100.0%
TOTAL REVENUES	-7,457,684	-7,457,684	-2,332,215.66	-50,131.56	.00	-5,125,468.34	
TOTAL EXPENSES	7,457,684	7,457,684	63,837.26	9,786.44	107,593.76	7,286,252.98	

# Wasco County, OR

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR: 6020 Qlife - Maupin	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-118,610	-118,610	-127,560.10	.00	.00	8,950.10	107.5%
414 CHARGES FOR SERVICE	-7,360	-7,360	-2,644.61	.00	.00	-4,715.39	35.9%
417 INVESTMENT EARNINGS	-700	-700	-148.18	-32.15	.00	-551.82	21.2%
520 MATERIALS & SERVICES	16,710	16,710	6,006.20	.00	.00	10,703.80	35.9%
530 CAPITAL OUTLAY	51,000	51,000	.00	.00	.00	51,000.00	.0%
550 TRANSFERS OUT	50,000	50,000	.00	.00	.00	50,000.00	.0%
570 CONTINGENCY	8,960	8,960	.00	.00	.00	8,960.00	.0%
TOTAL Qlife - Maupin	0	0	-124,346.69	-32.15	.00	124,346.69	100.0%
TOTAL REVENUES	-126,670	-126,670	-130,352.89	-32.15	.00	3,682.89	
TOTAL EXPENSES	126,670	126,670	6,006.20	.00	.00	120,663.80	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-2,735,473.91	4,645.39	107,593.76	2,627,880.15	100.0%
** END OF REPORT - Generated by Mike Middleton **							

## Qlife – Financial Analysis for October 2021 Financial Statements

The financial statements for through the 4<sup>th</sup> month of the 2022 fiscal year (FY22) are presented. The statements are intended for the use of management and are not audited. The expected straight-line assumption for accounts is 33.3% (4/12). This is typically a good starting point for analysis.

Also of note is the format of the reports is changing. This is a standard report from the new financial system. While this reporting model is still in a state of flux, it does serve the purpose of summarizing the data for the fiscal year. At this time, a year to year comparative report is not quite ready for use but should be rolled out in future reporting – unfortunately not this reporting cycle. To allow comparisons, if desired, the same report format is used for last fiscal year. When applicable the notes below will refer to the prior year (PY) report.

### Operations Fund

Total revenues of the fund are \$698,124 includes beginning fund balance of \$476,580 – this is not final yet, the audit is in review and this is subject to change still. A monthly activity column has been included and shows Charges for Services executing at 29.8% so slightly under the straight-line assumption. The monthly charges for services have decreased by \$10K from the prior fiscal year at this point while the year to date total is \$61K down.

The accounts receivable are not included in this report due to working through the new software. Currently the AR reporting has been cleared up and is working appropriately. A review of the aging report shows a total outstanding of \$34,120 with \$24,910 in 1-30 days, \$8,540 in 31-60 days, \$0 in 61-90 days and \$670 in 91-120 days.

Interest is down compared to last fiscal year. This is due to the decreased interest rates. Currently interest is \$344.17 fiscal year to date; the PY was \$629.14 for a decrease of \$284.97. LGIP is now down to 0.49%

Expenditures are for the most part in line with expectations. Materials & services are executing at 46.0% The exceptions are:

- Administrative Costs 100.0% - fully paid – this will not increase further for the fiscal year. \$62,246 to Wasco County
- Contacted Services – Legal 183.0% increased \$8,965.37 in October to Cable Huston LLP
- Dues & Subscriptions 194.0% - A \$679 increase in October for Special District Association of Oregon (SDAO) membership
- Scholarship 100.0% - No change from August report
- Pole Connection Fees – 81.7% - due to paying the annual pole contracts should not increase further

Finance has researched and will continue to review all transactions.

As it sits now, the fund balance is increasing by \$342,749 when the beginning fund balance in included – when not considered the fund balance would decrease \$133,831. While a decrease of the fund balance is planned, this is a bit faster than expected but is due to the accelerated Administration charges. Even with a declining fund balance, this includes transferring \$198,340 to the Capital fund.

### Capital Fund

Revenue has a large spike, this is due to a billing submitted for \$152,851 that had not been considered in the budget. Other than that, there is nothing out of the ordinary in the revenue here.

The Beginning Fund Balance has been entered and is \$1,846,578. This is still subject to audit adjustments. The category labeled "Property Taxes" is actual the potential grant added into the budget created. This is a label mismatch in the new system and is being addressed by Finance – as identified in the September report.

Expenditures to date have been minimal.

The fund has an additional \$5 million built into it in case any of the available grant funds can be claimed. In that event, the budget is prepared to utilize the additional funds. If not, the \$5M in revenues and expenditures will not be utilized.

### **Maupin Fund**

The Gorge.Net receipts are in revenues. Interest is down.

Expenditures have totaled \$6,006 for the Maupin Wifi contract

The fund is now decreasing due to the Wifi contract charges, but this is expected. Additional revenue should be coming in that will hold the fund stable.

### **Summary**

The funds are in good positions. However, with the implementation of the new system, there are discrepancies Finance is still addressing and finishing up the annual audit.



## *Action Items*

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- [Dry Hollow Bid Analysis](#)



## *Discussion Items*

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- Admin Staff Updates
- QLife Staff
- [Aristo Technical Management Report](#)

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
11/24/2021

Items of Interest:

- QLIFE damages.
  - No new damages to report.
- This month we have been focusing on outside plant maintenance
  - Northsky has been working on outstanding NJUNs tickets as well as items identified in our annual pole line audit.
- FTTH options
  - Working with Administration on potential FTTH options