



## AGENDA

### QLife Regular Board Meeting

Wednesday, December 8, 2022 | 12:00 PM

Harding House Conference Room– 200 E 4<sup>th</sup> St., The Dalles, OR

Google Hangouts - [meet.google.com/odb-tpys-xpq](https://meet.google.com/odb-tpys-xpq)

- 12:00 Call to Order
- 12:05 Approval of Agenda
- 12:05 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
  - [August 25, 2022 Minutes](#)
- 12:05 [Finance](#)
  - [Financial Report, Reconciliation and Analysis](#) – Mike Middleton
- 12:15 [Action Items](#)
  - [RFP Results – OHSU Casey Eye Institute Project](#) – Matthew Klebes & Dan McNeely
- 12:25 [Discussion Items](#)
  - Admin & Project Updates – Matthew Klebes & Dan McNeely
  - [Strategic Plan 2023 Update & Discussion](#) – Matthew Klebes
  - BAT Update – Carrie Pipinich
  - Oregon Telecommunications Conference Debrief – Scott Hege
  - [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: January 26, 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*

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- [August 25, 2022 Minutes](#)



## MINUTES

QLife Regular Board Meeting  
Thursday, August 25, 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, Dale Lepper, John Amery, Joshua Pool, Tom Reeves, Kristen Campbell, Stephanie Krell, Matthew Klebes and Mike Middleton.

President Weinstein reviews the QLife Strategic Plan and reminds every one of the goals and mission. Mr. Hege asks if there has been any progress on our mission items and Mr. Klebes responds that there has and suggests we add a review of our strategic plan to a future meeting to discuss what has moved forward, what has been paused, etc.

Mr. Hege points to goal #4, and states that we can achieve that goal every day and wonders how we can proactively do that. President Weinstein responds that we presented the plan to the Wasco County Board of County Commissioners and The Dalles City Council.

### **Changes to the Agenda**

There are no changes to the agenda.

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

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

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

### **Finance Report**

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

Mr. Middleton presents the July finance report to the board included in the packet and remarks that this is reflective of the first month of the fiscal year. He notes that it appears as if revenues are down but it is due to the beginning fund balance and interest not yet being recorded as revenue. Accounts receivables outstanding payments have been decreased and expenditures are well within budgetary expectations.

No revenues are shown in the Capital Fund yet since the transfers have not been entered. There have been very few expenditures.

The Maupin Fund shows funds in the Charges for Service account line, which are franchise fees from April, May and June and will need to be moved back to FY22. Another \$5,400 arrived in August, which puts this fund ahead of budget.

### **Discussion Items**

#### **BAT Update**

President Weinstein informs the Board that Carrie Pipinich has taken the month off and the BAT has not met in the interim. The meeting in September will a Gorge-wide symposium. The broadband survey from MCEDD is still out in the field and has been posted to various Facebook groups. Additionally, an op-ed ran in the Columbia Gorge News. There was not a lot of feedback but it was good exposure.

## **Grant Updates**

Mr. Klebes informs the Board that the NTIA grant opportunity that staff had been exploring has a very short turn around window. In preparation for the grant, we leveraged RISI resources and met with WEC and the PUD. It was a good introduction around doing a project together in the future. We came to the conclusion that we could not put forward a competitive grant application for this opportunity but want to continue discussions for future opportunities.

There is a capital grant that the state is applying to for federal funds. If they are successful, they will spin up their own program regionally.

Mr. Hege remarks that last year we discussed the billions of dollars available and the expectation was that money would be flowing but we still have not received any funding. He wonders if we should resubmit our application from last year for this year's NTIA program. Mr. Klebes responds that we still have good QLife data that we are using during these partnership discussions but a big improvement would be having make-ready costs estimated from WEC and the PUD. Additionally, if they agreed to share the cost, it would benefit us in being better prepared to submit grant applications.

Mr. Lepper asks if they would have to pay the labor costs of putting together those estimates and Mr. Klebes says that he would prefer they do and has mentioned it in conversations but it has not happened as a result of their conversations. Additionally, Mr. Amery and Mr. McNeely have spent time looking at project routes and producing products in hopes that we receive grant dollars at some point.

Mr. Hege wonders how much work we can do ahead of time to be prepared. Mr. Klebes states that the Maupin, Tygh Valley, Wamic, Pine Hollow and Mosier runs are as ready as they can be.

Mr. Hege states that Blue Mountain Networks was a big part of the match for last year's NTIA grant but Mr. Klebes responds that the criteria this year did not require a private partner. Mr. Amery adds that this grant will likely be utilized by commercial entities that are already planning to do projects and now have the funds.

Mr. Hege says that he is going back to D.C. in a few weeks and if there is something the push, it is a good opportunity to do so. President Weinstein reminds everyone that the Infrastructure Act will be ongoing for five years.

## **Administration Updates**

Mr. Klebes informs the Board that the Jefferson Street construction drawings are complete and permits were submitted and approved by the PUD. There is one final make-ready that we are awaiting from Charter.

Klindt Drive drawings are expected to be complete soon.

District 21 fielding is complete, permits are in progress and drawings are also expected in a couple of weeks.

Mr. Hege asks how things are going with Mr. Klebes in his new role and remaining on as QLife Administrator. Mr. Klebes remarks that it has been three months and he has been very busy but has continued with our regular staff meeting. He is working on the city reorganization, which he hopes will increase his bandwidth and carve out more time for QLife.

## **Aristo Technical Management Report**

Mr. Amery presents his technical report to the Board and states that the Jefferson Street damage has been submitted to the PUD. He reminds the Board of a fire the previous week and says he went to the site during the event but does not believe any of our fiber was damaged. Mr. Amery reviews the photos of the fire with the Board and Mr. Runyon asks if he shared the pictures with the construction crew. Mr. Amery said he has not but that he could follow up with them.

## **Oregon Telecommunications Conference**

Ms. Krell reminds the Board of the Oregon Telecommunication Conference dates and asks if anyone is interested in attending. President Weinstein says that he is willing to go if no one else can attend. Ms. Krell asks if we want an exhibitor space and the Board confirms that they would like that presence.

The meeting is adjourned at 12:50 PM

The next regularly scheduled board meeting is set for September 29, 2022.

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

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Rod Runyon, Secretary



## *Financial Reports*

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- [October 2022 Financial Analysis](#)
- [October 2022 Financial Statement](#)
- [November 2022 Financial Analysis](#)
- [November 2022 Financial Statement](#)

## Qlife – Financial Analysis October 2022 Financial Statements

The financial statements for through the 4<sup>th</sup> 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 33.3% completed (4 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 \$522,084 which is \$702,834 less than last fiscal year – a 25.7% 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 \$240,853 which is 34.3% of the budgeted expectations. This is an increase over FY22 of 6.6% or \$14,943. This is ahead of the budgeted straight-line assumption of 33.3%.

Interest is executing at 35.8% so is just ahead of the budgeted straight-line assumption. Interest rates with LGIP are increasing.

The Accounts Receivable has a total outstanding of \$30,030 as of 10/31/2022 – of this \$17,090 is current, with \$9,900 over 30 days and only \$3,040 over 90 days. By 11/15/2022, the total balance has come down to \$24,630.

Expenditures are well within budgetary expectations. Total expense has executed at 29.7% which is significantly less than last year.

Transfers have been executed at 33.3% or \$108,000 YTD which is in line with budget expectations.

### Capital Fund

The transfers from the Operations fund at \$27,000 per month totaling \$108,000. 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 90.8% of the budget expectation and 255.3% of last fiscal year to date. The total is only \$8,171 as of October, but it is growing.

The miscellaneous receipt for \$56,160 is for the USAC payment for FY23.

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 6.9%.

### 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 113.0% of budget execution.

The Charges for Services a total of \$9,732 has come in. This is executed at 132.2% and more funds will be coming in on a quarterly basis.

Interest is executing at 91.7% of the budget already but this is only \$289 YTD.

No expenditures have been recorded for July 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 October have been completed and are included. Included in the packet are the reconciliations for August, September and October.



## QLife Financial Report

As of 10/31/2022

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
<b>60 - QLIFE</b>					-	0.0%	0.0%
<b>Revenue</b>	<b>(973,797)</b>	<b>(522,084)</b>	<b>(1,402,797)</b>	<b>(702,834)</b>	180,750	-25.7%	53.6%
400 - BEGINNING FUND BALANCE	(271,325)	(280,981)	(659,977)	(476,580)	195,599	-41.0%	103.6%
414 - CHARGES FOR SERVICE	(701,572)	(240,853)	(741,420)	(225,910)	(14,943)	6.6%	34.3%
417 - INVESTMENT EARNINGS	(700)	(250)	(1,200)	(344)	94	-27.3%	35.8%
421 - MISCELLANEOUS	(200)	-	(200)	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
<b>Expense</b>	<b>374,787</b>	<b>111,247</b>	<b>361,206</b>	<b>156,946</b>	(45,699)	-29.1%	29.7%
520 - MATERIALS & SERVICES	354,787	111,247	341,206	156,946	(45,699)	-29.1%	31.4%
530 - CAPITAL OUTLAY	20,000	-	20,000	-	-	0.0%	0.0%
<b>90 - TRANSFERS</b>					-	0.0%	0.0%
<b>Expense</b>	<b>324,000</b>	<b>108,000</b>	<b>595,020</b>	<b>198,340</b>	(90,340)	-45.5%	33.3%
550 - TRANSFERS OUT	324,000	108,000	595,020	198,340	(90,340)	-45.5%	33.3%
<b>91 - CONTINGENCY</b>	<b>176,006</b>	<b>-</b>	<b>162,935</b>	<b>-</b>	-	0.0%	0.0%
<b>93 - UNAPPROPRIATED</b>	<b>99,004</b>	<b>-</b>	<b>283,636</b>	<b>-</b>	-	0.0%	0.0%
<b>Grand Total</b>	<b>-</b>	<b>(302,837)</b>	<b>-</b>	<b>(347,549)</b>			

## QLife Financial Report

As of 10/31/2022

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
<b>60 - QLIFE</b>					-	0.0%	0.0%
<b>Revenue</b>	<b>(2,117,598)</b>	<b>(2,313,479)</b>	<b>(6,812,664)</b>	<b>(2,133,876)</b>	(179,604)	8.4%	109.3%
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)	(8,171)	(9,000)	(2,300)	(5,871)	255.3%	90.8%
421 - MISCELLANEOUS	-	(56,160)	-	(132,146)	75,986	-57.5%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
<b>Expense</b>	<b>1,425,454</b>	<b>98,275</b>	<b>6,391,540</b>	<b>63,837</b>	34,438	53.9%	6.9%
520 - MATERIALS & SERVICES	-	-	-	-	-	0.0%	0.0%
530 - CAPITAL OUTLAY	1,425,454	98,275	6,391,540	63,837	34,438	53.9%	6.9%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
560 - SPECIAL PAYMENTS	-	-	-	-	-	0.0%	0.0%
<b>90 - TRANSFERS</b>	<b>(374,000)</b>	<b>(108,000)</b>	<b>(645,020)</b>	<b>(198,340)</b>	90,340	-45.5%	28.9%
<b>91 - CONTINGENCY</b>	<b>391,019</b>	-	<b>391,019</b>	-	-	0.0%	0.0%
<b>92 - RESERVE</b>	<b>675,125</b>	-	<b>675,125</b>	-	-	0.0%	0.0%
<b>93 - UNAPPROPRIATED</b>	-	-	-	-	-	0.0%	0.0%
<b>Grand Total</b>	-	<b>(2,323,204)</b>	-	<b>(2,268,378)</b>	(54,826)	2.4%	0.0%

## QLife Financial Report

As of 10/31/2022

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
<b>60 - QLIFE</b>					-	0.0%	0.0%
<b>Revenue</b>	<b>(78,751)</b>	<b>(89,027)</b>	<b>(126,670)</b>	<b>(130,353)</b>	41,326	-31.7%	113.0%
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)	(9,732)	(7,360)	(2,645)	(7,088)	268.0%	132.2%
417 - INVESTMENT EARNINGS	(315)	(289)	(700)	(148)	(141)	94.9%	91.7%
421 - MISCELLANEOUS	-	-	-	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
<b>Expense</b>	<b>17,160</b>	-	<b>67,710</b>	<b>6,006</b>	(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%
<b>90 - TRANSFERS</b>	<b>50,000</b>	-	<b>50,000</b>	-	-	0.0%	0.0%
<b>91 - CONTINGENCY</b>	<b>11,591</b>	-	<b>8,960</b>	-	-	0.0%	0.0%
<b>92 - RESERVE</b>	-	-	-	-	-	0.0%	0.0%
<b>93 - UNAPPROPRIATED</b>	-	-	-	-	-	0.0%	0.0%
<b>Grand Total</b>	-	<b>(89,027)</b>	-	<b>(124,347)</b>	35,320	-28.4%	0.0%

### August 2022 Bank Reconciliation

	Main Checking Bank	Munis Total		LGIP Account Bank		Equity in Shared Pool *.110000			
						Munis 600	Munis 601	Munis 602	
Begining Balance	1,093,056.65	1,072,355.95		1,526,844.46	1,526,844.46	65,538.63	2,300,853.93	77,630.87	2,444,023.43
Credits	56,160.00	-							
Deposits	87,742.59	105,707.91	Debit	2,045.55	2,045.55	55.23	1,924.86	65.46	2,045.55
Withdrawals	-	-							
Checks	39,745.88	-	Credit	Other Decreases					
<hr/>									
Ending Balance	1,197,213.36	1,178,063.86		1,528,890.01	1,528,890.01	65,593.86	2,302,778.79	77,696.33	2,446,068.98
Deposits in Transit	-					600Q5499	601Q5499	602Q5499	417100
Outstanding Checks	\$19,149.50					2.7%	94.1%	3.2%	
Interest Allocation Rate									
<hr/>									
Adjusted Balance	1,178,063.86	1,178,063.86							
Variance	-			-					
Mike M 9/27/22				Mike M 9/27/22					

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDO	VENDOR NAME	0.00	CLEAR DATE
7	08/25/2021	PRINTED	38	CABLE HUSTON LLP	10,157.50	
104	08/25/2022	PRINTED	3148	ARISTO NETWORKS	8,992.00	

\$19,149.50

### September 2022 Bank Reconciliation

	Main Checking Bank	Munis Total		LGIP Account Bank	
Begining Balance	1,197,213.36	1,178,063.86		1,528,890.01	1,528,890.01
Credits				-	
Deposits	80,913.00		Debit	2,314.28	2,314.28
Withdrawals					
Checks	84,875.53	3,652.63	Credit		
<hr/>					
Ending Balance	1,193,250.83	1,174,411.23		1,531,204.29	1,531,204.29
Deposits in Transit	-				
Outstanding Checks	\$18,839.60				
<hr/>					
Adjusted Balance	1,174,411.23	1,174,411.23			
Variance	-			-	
Mike M 11/9/2022				-	

Equity in Shared Pool *.110000				
	Munis 600	Munis 601	Munis 602	
	80,646.43	2,520,998.54	91,225.56	2,692,870.53
	69.43	2,166.17	78.68	2,314.28
<hr/>				
	80,715.86	2,523,164.71	91,304.24	2,695,184.81
600Q5499		601Q5499	602Q5499	417100
	3.0%	93.6%	3.4%	
Interest Allocation Rate				

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUM	VENDOR NAME	0.00	CLEAR DATE
	7	08/25/2021 PRINTED	38	CABLE HUSTON LLP	10,157.50	
	113	09/13/2022 PRINTED	840	WASCO COUNTY	50.00	
	114	09/15/2022 PRINTED	3148	ARISTO NETWORKS	7,169.60	
	115	09/15/2022 PRINTED	2652	CAMPBELL PHILLIPS	1,462.50	

\$18,839.60

### October 2022 Bank Reconciliation

	Main Checking Bank	Munis Total	
Beginning Balance	1,193,250.83	1,174,411.23	
Credits			
Deposits	55,554.58	13,701.08	Debit
Withdrawals	4,315.00		
Checks	46,170.60		Credit
<b>Ending Balance</b>	<b>1,198,319.81</b>	<b>1,188,112.31</b>	
Deposits in Transit	-		
Outstanding Checks	\$10,207.50		
<b>Adjusted Balance</b>	<b>1,188,112.31</b>	<b>1,188,112.31</b>	
Variance	-		
Mike M 11/15/2022			

	LGIP Account Bank	
Beginning Balance	1,531,204.29	1,531,204.29
Deposits	-	
Dividends/Interest	2,734.95	2,734.95
Withdrawals		
Other Decreases		
<b>Ending Balance</b>	<b>1,533,939.24</b>	<b>1,533,939.24</b>
LGIP Variance	-	
Mike M 11/9/2022		

Equity in Shared Pool *.110000				
Munis 600	Munis 601	Munis 602		
80,646.43	2,520,998.54	91,225.56	2,692,870.53	
82.05	2,559.91	92.99	2,734.95	
80,728.48	2,523,558.45	91,318.55	2,695,605.48	
600Q5499	601Q5499	602Q5499	417100	
3.0%	93.6%	3.4%		
Interest Allocation Rate				

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	0.00	CLEAR DATE
	7	08/25/2021 PRINTED	38	CABLE HUSTON LLP	10,157.50	
	127	10/13/2022 PRINTED	840	WASCO COUNTY UCC	50.00	
					\$10,207.50	

## **Qlife – Financial Analysis November 2022 Financial Statements**

The financial statements for through the 5<sup>th</sup> 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 41.7% completed (5 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 \$581,714 which is \$178,316 less than last fiscal year – a 23.5% 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 \$280,981 which is 42.8% of the budgeted expectations. This is an increase over FY22 of 6.2% or \$17,423. This is ahead of the budgeted straight-line assumption of 41.7%.

Interest is executing at 35.9% - Interest for November has not been posted as of this date of this report. The additional amount is \$101 in the Operations fund making the actual execution rate 50%. Interest rates with LGIP are increasing. However, even with the \$101 interest to be recorded, the total will still be \$39 less than last fiscal year. This is due to moving excess fund balance to the Capital fund.

The Accounts Receivable has a total outstanding of \$41,380 as of 11/30/2022 – of this \$16,750 is current, with \$11,690 over 30 days, \$9,900 over 90 days and \$3,040 over 120 days.

Expenditures are well within budgetary expectations. Total expense has executed at 34.2% which is significantly less than last year.

Transfers have been executed at 33.3% or \$108,000 YTD which is in line with budget expectations.

### **Capital Fund**

The transfers from the Operations fund at \$27,000 per month totaling \$135,000. 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 90.8% of the budget expectation without November interest posted yet and 193.2% of last fiscal year to date. When November is posted, the total interest will increase by \$3,156.73 increasing the execution rate to 125.9%. As stated before, interest rates are up in the LGIP – 2.68% annual rate as of 11/30/2022

The miscellaneous receipt for \$56,160 is for the USAC payment for FY23.

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 8.5%.

### **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 115.1% 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.

Interest is executing at 91.7% of the budget already but this is only \$289 YTD. The November interest has not been posted – this is an additional \$115 raising the execution rate to 128.2%

No expenditures have been recorded for July 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 October have been completed. November is still in process.



## QLife Financial Report

As of 11/30/2022

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
<b>60 - QLIFE</b>					-	0.0%	0.0%
<b>Revenue</b>	<b>(973,797)</b>	<b>(581,714)</b>	<b>(1,402,797)</b>	<b>(760,030)</b>	178,316	-23.5%	59.7%
400 - BEGINNING FUND BALANCE	(271,325)	(280,981)	(659,977)	(476,580)	195,599	-41.0%	103.6%
414 - CHARGES FOR SERVICE	(701,572)	(300,483)	(741,420)	(283,060)	(17,423)	6.2%	42.8%
417 - INVESTMENT EARNINGS	(700)	(250)	(1,200)	(390)	140	-35.9%	35.8%
421 - MISCELLANEOUS	(200)	-	(200)	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
<b>Expense</b>	<b>374,787</b>	<b>128,195</b>	<b>361,206</b>	<b>168,035</b>	(39,840)	-23.7%	34.2%
520 - MATERIALS & SERVICES	354,787	128,195	341,206	168,035	(39,840)	-23.7%	36.1%
530 - CAPITAL OUTLAY	20,000	-	20,000	-	-	0.0%	0.0%
<b>90 - TRANSFERS</b>					-	0.0%	0.0%
<b>Expense</b>	<b>324,000</b>	<b>135,000</b>	<b>595,020</b>	<b>247,925</b>	(112,925)	-45.5%	41.7%
550 - TRANSFERS OUT	324,000	135,000	595,020	247,925	(112,925)	-45.5%	41.7%
<b>91 - CONTINGENCY</b>	<b>176,006</b>	<b>-</b>	<b>162,935</b>	<b>-</b>	-	0.0%	0.0%
<b>93 - UNAPPROPRIATED</b>	<b>99,004</b>	<b>-</b>	<b>283,636</b>	<b>-</b>			
<b>Grand Total</b>	<b>-</b>	<b>(318,519)</b>	<b>-</b>	<b>(344,070)</b>			

## QLife Financial Report

As of 11/30/2022

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
<b>60 - QLIFE</b>					-	0.0%	0.0%
<b>Revenue</b>	<b>(2,117,598)</b>	<b>(2,313,479)</b>	<b>(6,812,664)</b>	<b>(2,134,363)</b>	(179,117)	8.4%	109.3%
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)	(8,171)	(9,000)	(2,787)	(5,384)	193.2%	90.8%
421 - MISCELLANEOUS	-	(56,160)	-	(132,146)	75,986	-57.5%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
<b>Expense</b>	<b>1,425,454</b>	<b>121,590</b>	<b>6,391,540</b>	<b>71,359</b>	50,232	70.4%	8.5%
520 - MATERIALS & SERVICES	-	-	-	-	-	0.0%	0.0%
530 - CAPITAL OUTLAY	1,425,454	121,590	6,391,540	71,359	50,232	70.4%	8.5%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
560 - SPECIAL PAYMENTS	-	-	-	-	-	0.0%	0.0%
<b>90 - TRANSFERS</b>	<b>(374,000)</b>	<b>(135,000)</b>	<b>(645,020)</b>	<b>(247,925)</b>	112,925	-45.5%	36.1%
<b>91 - CONTINGENCY</b>	<b>391,019</b>	-	<b>391,019</b>	-	-	0.0%	0.0%
<b>92 - RESERVE</b>	<b>675,125</b>	-	<b>675,125</b>	-	-	0.0%	0.0%
<b>93 - UNAPPROPRIATED</b>	-	-	-	-	-	0.0%	0.0%
<b>Grand Total</b>	-	<b>(2,326,889)</b>	-	<b>(2,310,929)</b>	(15,960)	0.7%	0.0%

## QLife Financial Report

As of 11/30/2022

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
<b>60 - QLIFE</b>					-	0.0%	0.0%
<b>Revenue</b>	<b>(78,751)</b>	<b>(90,618)</b>	<b>(126,670)</b>	<b>(133,572)</b>	42,954	-32.2%	115.1%
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)	(289)	(700)	(177)	(112)	63.3%	91.7%
421 - MISCELLANEOUS	-	-	-	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
<b>Expense</b>	<b>17,160</b>	-	<b>67,710</b>	<b>6,006</b>	(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%
<b>90 - TRANSFERS</b>	<b>50,000</b>	-	<b>50,000</b>	-	-	0.0%	0.0%
<b>91 - CONTINGENCY</b>	<b>11,591</b>	-	<b>8,960</b>	-	-	0.0%	0.0%
<b>92 - RESERVE</b>	-	-	-	-	-	0.0%	0.0%
<b>93 - UNAPPROPRIATED</b>	-	-	-	-	-	0.0%	0.0%
<b>Grand Total</b>	-	<b>(90,618)</b>	-	<b>(127,565)</b>	36,948	-29.0%	0.0%

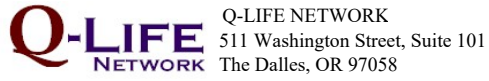


## *Actions Items*

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- [RFP Results – OHSU Casey Eye Institute Project](#)

**BID ANALYSIS**  
**Q-LIFE NETWORK - CASEY EYE INSTITUTE // 405 E 7TH ST THE DALLES, OR**



<b>Casey Eye Institute // 405 E 7th St - The Dalles, OR</b>	<b>C-2</b>	<b>Dry Canyon</b>	<b>HHS</b>	<b>NorthSky</b>	<b>RCI</b>
<b>Provide all labor and materials, less the 12F cable to complete project as designec</b>					
<b>Lump Sum Total:</b>	<b>\$19,655.00</b>	<b>\$17,836.00</b>	<b>\$10,800.00</b>	<b>\$24,440.00</b>	<b>\$9,800.00</b>



## *Discussion Items*

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- Admin & Project Updates
- [Strategic Plan 2023 Updates & Discussion](#)
- BAT Updates
- Oregon Telecommunications Conference Debrief
- [Aristo Technical Management Report](#)



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.

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
12/6/2022

Items of Interest:

- QLIFE damages (Jefferson Street backbone re-route).
  - Waiting for Charter make ready – No movement
  - Asking NWCPUD for a price for replacing the pole with a taller pole.
- Splicing fiber for Downtown, Dry Hollow, and Jefferson Street projects
  - QLIFE has developed new splice cases and spliced nearly all the fiber from recent projects. There is still one case that needs to be developed by Big Jims that will have to wait until after network freeze (holiday period) as a planned maintenance is required for splicing. Additionally, it makes sense to develop this case with other planned maintenance in the region.
- High Density Frame at City Hall.
  - QLIFE has lit up some of the capacity in the new HDF at City Hall.
  - Additional work on this project will take place over the next few months as we coordinate with customers as well as develop new PON splitting equipment to be placed at City Hall..
  - QLIFE is working with colocation customers in an attempt to develop tie cables from their racks into the HDF at City Hall.
- Alpha tests of PON solutions have been initiated.





## *Executive Session*

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