



**AGENDA**  
**QLife Regular Board Meeting**

Thursday, October 26, 2017

12:00 pm

Wasco County Courthouse, 511 Washington Street, The Dalles Oregon  
**Deschutes Room – B08**

12:00 Call to Order

12:00 Approval of Agenda

12:05 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)

- [October 5, 2017 \(September Meeting\) Minutes](#)
- [Financial Documents](#) – *Mike Middleton*
- [Technical Management Report](#) – *John Amery*
- [Administrative Report](#) – *Tyler Stone*
  - o [Mr. Kline's Board Appointment](#)
  - o [Mr. Ahier's Letter of Resignation](#)

12:10 [Maupin Project Update](#)

- [Email Update with Mayor Ewing & Commstructure](#)

12:30 [Executive Session: \(2\)\(g\) Competitive trade or commerce negotiations and \(2\)\(m\)\(E\) Discuss information regarding security of telecom systems and data transmission.](#)

Old/New Business

Next Meeting Dates: Regular Board Meeting – November 23, 2017 at 12:00 pm

Adjourn

*\*Agenda subject to change*

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 October 26, 2017**

- [October 5, 2017 Minutes](#)
- [Financial Reports](#)
- [Technical Management](#)
- [Administrative Report](#)



## MINUTES

QLife Regular Board Meeting  
Thursday, October 5, 2017  
Noon  
Deschutes Room, Wasco County Courthouse

**Call to Order:** Vice President Ms. Long-Curtiss calls the meeting to order at 12:12 pm.

**Roll Call:** Erick Larson, Scott Hege via phone, Darcy Long-Curtiss, John Amery, Keith Mobley, Mayor Lynn Ewing, Tyler Stone, Tawny Cramer, Erik Orton via Skype, Joseph Franell via Skype, Mike Middleton

**Approval of Agenda** – There are no needed changes to the Agenda. Mr. Elliott moves to approve the Agenda as presented. Ms. Long-Curtiss seconds the motion. The motion passes unanimously to approve the October 5<sup>th</sup> Agenda.

**Approval of Consent Agenda**- Ms. Cramer notes that the August Minutes will need to be corrected. In reference to the Maupin Grant process the term EPA needs to be corrected to EDA. Ms. Long-Curtiss decides to keep the Minutes, as amended, in the Consent Agenda. Mr. Hege makes a motion to approve the Consent Agenda as amended. Mr. Elliott seconds the motion. The motion to approve the amended Consent Agenda passes unanimously.

**Commstructure Work Order #16** – Work Order #16 represents the agreement with Commstructure to audit 10% of the poles in the QLife Network and compile that information. Mr. Elliott moves to approve the work order. Mr. Hege seconds the motion. The motion to approve Work Order #16 in agreement for professional services from Commstructure Consulting passes unanimously.

\*\*\*Mr. Hege opts out of hearing the Maupin Update and ends his attendance via phone call.

\*\*\*Mr. Larson joins the meeting at 12:29 pm.

**Maupin Project Update** – Mr. Stone updates the Board on the work that Ms. Carrie Pippinich has been doing to help QLife search for funding to complete the Maupin Project. He also explains that he has put almost all work on hold in Maupin until we have more information about grant funding.

Mr. Stone is also discussing options with NWPUD on how we could possibly work together moving forward with the Maupin Project. One other option he has been considering would be to put the project out to bid but break it down into smaller pieces. Mr. Stone explains that his personal opinion is that option will most likely not save QLife enough money to move forward with current funding.

Mr. Orton adds that is may be a possibility for QLife to purchase the construction materials directly and avoid the material markups by contractors.

Mr. Amery notes that any time a project is broken down into smaller pieces it will result in extra project management, oversight and efforts and that needs to be balanced. Mr. Orton agrees to an extent but still thinks the option is worth further vetting.

Ms. Long-Curtiss updates the Board about her most recent Community Outreach Team; Mr. Hege attended that meeting as

well. The team is working on getting the Scenic Area funding appropriated, if they are successful that funding would be given to MCCED and MCCED would decide what to do with it. There are also three pots of money available through the FCC. The Community Outreach team also submitted the Maupin Project as a shovel-ready project to the EDA, which the EDA is looking for.

Mr. Stone's perception of this project is it may be best to hold off on further decisions until we have the results of our searches for funding. He believes the process should take 90 days.

Mr. Larson feels that the Board should wait until the grant process is vetted before making further decisions regarding the Maupin Project. The end of the 90 days would be about the first of the year and possibly going out to bid around March, which may be a convenient time to draw bidding interest. The Board reaches a consensus to continue to hold work for Maupin until we know our success in locating funding.

The Board also asks that Commstructure works with Mayor Ewing and the City of Maupin to explore options for Maupin crews to install conduit for the Maupin Project to save costs. Mr. Orton and the Board agree to move forward and stay within the remaining Maupin budget of Work Order #15.

Mr. Mobley's opinion is he is not aware of any reasons that Maupin should not be able to perform owner-installs of conduit.

Mr. Middleton updates the Board with the financials.

Mr. Larson asks what QLife's plan is moving forward for capital improvement projects. Mr. Stone explains the Cascade Square project does not look to be a successful venture. Another project that Mr. Stone is working on is the Commodore Building. QLife Administration is working with GorgeNet to explore that.

QLife also has a piece of the damaged fiber into the manufacturer to determine the reason for the fiber failure. Once we know the results of that we can better understand where our Capital funding is going to be appropriated. Also Mr. Franell and Mr. Stone are having discussions with NWPUD on possible partnerships which would be beneficial to both entities.

**Executive Session** – No executive session was held.

The meeting is adjourned at 1:23 pm.

Next meeting will be held on October 26,2017.

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

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Darcy Long-Curtiss, Vice President

## Qlife – Financial Analysis – October 26<sup>th</sup> meeting

### Financial Statements

The Financial Statements through September were already presented at the October 5<sup>th</sup> meeting. For consistency, financial statement creation will be on the monthly basis.

### Receivables

Receivables will now be reported on monthly to the Board. The current Aged Accounts Receivable report as of 10/19/2017 is attached.

- Receivables total \$59,605 as of 10/19/17.
- \$52,565 (80%) of the Receivable Balance is current – under 30 days.
- The remainder - \$7,040 (20%) – is between 60 – 90 days.
  - Only two customers in this position:
    - Design LLC - \$3,600 for 8/1/2017 to 8/31/2017 billed on 7/20/17
      - This appears to be payment cycle time – timeliness of the bill payment does not seem to be a priority.
      - Paid Invoice 60-00049 for service on 7/1/2017 to 7/31/2017 on 10/5/2017.
    - Level 3 Communications - \$3,440 for 8/1/2017 to 8/31/2017 billed on 7/20/17
      - A payment was applied on 9/25/17 but this went to Invoice #60-00057 for the period 9/1/2017 to 9/30/2017. This was due to the customer citing which specific invoice is being paid.

Accounts Receivable Customer Aging Detail As of 10/19/2017  
Wasco County

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Customer: 0398                      Name: CHARTER COMMUNICATIONS                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00069	10/1/2017	CHARTER - COLO/CROSS	0.00	1,200.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			1,200.00	0.00	1,200.00	0.00	0.00	0.00

Customer: 0399                      Name: CITY OF THE DALLES                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00070	10/1/2017	THE DALLES - MONTHLY FEE	0.00	420.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			420.00	0.00	420.00	0.00	0.00	0.00

Customer: 0400                      Name: CITY OF THE DALLES PUBLIC WORKS                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00071	10/1/2017	TD PW - MONTHLY FEE	0.00	400.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			400.00	0.00	400.00	0.00	0.00	0.00

Customer: 0401                      Name: COLUMBIA GORGE ESD                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00072	10/1/2017	CGESD MONTHLY QLIFE FEE	0.00	880.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			880.00	0.00	880.00	0.00	0.00	0.00

Customer: 0402                      Name: DESIGN LLC                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00030	7/20/2017	08/01/2017 - 08/31/2017	0.00	0.00	0.00	3,600.00	0.00	0.00
60-00054	8/21/2017	SIX LEASED FIBERS (3 PAIR)	0.00	3,600.00	0.00	0.00	0.00	0.00
60-00073	10/1/2017	SIX LEASED FIBERS (3 PAIR)	0.00	3,600.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			10,800.00	0.00	7,200.00	0.00	3,600.00	0.00

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**Customer:** 0403      **Name:** NORTH WASCO COUNTY DISTRICT 21      **Phone:**

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00074	10/1/2017	D21 COLONEL WRIGHT	0.00	3,040.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			3,040.00	0.00	3,040.00	0.00	0.00	0.00

**Customer:** 0406      **Name:** GORGE NETWORKS      **Phone:**

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00056	8/21/2017	100 MBPS HOST SERVICE S 15	0.00	250.00	0.00	0.00	0.00	0.00
60-00075	10/1/2017	100 MBPS HOST SERVICE S 15	0.00	5,960.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			6,210.00	0.00	6,210.00	0.00	0.00	0.00

**Customer:** 0407      **Name:** LEVEL 3 COMMUNICATIONS      **Phone:**

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00033	7/20/2017	08/01/2017 - 08/31/2017	0.00	0.00	0.00	3,440.00	0.00	0.00
60-00076	10/1/2017	L3 CROSS CONNECTION	0.00	3,440.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			6,880.00	0.00	3,440.00	3,440.00	0.00	0.00

**Customer:** 0408      **Name:** LIGHTSPEED NETWORKS      **Phone:**

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00077	10/1/2017	LS NETWORKS CHARTER SO A2	0.00	19,350.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			19,350.00	0.00	19,350.00	0.00	0.00	0.00

**Customer:** 0412      **Name:** NOANET WASHINGTON      **Phone:**

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00079	10/1/2017	NOANET BIG EDDY/CENTURYLINI	0.00	5,200.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			5,200.00	0.00	5,200.00	0.00	0.00	0.00

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Customer: 0415                      Name: QUANTUM COMMUNICATIONS                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00082	10/1/2017	QUANTUM 100MB CIRCUIT	0.00	550.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			550.00	0.00	550.00	0.00	0.00	0.00

Customer: 0416                      Name: SAWTOOTH TECHNOLOGIES                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00083	10/1/2017	SAWTOOTH QLIFE MONTHLY	0.00	385.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			385.00	0.00	385.00	0.00	0.00	0.00

Customer: 0418                      Name: STATE OF OREGON                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00084	10/1/2017	OREGON STATE 100 MBPS	0.00	1,250.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			1,250.00	0.00	1,250.00	0.00	0.00	0.00

Customer: 0421                      Name: ZAYO GROUP LLC                      Phone:

<u>Document #</u>	<u>Date</u>	<u>Description</u>	<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
60-00086	10/1/2017	ZAYO CROSS CONNECTION	0.00	3,040.00	0.00	0.00	0.00	0.00
<b>Customer Totals</b>			3,040.00	0.00	3,040.00	0.00	0.00	0.00

		<u>On Account/Credit</u>	<u>Current</u>	<u>30-59 days</u>	<u>60-89 days</u>	<u>90-119 days</u>	<u>over 120 days</u>
<b>Grand Totals</b>		59,605.00	0.00	52,565.00	0.00	7,040.00	0.00

Check Date	Check	Vendor Name	Amount	Invoice	Accounts	Description
10/13/2017	5014	WASCO COUNTY	\$3,863.25	100217	600.60.6000.52398	Tyler & Tawny Administrative time
10/19/2017	5015	COMMSTRUCTURE CONSULTING LLC	\$1,121.25	2017-0527 2017-0528 20170526	600.60.6000.52477 600.60.6000.52477 602.60.6000.52477	On Call Tech Consulting OSP Insight Maupin
10/19/2017	5016	MERINA & COMPANY	\$2,150.00	11321	600.60.6000.52412	Progress billing for professional services rendered in audit of financial statements for FY17
10/19/2017	5017	MOBLEY, KEITH A	\$450.00	100117	600.60.6000.52406 602.60.6000.52406	Legal council Maupin Legal Council
10/19/2017	5018	PUBLIC UTILITY COMMISSION OF, OREGON	\$100.00	92917	600.60.6000.52370	Late fee for OUS 2 filing
10/19/2017	5019	WASCO COUNTY	\$54.02	18-00051	600.60.6000.52116	Reimburse Wasco County for postage
6						

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
10/20/2017

Items of Discussion:

- Aristo Networks has been working with Qlife Administration in efforts to identify potential projects that make sense from an ROI perspective.
- A sample of the believed to be “bad fiber” has been shipped to the manufacturer for analysis.
  - Update (10/20) – Manufacturer has provided QLIFE a report of their analysis of the fiber in question.



## **ADMINISTRATIVE REPORT**

October 23, 2017

### **Transitioning of Finances –**

The financial transition is still in progress. Mike Middleton, Angie Wilson and QLife Administration will be moving forward to begin auditing QLife customer accounts and billing for accuracy. QLife has identified some issues with the billing process which will need vetting and adjustment to ensure accuracy in the future. QLife Administration will continue to update the Board as we progress.

Technical Management and Administration also will be meeting to discuss budget, project tracking, coding and other financial process to help ensure everyone is on the same page and moving in the same direction.

### **Welcoming our newest Board Member, Roger Kline -**

QLife Administration is excited to welcome Mr. Roger Kline to the QLife Board, who will be a great addition and asset to QLife. Mr. Kline is filling the Board vacancy left by Mr. Brian Ahier. Mr. Kline's appointment is attached as well as Mr. Ahier's letter of resignation.

### **Maupin Expenses- Current and Future –**

The QLife Board needs to discuss current and upcoming expenses in Maupin and how QLife is addressing those. Mr. Stone will verbally update the Board.

### **New Quotes and Service Orders –**

- 606 Court Street – All materials have been received and QLife is working in conjunction with Wasco County and their Facilities crew to complete the work. QLife Technical Management will stay in contact with me as the work progresses but tentatively I can say they will start the build next week.
- 250 Steelhead Way – There were a few errors found in the build which John Amery is addressing. This project is almost complete.

- QLife Administrative Staff

[Mr. Roger Kline Appointment to the QLife Board](#)

[Mr. Brian Ahier's Letter of Resignation](#)

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON  
IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF THE APPOINTMENT OF )  
ROGER KLINE TO THE QUALITY LIFE ) ORDER #17-058  
BOARD OF DIRECTORS )

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That the governing body of Wasco County, Oregon, is required to appoint two representatives to the Quality Life Board of Directors; and

IT APPEARING TO THE BOARD: That with the a vacancy exists on the QLife Board of Directors due to the resignation of John Ahers; and

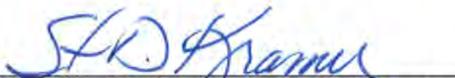
IT FURTHER APPEARING TO THE BOARD: That Roger Kline is willing and is qualified to be appointed to the QLife Board of Directors.

NOW, THEREFORE, IT IS HEREBY ORDERED: That Roger Kline be and is hereby appointed to the Quality Life Board of Directors to serve at the pleasure of the Board of County Commissioners.

DATED this 20<sup>th</sup> day of, 2017.

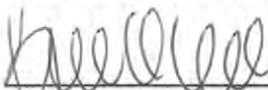
WASCO COUNTY BOARD  
OF COMMISSIONERS

  
Rod L. Runyon, Commission Chair

  
Steven D. Kramer, Vice-Chair

  
Scott C. Hege, County Commissioner

APPROVED AS TO FORM:

  
Kristen Campbell  
Wasco County Counsel

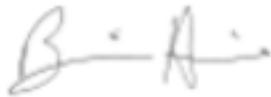
To:

The Q-Life Board of Directors and support staff

It has been an honor to serve on the Q-Life Board of Directors for the past eight years. We have made a great deal of progress and the transition in administrative support and leadership to the arrangement with Wasco County has been fairly smooth and I believe the current Board is well positioned to make the best decisions for the future of the organization and the stakeholders and community at large.

Unfortunately, I will have to resign my seat on the Board effective immediately. We will be moving shortly to the East Coast to be near our family and to better position myself in my career. I appreciate the work you have all put forth to provide robust network connectivity to The Dalles and Wasco County. It has been a privilege to serve alongside you.

Respectfully,

A handwritten signature in black ink, appearing to read "B. Ahier". The signature is written in a cursive style with a horizontal line underlining the first name.

Brian Ahier

## Maupin Project Update

- [Email Update with Mayor Ewing](#)



Tawny Wade <tawnyw@co.wasco.or.us>

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## Q-Life Maupin Project - Follow up w Mayor Ewing

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Dan McNeely <dan@commstructureconsulting.com>

Wed, Oct 18, 2017 at 2:32 PM

To: Erik Orton <erik@commstructureconsulting.com>, "Tyler Stone (tylers@co.wasco.or.us)" <tylers@co.wasco.or.us>, "john@aristonetworks.com" <john@aristonetworks.com>

Cc: "Tawny Wade - Wasco County - Administrative Services (tawnyw@co.wasco.or.us)" <tawnyw@co.wasco.or.us>

Greetings,

I spoke with Mayor Ewing today regarding the possibility of his crews trenching in some of the underground conduit required.

He said that they, the City, would trench in the conduit and backfill if Q-Life provides the conduit and related materials. He is going to effort to find a good time to schedule the work.

The underground on 1<sup>st</sup> street would be a good target for them. It contains approx. 715 of trenching.

I can generate a material list that includes the conduit, sweeps, glue, warning tape, and plugs needed.

If locate wire and pull line are provided, we may be able to get them to place those elements as well.

I also told the Mayor that I would provide them with our design drawings and conduct an onsite, Pre-Construction walk-through with his crew.

He seems very eager to take a bite out of the project and to proceed. He will likely have his guys commence work shortly after the materials are provided.

Thanks,

*Dan*

Dan McNeely

Commstructure Consulting, LLC | 811 Railroad Ave. | Oregon City, OR 97045

971.266.4432 Direct | 503.798.2828 Mobile | 503.343.4134 Main

Communications Infrastructure

Planning | Design | Implementation

[www.commstructureconsulting.com](http://www.commstructureconsulting.com)



## **Executive Session**

- [Customer Outage Report](#)
- [Damaged Fiber Report](#)