



## AGENDA

### QLife Regular Board Meeting

Thursday, April 18, 2019 | 12:00 pm

Wasco County Courthouse, 511 Washington Street, The Dalles Oregon  
Deschutes Room – BO8

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
  - [April 4, 2019 Minutes](#)
- 12:05 [Financial Report](#) – Mike Middleton
  - [March Financial Report, Analysis and Reconciliation](#)
  - [FY 2019-20 Budget](#)
- 12:15 [Action Items](#)
  - [Appointments to Budget Committee](#)
- 12:20 [Discussion Items](#)
  - [Aristo Technical Management Report – John Amery](#)
  - [Oregon Connections Conference](#)
- 12:40 [Outstanding Project Updates](#)
- 1:00 [Executive Session \(2\)\(g\) Competitive trade or commerce negotiations; \(2\)\(m\)\(D\) & \(E\) Discuss information regarding security of telecom systems and data transmission.](#)

#### Old/New Business

Budget Committee Meeting Date: Tuesday, April 30, 2019 at 9:00 AM

Next Board Meeting Date: Regular Board Meeting – Thursday, May 23, 2019 at 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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- [April 4, 2019 Minutes](#)



## MINUTES

QLife Regular Board Meeting  
Thursday, April 4, 2019  
200 E 4<sup>th</sup> St, Harding House Conference Room

**Call to Order** President Hege calls the meeting to order at 12:08 PM

**Roll Call** Tyler Stone, Stephanie Krell, Mike Middleton, Mayor Lynn Ewing, John Amery, Lee Weinstein, Keith Mobley, Scott Hege, Rod Runyon, Carrie Pipinich, Dale Lepper and Erik Orton (via Skype)

### **Approval of the Agenda**

There are no changes needed to the agenda.

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

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

There are no changes or comments regarding the consent agenda.

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

### **Financial Reports**

Mr. Middleton presents the financial report to the board. He notes that we are in the process of reviewing some expenses from the Operations fund which may need to be moved to the Capital fund. Specifically, Network Systems Management and Engineering lines are over budget and it appears that some of those expenses belong in the Capital fund. All adjustments that need to be made should be completed by April. All in all, the Operations fund looks good and reconciliations are up to date. The Maupin fund should be wrapping up by April and the fund will not look so inflated because those scheduled transfers most likely will not be utilized. Mr. Middleton mentions that the budget committee will need to meet so we should discuss potential dates.

Mr. Runyon asks for clarification of Mr. Middleton's note that the concerns expressed last month around transfers out have decreased. Mr. Middleton explains that he was concerned with a trend he was seeing that would affect the transfers out. The trend has since ceased and the concern no longer exists so the transfers out can go on as scheduled.

Mr. Runyon asks Mr. Middleton what he means by "real" income in his report. Mr. Middleton explains that we want to make note that the original transfers in to the Maupin fund from the Capital fund were used to get the project started. This "real" income then refers to revenues that will eventually start coming in to the fund that are neither grant related or transferred in. Mr. Runyon also wonders how Maupin receives revenue. Mayor Ewing and Mr. Stone explain that revenue will come from franchise fees paid by LS Networks directly to the city of Maupin and a percentage of the gross profit from Gorge Net will be paid directly to QLife. Mayor Ewing adds that the city of Maupin will then transfer those franchise fees to QLife on a monthly or quarterly basis. It has not yet been decided. President Hege wants to know what the franchise fees are and Mayor Ewing states that LS Networks pays a 7% franchise fee, monthly rent and a minimum threshold that must be met. President Hege stresses that we need to get a sense of the amount of revenue we estimate to take in for Maupin so it can be used for budget planning.

Mr. Runyon requests context relating to revenues within budget authority and asks if that is a percentage. Mr. Middleton explains that “budget authority” refers to the amount approved at the adopted budget and how much can be spent in each classification.

Mr. Weinstein mentions that he visited Klindt’s bookstore and discussed QLife with them. Klindt’s expressed interest in needing broadband so Mr. Weinstein wanted to know how they or any potential customer would go about getting service through QLife. Mr. Amery explains that they would contact Gorge Net or LS Networks to get started. President Hege is curious if Klindt’s is a location that could be served. Mr. Stone confirms that they could receive service and notes that Gorge Net would be the natural choice because of their use of a looping whereas LS Networks mostly focuses on large commercial customers.

Mr. Runyon refers the classification of “Dues and Subscriptions” in the Operations fund and wants more information on the kinds of purchases that are made for that line. Mr. Stone explains that our dues to the organization that run the annual conference we attend would be an example of purchases that go toward that line. Mr. Runyon also mentions the classification of “Outside Plant Maintenance.” Mr. Stone explains that this is more of a technical term and we consider our fiber our “plant.”

President Hege suggests that we propose a date for a QLife budget meeting and it is decided that April 30, from 9 to 11 AM will tentatively be the date for the budget meeting. He also stresses to the board to think about any hopes for the budget or projects they would like QLife to consider prior to the budget meeting. Mr. Stone informs the board that if they have anything specific that they would like the committee to consider for a draft budget, to send him an email. Mr. Middleton adds that the Capital fund has roughly \$600K for unspecified projects to appropriate. Mr. Stone asks Mr. Runyon to reach out to the city for a representative to serve on the budget committee. Ms. Krell will send Mr. Runyon FY 2018/2019 minutes in order to assist in giving him some context on what has been discussed in the past.

### **Action Items**

#### **CGCC Scholarship**

Ms. Krell informs the board the Columbia Gorge Community College has asked QLife to donate scholarship funds for the 2019-2020 academic year. Mr. Stone adds that in the past, recipients have been from the wind technician program. Mr. Runyon mentions that he attended the luncheon last month and that the students expressed that the scholarship was very much appreciated. Mr. Weinstein wonders if we have ever had scholarship recipients attend a QLife Board meeting and Mr. Stone thinks they may have come once but that most interaction occurs at the annual luncheon. Mr. Weinstein thinks that it would be beneficial for CGCC scholarship recipients to attend a regular board session to learn more about QLife and the importance of the agency. Ms. Krell will reach out to the CGCC representative and extend an invitation. The board expresses a consensus to continue the scholarship donation for the 2019-20 academic year.

### **Discussion Items**

#### **Aristo report**

Mr. Amery informs the board that the damaged fiber around E. 15<sup>th</sup> Street and Jefferson has not been resolved due to workload but he has been directed to make it a priority. The failing fiber surrounding the St. Mary’s Project has been held up for months because of challenge of crossing the railroad and has recently been settled and expects work to start moving forward again.

Mr. Runyon asks Mr. Amery for clarification on the damaged QLife fiber. Mr. Amery explains that either the installers pulled the fiber too tight during installation or it was damaged by squirrels and/or vegetation. The St. Mary’s Project would replace about four miles of this damaged fiber. Mr. Stone asks Mr. Amery to bring in a sample cross section of fiber to show to the board.

Mr. Amery notes that he and Commstructure have been putting a lot of effort into getting our OSPInsight (GIS software) working properly again. He is confident that they are approaching a solution with its failing issues. Mr. Stone asks for more details on the challenges we are facing using OSPInsight and notes that as we go into budget planning, we should consider if this the best program for our needs. Mr. Amery admits that he has had the same thoughts but still believes

that OSPInsight is program we need. The issue that they continue to run into occurs with something new is added to the program and the layers and routes that have been created become corrupted. He mentions that there is a similar system to OSPInsight that we could try, but even with the frustrations, he still believes that is in our best interest to continue using OSPInsight. Mr. Stone expresses that if our data is being corrupted every time we make a change, we should move on to another program so we do not have to continue to pay Commstructure for system clean up. Mr. Amery informs the board that there is a tool that Commstructure has been using during a free trial period which can help detect those errors before we discover a problem. The cost for this tool is about \$2,000. If Mr. Amery and Commstructure find that it works as it should, Mr. Amery will recommend that it be added to our current OSPInsight system.

### **NACo Test It App**

President Hege informs the board that the federal government is responsible for identifying areas that have broadband, but it is the belief by most people that their maps are highly inaccurate. We have seen evidence of this in parts of south county where maps show these areas as fully served when in fact, they are not. NACo has developed the Test It app to gather additional data to bring to the federal government and show them where the holes in broadband exist. When using the app, it will test the area you are in and send the data directly to NACo.

Mayor Ewing asks if the app functions in areas without service and President Hege clarifies that you will need some level of service but that it can distinguish between WiFi and cellular coverage. President Hege asks the board to download the app, test speeds around the community and spread the word to friends and neighbors to do the same. Ms. Pipinich adds that eligibility maps are utilized by MCEDD when considering funding and project planning and stresses how essential it is to provide the federal government with accurate mapping.

### **Maupin Update**

Mr. Orton calls in via Skype at 12:50 PM and updates the board on Maupin and St. Mary's projects. Mr. Orton reports that Mr. McNeely and Mayor Ewing met and scheduled the Grant Alley conduit work to be completed this week or next week. Then, Mr. McNeely will be tasked to reach out to Van Dorn to schedule the completion of their scope. Mr. Orton informs the board that he has spoken to LS Networks and they will be taking care of any further issues that arise with drops.

Mayor Ewing knows of a couple dozen customers that have asked to be connected that have not been connected yet. He also mentioned that Wasco Electric reported over 100 problems with the work that had been done so decided it best to set a meeting and go around town with both Gorge Net and LS Networks to go over the issues. President Hege asks the mayor for an example of the problems Wasco Electric found and Mayor Ewing mentioned too large of a loop in the fiber and fiber hanging off carrier cable. Mayor Ewing believes that Gorge Networks and LS Networks will be able work out who is responsible for remedying these issues. LS Networks found that they had about 30 to 40 connections that do not connect to anyone so they have offered incentives for those not already signed up to connect.

Mayor Ewing also notes that they were digging a ditch this morning to put the conduit in at Grant Alley so he expects that to be complete tomorrow or by the middle of next week. He reports that all of the customers who have been connected are excited but those that have not been connected yet are getting antsy. Mr. Orton saw a message for a request for a customer initially with LS Networks to convert to the home system and LS Networks reported that it was in progress. Mayor Ewing was told that a part-time resident reached out to Gorge Net to get connected but was informed that there was no fiber in the area on Gray Eagle Road, a private road.

President Hege asks Mr. Orton where things stand in regards to the construction contract with Van Dorn. Mr. Orton reiterates that once they complete a final scope, Commstructure will do a final closeout. President Hege asks when Mr. Orton expects that to occur. Mr. Orton explains at once Grant Alley is finished, the project will be considered complete. Mr. Stone asks that all billing be complete before April 30, so QLife can start with a fresh budget for the new fiscal year. Mayor Ewing also adds that according to the Maupin recorder, there is some money remaining that was not utilized because Van Dorn's bid came in under budget. They city hopes to use it for the security system but needs to finalize

some things in accounting to have a more accurate idea of how much funds are left. Mr. Stone informs the board that Mr. Middleton will provide a total project cost at the next meeting.

Mr. Stone asks Mr. Orton for a status update on Gorge Net's wireless service sponsored by the Google grant. Mr. Stone has reached out to Mr. McNeely but has not been able to connect for an update. Mr. Orton is unaware of any update but Mayor Ewing believes that Gorge Net installed it already and is just waiting for the fiber connection for added speed. President Hege is curious as to where free WiFi is currently available in Maupin. Mayor Ewing confirms that it is only available in City Park. Mr. Stone wants to be sure that we do not compete with ourselves. Mayor Ewing adds that it is not generally accessible to residents or businesses and would need to connect for service. President Hege wonders if we should look at the agreement with Google to review what they defined as their expectations. Mr. Stone believes it was just City Park and the Library but will confirm.

### **St. Mary's BB Update**

Mr. Orton updates the board on St. Mary's Project and informs them that Northsky is scheduled to cross the railroad tracks next Tuesday and is also working on remaining cable placement over the next few weeks.

### **OSPInsight**

Mr. Stone asks Mr. Orton about the money we have been spending fixing issues with OSPInsight. Mr. Orton agrees that it might be beneficial to take a serious look at the system and shift to a different and new robust system. He believes it is within our best interest to have an honest conversation with OSPInsight directly before making any changes. Mr. Orton's take on the issues is that ESRI is continually upgrading and changing and OSPInsight is having to adapt to keep up. Mr. Amery asks Mr. Orton if he has used the Map Info system. Mr. Orton informs him that he has not used it himself but Allie at Commstructure has experience with system so she could be a resource if we need more information. Mr. Orton also adds that LS Networks recently moved to using OSPinsight with Map Info.

### **Executive Session**

The Board enters into Executive Session at 1:12 PM

The board exits Executive Session at 2:03 PM

Mr. Stone asks the board for approval to move forward with the Port/Chenoweth build in order to serve a new customer on River Trail Way with a probable project cost of \$128K plus Aristo Networks' cost to help manage the project. He believes the project will come in under \$200K.

***[Mr. Runyon moves to approve Commstructure to put out a bid for the Port/Chenoweth project and the QLife Administrator to move forward if bids come in under a \$150K. Mr. Weinstein seconds the motion, which passes unanimously.]***

The meeting is adjourned at 2:07

The next meeting is scheduled for Thursday, April 18, 2019.

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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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- [February Financial Report](#)
- [February Financial Analysis](#)
- [FY 2019-20 Budget](#)

## Qlife Monthly Report Operations Fund - March 2019

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
<b>Revenue</b>						
Qlife Operations						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	2,000	721	1,296	36.0%	36.0%	(574.82)
INVESTMENT EARNINGS-R Total	2,000	721	1,296	36.0%	36.0%	(574.82)
MISCELLANEOUS-R						
MISC RECEIPTS	200	1,586	1,200	793.0%	600.0%	386.00
MISCELLANEOUS-R Total	200	1,586	1,200	793.0%	600.0%	386.00
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	669,147	489,852	492,253	73.2%	74.8%	(2,401.72)
CONNECT CHARGES	1,000	100	1,700	10.0%	170.0%	(1,600.00)
CHARGES FOR SERVICES-R Total	670,147	489,952	493,953	73.1%	74.9%	(4,001.72)
PASS-THROUGH PAYMENTS-R	-	-	-	#DIV/0!	0.0%	-
Qlife-R Total	672,347	492,258	496,449	73.2%	69.6%	(4,190.54)
Qlife-R Total	672,347	492,258	496,449	73.2%	69.6%	(4,190.54)
Qlife Operations Total	672,347	492,258	496,449	73.2%	69.6%	(4,190.54)
<b>Revenue Total</b>	<b>672,347</b>	<b>492,258</b>	<b>496,449</b>	<b>73.2%</b>	<b>69.6%</b>	<b>(4,190.54)</b>
<b>Expense</b>						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	55,350	41,513	24,687	75.0%	45.7%	16,825.84



**Qlife Monthly Report  
Operations Fund - March 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
ADVERTISING & PROMOTIONS	1,500	1,240	2,837	82.7%	189.2%	(1,597.50)
BLDG REPAIR & MAINT	1,600	-	-	0.0%	0.0%	-
CONTR SRVCS - AUDIT CONTRACT	6,000	4,000	3,650	66.7%	51.8%	350.00
CONTR SRVCS - OTHER	15,100	1,110	3,898	7.4%	129.9%	(2,788.20)
CONTRACTED SERVICES	-	325	3,500	#DIV/0!	#DIV/0!	(3,175.00)
DUES & SUBSCRIPTIONS	3,000	1,449	3,525	48.3%	271.1%	(2,075.79)
EQUIPMENT - NON CAPITAL	5,000	-	1,504	0.0%	#DIV/0!	(1,504.00)
GENERAL GRANTS	2,000	-	3,000	0.0%	150.0%	(3,000.00)
INSURANCE & BONDS	21,000	16,087	15,242	76.6%	72.6%	845.00
LEGAL NOTICES & PUBLISHING	400	334	-	83.4%	0.0%	333.50
MEALS LODGING & REGISTRATION	2,000	1,496	766	74.8%	38.3%	729.92
MISC EXPENDITURES	1,000	1,907	299	190.7%	45.9%	1,608.48
NETWORK COMPONENTS	5,000	-	705	0.0%	14.1%	(705.26)
POSTAGE	200	68	312	33.9%	156.1%	(244.38)
SUPPLIES - OFFICE	200	80	260	40.2%	192.7%	(179.76)
TAXES/PERMITS/ASSESSMENTS	400	785	515	196.3%	128.8%	270.07
TELEPHONE	420	456	347	108.6%	82.6%	109.26
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	464	572	58.1%	81.7%	(107.27)
RENT - OFFICE	7,752	3,203	3,876	41.3%	50.0%	(672.75)
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	3,870	5,148	43.0%	57.2%	(1,278.00)
OUTSIDE PLANT MAINTENANCE	20,000	6,701	17,968	33.5%	41.8%	(11,267.41)
CONTRACTED SVCS - ENGINEERING	20,000	46,028	25,659	230.1%	51.3%	20,368.80
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	51,000	71,102	41,704	139.4%	61.3%	29,397.31
POLE CONNECTION FEES	10,500	12,392	15,088	118.0%	143.7%	(2,696.54)
RIGHT OF WAY FEES	20,075	12,014	15,373	59.8%	77.8%	(3,358.95)
SCHOLARSHIP	2,000	-	2,000	0.0%	100.0%	(2,000.00)
EASEMENTS - NON-CAPITAL	1,000	-	-	0.0%	#DIV/0!	-
<b>MATERIALS &amp; SERVICES-E Total</b>	<b>262,997</b>	<b>226,623</b>	<b>192,436</b>	<b>86.2%</b>	<b>61.7%</b>	<b>34,187.37</b>
<b>CAPITAL OUTLAY-E</b>						
EASEMENTS	-	-	18,000	#DIV/0!	#DIV/0!	(18,000.00)
EQUIPMENT - CAPITAL	20,000	-	-	0.0%	0.0%	-
<b>CAPITAL OUTLAY-E Total</b>	<b>20,000</b>	<b>-</b>	<b>18,000</b>	<b>0.0%</b>	<b>90.0%</b>	<b>(18,000.00)</b>
<b>TRANSFERS OUT-E</b>	<b>372,800</b>	<b>279,600</b>	<b>294,674</b>	<b>75.0%</b>	<b>75.0%</b>	<b>(15,073.47)</b>
<b>Qlife-E Total</b>	<b>655,797</b>	<b>506,223</b>	<b>505,109</b>	<b>77.2%</b>	<b>69.7%</b>	<b>1,113.90</b>

**Qlife Monthly Report  
Operations Fund - March 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Qlife-E Total	655,797	506,223	505,109	77.2%	69.7%	1,113.90
Qlife Operations Total	655,797	506,223	505,109	77.2%	69.7%	1,113.90
<b>Expense Total</b>	<b>655,797</b>	<b>506,223</b>	<b>505,109</b>	<b>77.2%</b>	<b>69.7%</b>	<b>1,113.90</b>

## Qlife Monthly Report Capital Fund - March 2019

Filters	
Fd	601
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
<b>Revenue</b>						
Qlife Capital						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	1,072	21,575	11,870	2012.6%	1107.3%	9,704.54
INVESTMENT EARNINGS-R Total	1,072	21,575	11,870	2012.6%	1107.3%	9,704.54
TRANSFERS IN-R						
TRANSFER FROM QLIFE OPERATING FUND	372,800	279,600	294,674	75.0%	75.0%	(15,073.47)
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	-	0.0%	0.0%	-
TRANSFERS IN-R Total	382,800	279,600	294,674	73.0%	73.1%	(15,073.47)
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	402,872	301,175	306,544	74.8%	72.5%	(5,368.93)
Qlife-R Total	402,872	301,175	306,544	74.8%	72.5%	(5,368.93)
Qlife Capital Total	402,872	301,175	306,544	74.8%	72.5%	(5,368.93)
<b>Revenue Total</b>	<b>402,872</b>	<b>301,175</b>	<b>306,544</b>	<b>74.8%</b>	<b>72.5%</b>	<b>(5,368.93)</b>
<b>Expense</b>						
Qlife Capital						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E	23,000	1,177	4,068	5.1%	13.1%	(2,891.76)
CAPITAL OUTLAY-E						
BUILDINGS	-	-	-	#DIV/0!	0.0%	-

**Qlife Monthly Report  
Capital Fund - March 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	#DIV/0!	-
PRIMARY SYSTEMS	600,000	83,629	21,005	13.9%	10.7%	62,624.32
SECONDARY LINE EXTENSION	200,000	17,709	3,733	8.9%	5.0%	13,975.15
<b>CAPITAL OUTLAY-E Total</b>	<b>880,000</b>	<b>101,338</b>	<b>24,738</b>	<b>11.5%</b>	<b>4.9%</b>	<b>76,599.47</b>
TRANSFERS OUT-E	200,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	224,666	-	-	0.0%	0.0%	-
<b>Qlife-E Total</b>	<b>1,327,666</b>	<b>102,514</b>	<b>28,807</b>	<b>7.7%</b>	<b>2.4%</b>	<b>73,707.71</b>
<b>Qlife-E Total</b>	<b>1,327,666</b>	<b>102,514</b>	<b>28,807</b>	<b>7.7%</b>	<b>2.4%</b>	<b>73,707.71</b>
<b>Qlife Capital Total</b>	<b>1,327,666</b>	<b>102,514</b>	<b>28,807</b>	<b>7.7%</b>	<b>2.4%</b>	<b>73,707.71</b>
<b>Expense Total</b>	<b>1,327,666</b>	<b>102,514</b>	<b>28,807</b>	<b>7.7%</b>	<b>2.4%</b>	<b>73,707.71</b>

## Qlife Monthly Report Maupin Fund - March 2019

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
<b>Revenue</b>						
Qlife - Maupin						
Qlife-R						
Qlife-R						
INTERGOV'T REV - NON SINGLE AUDIT-R						
STATE GRANT	190,000	494,069	167,381	260.0%	43.3%	326,688.26
INTERGOV'T REV - NON SINGLE AUDIT-R Total	190,000	494,069	167,381	260.0%	43.3%	326,688.26
INVESTMENT EARNINGS-R						
INTEREST EARNED	-	1,251	1,633	#DIV/0!	#DIV/0!	(381.62)
INVESTMENT EARNINGS-R Total	-	1,251	1,633	#DIV/0!	#DIV/0!	(381.62)
MISCELLANEOUS-R	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R	200,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	546,000	-	-	0.0%	#DIV/0!	-
UTILITY SERVICE CHARGES	-	-	-	#DIV/0!	0.0%	-
CITY OF MAUPIN FRANCHISE FEES	1,600	-	-	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	547,600	-	-	0.0%	0.0%	-
Qlife-R Total	937,600	495,320	169,014	52.8%	27.4%	326,306.64
Qlife-R Total	937,600	495,320	169,014	52.8%	27.4%	326,306.64
Qlife - Maupin Total	937,600	495,320	169,014	52.8%	27.4%	326,306.64
<b>Revenue Total</b>	<b>937,600</b>	<b>495,320</b>	<b>169,014</b>	<b>52.8%</b>	<b>27.4%</b>	<b>326,306.64</b>

### Expense

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

**Qlife Monthly Report  
Maupin Fund - March 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
ADMINISTRATIVE COST	14,160	494	-	3.5%	0.0%	494.07
INSURANCE & BONDS	1,000	-	-	0.0%	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	2,106	648	105.3%	32.4%	1,458.00
CONTRACTED SVCS - ENGINEERING	-	1,815	279	#DIV/0!	#DIV/0!	1,536.25
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	1,000	384	11,861	38.4%	58.1%	(11,476.76)
BROADBAND SUPPORT	-	-	-	#DIV/0!	0.0%	-
MATERIALS & SERVICES-E Total	19,210	4,799	12,788	25.0%	24.1%	(7,988.44)
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	3,148	#DIV/0!	#DIV/0!	(3,147.50)
PRIMARY SYSTEMS	600,000	541,399	163,212	90.2%	#DIV/0!	378,186.54
SECONDARY LINE EXTENSION	-	-	433	#DIV/0!	0.1%	(433.00)
CAPITAL OUTLAY-E Total	600,000	541,399	166,793	90.2%	29.1%	374,606.04
TRANSFERS OUT-E	10,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	59,160	-	-	0.0%	0.0%	-
Qlife-E Total	688,370	546,198	179,580	79.3%	27.0%	366,617.60
Qlife-E Total	688,370	546,198	179,580	79.3%	27.0%	366,617.60
Qlife - Maupin Total	688,370	546,198	179,580	79.3%	27.0%	366,617.60
<b>Expense Total</b>	<b>688,370</b>	<b>546,198</b>	<b>179,580</b>	<b>79.3%</b>	<b>27.0%</b>	<b>366,617.60</b>

**Qlife Monthly Report**  
**Receivable Summary All Funds March 2019**  
**Accounts Receivable Summary**

<b>Fund</b>	<b>Total Receivable</b>	<b>Current</b>	<b>30-59 Days</b>	<b>60-89 Days</b>	<b>90-119 Days</b>	<b>Over 120 Days</b>
600	30,495.78	11,290.00	-	-	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
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

## **Qlife – Financial Analysis for March 2019 Financial Statements**

The financial statements for March are presented. The information is unaudited and meant for Management use. As a metric, the year is 9/12 or 75.0% complete for a straight-line comparison of actual budget execution. For some expense/revenues, a straight-line assumption is not relevant but it is a good place to start the analysis.

### **Operations Fund**

Revenues for the Operations fund are proceeding according to the budget plan. Current budget execution of Utility Service Charges are 73.2%. While this is not up to the 75.0% expected straight-line, it is close. Annualized, the difference could be about \$12K – this is consistent with prior months. Utility Service Charges are \$2,401 less than last fiscal year. Looking at all revenues, the total is \$4,276 more than last year at this date.

Accounts receivable are at \$30,496. Of this, \$11K is current and the remaining \$19K is over 120 days. The entirety of the delinquent amount (\$19K) is to one client and is in collection procedures. This has been an issue since last fiscal year. As of April 16<sup>th</sup>, only 3 billings from the March billing remain outstanding.

Interest continues to grow although below the budgeted amount in the Operations fund as stated in prior months. This is more than made up by the amount in the Capital fund. The full budget amount of interest entity wide has already exceeded the budgeted amount.

Overall expense budget execution is 77.2%. this is \$14K above the straight-line assumption – the same margin as last month. The spikes in the expense cycle are leveling out and the primary driver at this point is the additional \$13K from FY18 that was paid out of FY19. Staff reviewed the expenditures in the Contracted Services - Engineering and Network System Management to determine if some of this expense should be moved to the Capital Fund. About \$2K has been moved so far. There are several more entries that are prepared and will be posted in April. These move around \$10K to the Capital Fund.

Transfers Out are as budgeted. The transfers will continue as scheduled as the revenues are close to expectations.

Overall, the fund is doing well. Revenues are slightly behind the budget amount but that is not slipping any farther. Expenses are ahead of the straight-line assumption, but not far off. This can be traced to Contracted Services and this is being reviewed to move some of the cost to the Capital Fund if appropriate.

### **Capital Fund**

Revenues for the Capital fund are strong and consistent. Budget execution is at 74.1%. The monthly transfer in from the Operations fund is right on target. The transfer from Maupin will not be happening anytime soon as discuss previously. The project will need to be completed before any real income is



seen here. This is no change from prior months' reports. Additionally the Connect Charges have not happened.

As briefly mention in the Operations section, interest is doing well past budget expectations. Currently the amount is \$21,575. The budgeted amount is \$1,072. So, Capital Interest revenue is only 2,012.6% of the budget in the 9<sup>th</sup> fiscal month. This is on track to pass \$25K by the end of the fiscal year. The way the interest is coming in, \$27K is not unrealistic.

Expenses have continued increasing – currently budget execution is up to 7.7%. This will stay low until there is progress on moving forward on other projects. It looks like about \$10K will be moved in April from the contracted expenses in the Operations Fund to the Capital Fund. This will increase the execution rate, but not significantly.

The fund is in good shape overall and the fund balance continues to grow. This is unchanged from the prior months. The Maupin project is finishing up and should start to generate revenue soon. This will enable repayment to the Capital Fund.

### **Maupin Fund**

The only revenue growth in the last month has been a small amount of interest. Revenues are eagerly anticipated for when the project is completed and the system can work to be self-sufficient.

Expenses are unchanged from February. As of April 16<sup>th</sup>, only \$745 has been added to the expenses. I take this to mean we are getting to the end.

With the significant slowing of expense invoices, there is strong fiscal evidence the project is finishing. The intent is to start generating revenue soon. It has been indicated the residents are getting signed up for service so the franchise fees should start to flow. These will be the first steps to getting the Maupin fund to be self-supporting.

### **Summary**

The organization is in good shape overall. Currently, the Maupin project is not stressing the other funds and only stressing itself. All expenditures are within budget authority.

Reconciliations for March have not been completed yet due to time constraints. These will be addressed before the end of the month.



## *Action Items*

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- [Order 19-001 Appointment of Steve Lawrence](#)
- [Order 19-002 Appointment of Carrie Pipinich](#)
- [Order 19-003 Appointment of Taner Elliott](#)
- [Order 19-004 Appointment of Jacob Dunaway](#)



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

IN THE MATTER OF THE APPOINTMENT OF STEVE LAWRENCE TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

**ORDER #19-001**

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

IT APPEARING TO THE BOARD: That QualityLife Intergovernmental Agency Bylaws require five appointees to the Budget Committee in addition to the Board of Directors being Budget Committee Members; and

IT FURTHER APPEARING TO THE BOARD: That Steve Lawrence is willing and is qualified to be appointed to the QualityLife Intergovernmental Agency Budget Committee; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That Steve Lawrence be and is hereby appointed to the QualityLife Intergovernmental Agency Budget Committee, for a term of three years, with an expiration date of June 30, 2020.

DATED this 18<sup>th</sup> day of April, 2019.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Keith Mobley, QLife Legal Counsel

\_\_\_\_\_  
Scott Hege, President

\_\_\_\_\_  
Darcy Long-Curtiss, Vice President

\_\_\_\_\_  
Dale Lepper, Board Member

\_\_\_\_\_  
Lee Weinstein, Board Member

\_\_\_\_\_  
Rod Runyon, Board Member



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QUALITYLIFE INTERGOVERNMENTAL AGENCY

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DBA "QLIFE NETWORK"

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IN THE MATTER OF THE APPOINTMENT OF CARRIE PIPINICH TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

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**ORDER #19-002**

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

IT APPEARING TO THE BOARD: That QualityLife Intergovernmental Agency Bylaws require five appointees to the Budget Committee in addition to the Board of Directors being Budget Committee Members; and

IT FURTHER APPEARING TO THE BOARD: That Carrie Pipinich is willing and is qualified to be appointed to the QualityLife Intergovernmental Agency Budget; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That Carrie Pipinich be and is hereby appointed to the QualityLife Intergovernmental Agency Budget Committee, for a term of three years, with an expiration date of June 30, 2020.

DATED this 18<sup>th</sup> day of April, 2019.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Keith Mobley, QLife Legal Counsel

\_\_\_\_\_  
Scott Hege, President

\_\_\_\_\_  
Darcy Long-Curtiss, Vice President

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Dale Lepper, Board Member

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Lee Weinstein, Board Member

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Rod Runyon, Board Member



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QUALITYLIFE INTERGOVERNMENTAL AGENCY

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DBA "QLIFE NETWORK"

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IN THE MATTER OF THE APPOINTMENT OF TANER ELLIOT TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

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**ORDER #19-003**

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

IT APPEARING TO THE BOARD: That QualityLife Intergovernmental Agency Bylaws require five appointees to the Budget Committee in addition to the Board of Directors being Budget Committee Members; and

IT FURTHER APPEARING TO THE BOARD: That Taner Elliot is willing and is qualified to be appointed to the QualityLife Intergovernmental Agency Budget; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That Taner Elliot be and is hereby appointed to the QualityLife Intergovernmental Agency Budget Committee, for a term of three years, with an expiration date of June 30, 2020.

DATED this 18<sup>th</sup> day of April, 2019.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Keith Mobley, QLife Legal Counsel

\_\_\_\_\_  
Scott Hege, President

\_\_\_\_\_  
Darcy Long-Curtiss, Vice President

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Dale Lepper, Board Member

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Lee Weinstein, Board Member

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Rod Runyon, Board Member



QUALITYLIFE INTERGOVERNMENTAL AGENCY

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DBA "QLIFE NETWORK"

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IN THE MATTER OF THE APPOINTMENT OF JACOB DUNAWAY TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

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**ORDER #19-004**

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

IT APPEARING TO THE BOARD: That QualityLife Intergovernmental Agency Bylaws require five appointees to the Budget Committee in addition to the Board of Directors being Budget Committee Members; and

IT FURTHER APPEARING TO THE BOARD: That Jacob Dunaway is willing and is qualified to be appointed to the QualityLife Intergovernmental Agency Budget; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That Jacob Dunaway be and is hereby appointed to the QualityLife Intergovernmental Agency Budget Committee, for a term of three years, with an expiration date of June 30, 2020.

DATED this 18<sup>th</sup> day of April, 2019.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Keith Mobley, QLife Legal Counsel

\_\_\_\_\_  
Scott Hege, President

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Darcy Long-Curtiss, Vice President

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Dale Lepper, Board Member

\_\_\_\_\_  
Lee Weinstein, Board Member

\_\_\_\_\_  
Rod Runyon, Board Member



## *Discussion Items*

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- [Aristo Technical Management Report](#)
- [Oregon Connections Conference](#)

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
04/15/2019

Items of Discussion:

- Damaged QLIFE fiber in the region around E. 15<sup>th</sup> and Jefferson.
  - Working on vegetation control plan
- Failing Fiber project (SW section previously referred to as St. Marys)
  - Scheduling splicing over live customers
- Considerable efforts are currently being made to improve OSPInsight quality of documentation. - ongoing





## Program Information

### Oregon Connections: Smart Communities

- [2019 Conference Agenda](#)
- [2019 Keynote Speaker](#)
- [2019 Oregon Connections Awards](#)
  
- [2018 Presentations](#)
- [See who came to the 2018 Conference](#)
- [2018 Slideshow](#)



The Oregon Connections Telecommunications Conference draws attendees from all regions of the country to share ideas, experiences and knowledge about telecommunications.

The 2019 conference presenters and attendees will be exploring **Smart Communities**: strategies, applications, enabling technologies and Oregon initiatives.

Topics include smart cities, Internet of Things, new developing technologies, and smart solutions for rural cities.

### 2019 Conference Agenda

➔ Will be posted here when available

### 2019 Keynote Speaker



### Telecom Conference

**SMART COMMUNITIES**  
24th Annual Conference  
Thurs/Fri, Oct 24-25, 2019

For more information:  
[info@oregonconnections.info](mailto:info@oregonconnections.info)

**REGISTER ONLINE TODAY!**  
**Registration, \$90**  
Early bird registration \$80  
(until Sept 6th)



@ Ashland Hills Hotel

[Program Info & Agenda](#)



## *Outstanding Project Updates*

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## *Executive Session*

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