



AGENDA

QLife Regular Board Meeting

Wednesday, September 29, 2022 | 12:00 PM

Harding House Conference Room– 200 E 4th St., The Dalles, OR

Google Hangouts - 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](#)
- 12:10 Finance
 - [Financial Report, Reconciliation and Analysis](#) – Mike Middleton
- 12:25 Discussion Items
 - [Strategic Plan Update & Discussion](#)
 - BAT Update – Carrie Pipinich
 - Grant Updates – Matthew Klebes
 - Admin Updates – Matthew Klebes & Dan McNeely
 - [Technical Management Report](#) – John Amery
- 12:45 [Executive Session ORS 192.660 \(2\)\(g\) Competitive trade or commerce negotiations, ORS 192.660 \(2\)\(n\)\(D\) Discuss information regarding security of telecom systems and data transmission.](#)

Next Board Meeting Date: October 27, 2022 | 12:00 PM

Adjourn

**Agenda subject to change*

**Executive Session held as needed*

An executive session may, in the discretion of the presiding officer, be called based on one or more of the following: ORS 192.660 (2)(a) Consider employment issues; (2)(e) Real property; (2)(f) Consider exempt records or information; (2)(g) Competitive trade or commerce negotiations; (2)(h) Consult with counsel re litigation; (2)(n)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Consent Agenda

- [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.

These minutes were approved by the QLife Board on _____.

Rod Runyon, Secretary



Financial Reports

- [August 2022 Financial Analysis](#)
- [August 2022 Financial Statement](#)

Qlife – Financial Analysis August 2022 Financial Statements

The financial statements for through the 2nd 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 just starting.

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 \$121,977 which is \$471,936 less than last fiscal year – an apparent 79.5% year over year overall drop. This is due to the Beginning Fund Balance not recorded as revenue yet. Additionally, the interest has not been recorded. The Beginning Fund Balance should come in at \$296,815 which is less than FY22 started with – it is important to note this was a planned draw down.

The Charges for Services are \$121,933 which is 17.4% of the budgeted expectations. This is an increase over FY22 of 4.1% or \$4,833. This is ahead of the budgeted straight-line assumption of 16.7%

Interest has not been recorded at this time due to time constraints. It is being recorded and will be in the next report. It will be minimal in this fund for August – an additional \$55 is waiting to be posted.

The Accounts Receivable has a total outstanding of \$38,093 as of 8/31/2022 – of this \$17,370 is current, with \$15,903 over 60 days and only 4,820 over 120 days. By 9/27/2022, the balance has come down to \$13,420.

Expenditures are well within budgetary expectations. Total expense has executed at 14.9% which is significantly less than last year. This area is subject to change as Finance will be working to verify bills that came in go to the appropriate fiscal period. The review is 90% finished and no additional entries are expected at this time.

Transfers have been executed at 17.6% or \$57,000 YTD which is in line with budget expectations.

Capital Fund

The transfers have not been entered at \$28,500 per month. Additionally, July interest is posted but August is not yet. August interest is an additional \$1,925. This shows interest will be greater than last year to date. Just the July interest already posted is already more than July & August from last fiscal year. Beginning Fund Balance will also be calculated and entered preliminarily this month.

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.

Maupin Fund

As stated in the other funds, Beginning Fund Balance and interest have not been posted yet and the August interest will be an additional \$65 when posted.

The Charges for Services a total of \$7,058 has come in. This is executed at 95.9% and more funds will be coming in on a quarterly basis.

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. Finance is unsure at this time what the plan forward is here. T

Summary

The funds are in good positions. It is early in the fiscal year and due to workload, a few items that should be completed as of this date are still in process. Additionally, the bank reconciliation are completed and will be reviewed.

QLife Financial Report

As of 08/31/2022

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
60 - QLIFE	(599,010)	(66,088)	(1,041,591)	(484,132)	418,044	-86.3%	11.0%
Revenue	(973,797)	(121,977)	(1,402,797)	(593,913)	471,936	-79.5%	12.5%
400 - BEGINNING FUND BALANCE	(271,325)	-	(659,977)	(476,580)	476,580	-100.0%	0.0%
414 - CHARGES FOR SERVICE	(701,572)	(121,933)	(741,420)	(117,100)	(4,833)	4.1%	17.4%
417 - INVESTMENT EARNINGS	(700)	(44)	(1,200)	(233)	189	-81.3%	6.2%
421 - MISCELLANEOUS	(200)	-	(200)	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
Expense	374,787	55,889	361,206	109,781	(53,892)	-49.1%	14.9%
520 - MATERIALS & SERVICES	354,787	55,889	341,206	109,781	(53,892)	-49.1%	15.8%
530 - CAPITAL OUTLAY	20,000	-	20,000	-	-	0.0%	0.0%
90 - TRANSFERS	324,000	57,000	595,020	99,170	(42,170)	-42.5%	17.6%
Expense	324,000	57,000	595,020	99,170	(42,170)	-42.5%	17.6%
550 - TRANSFERS OUT	324,000	57,000	595,020	99,170	(42,170)	-42.5%	17.6%
91 - CONTINGENCY	176,006	-	162,935	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	99,004	-	283,636	-	-	-	-
Grand Total	-	(9,088)	-	(384,962)			

QLife Financial Report

As of 08/31/2022

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
60 - QLIFE	(692,144)	(40,886)	(421,124)	(1,960,369)	1,919,483	-97.9%	5.9%
Revenue	(2,117,598)	(57,680)	(6,812,664)	(2,000,594)	1,942,914	-97.1%	2.7%
400 - BEGINNING FUND BALANCE	(2,089,598)	-	(1,784,664)	(1,846,578)	1,846,578	-100.0%	0.0%
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)	(1,520)	(9,000)	(1,164)	(356)	30.6%	16.9%
421 - MISCELLANEOUS	-	(56,160)	-	-	(56,160)	0.0%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
Expense	1,425,454	16,794	6,391,540	40,224	(23,431)	-58.3%	1.2%
520 - MATERIALS & SERVICES	-	-	-	-	-	0.0%	0.0%
530 - CAPITAL OUTLAY	1,425,454	16,794	6,391,540	40,224	(23,431)	-58.3%	1.2%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
560 - SPECIAL PAYMENTS	-	-	-	-	-	0.0%	0.0%
90 - TRANSFERS	(374,000)	(57,000)	(645,020)	(99,170)	42,170	-42.5%	15.2%
91 - CONTINGENCY	391,019	-	391,019	-	-	0.0%	0.0%
92 - RESERVE	675,125	-	675,125	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	-	-	-	-	-	0.0%	0.0%
Grand Total	-	(97,886)	-	(2,059,539)	1,961,653	-95.2%	0.0%

QLife Financial Report

As of 08/31/2022

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
60 - QLIFE	(61,591)	(7,109)	(58,960)	(127,881)	120,772	-94.4%	11.5%
Revenue	(78,751)	(7,109)	(126,670)	(130,284)	123,174	-94.5%	9.0%
400 - BEGINNING FUND BALANCE	(71,076)	-	(118,610)	(127,560)	127,560	-100.0%	0.0%
412 - INTERGOV REV-NON-SINGLE AUDIT	-	-	-	-	-	0.0%	0.0%
414 - CHARGES FOR SERVICE	(7,360)	(7,058)	(7,360)	(2,645)	(4,413)	166.9%	95.9%
417 - INVESTMENT EARNINGS	(315)	(52)	(700)	(79)	27	-34.6%	16.4%
421 - MISCELLANEOUS	-	-	-	-	-	0.0%	0.0%
422 - PASS THROUGH PAYMENTS	-	-	-	-	-	0.0%	0.0%
490 - OTHER FINANCING	-	-	-	-	-	0.0%	0.0%
Expense	17,160	-	67,710	2,402	(2,402)	-100.0%	0.0%
520 - MATERIALS & SERVICES	15,160	-	16,710	2,402	(2,402)	-100.0%	0.0%
530 - CAPITAL OUTLAY	2,000	-	51,000	-	-	0.0%	0.0%
540 - DEBT SERVICE	-	-	-	-	-	0.0%	0.0%
90 - TRANSFERS	50,000	-	50,000	-	-	0.0%	0.0%
91 - CONTINGENCY	11,591	-	8,960	-	-	0.0%	0.0%
92 - RESERVE	-	-	-	-	-	0.0%	0.0%
93 - UNAPPROPRIATED	-	-	-	-	-	0.0%	0.0%
Grand Total	-	(7,109)	-	(127,881)	120,772	-94.4%	0.0%



Discussion Items

- [Strategic Plan Updates & Discussion](#)
- BAT Updates
- Grant Updates
- Admin Updates
- [Aristo Technical Management Report](#)

SUBJECT: Summary Update on Strategic Plan 2021/2022 Strategies

TO: QLIFE BOARD MEMBERS

FROM: MATTHEW KLEBES, QLIFE ADMINISTRATOR

DATE: 9/28/22

As requested at the prior Board meeting, below are brief updates on each of the strategies identified for 2021/2022 broken out by each of the 5 Goals identified by the Board. This is intended to be used as a brief for discussion at the upcoming Board meeting.

1. Maintain Network and Build Redundancy

1.1. Maintain Equipment

Discussion about methodology for EOL equipment and investments to be made. Future product decisions and direction will guide these decisions.

1.2. Update CIP

Effort has not begun, focus has been executing projects already listed on CIP such as Downtown Overbuild and Dry Hollow Extension

1.3. Identify Single Points of Failure

Completed and continually monitored

1.4. Develop Collocation facility

Completed a design/feasibility study utilizing support from MCEDD/CARES; removal of fuel tank from Wasco County facility.

2. Expand Fiber Network

2.1. Identify areas with limited capacity to develop fiber projects

Identified areas such as Klindt Drive for project of opportunity/RISI report

2.2. Assess maintenance cost and damage risk of new builds

Incorporated in particular for larger South County builds

2.3. Explore partnership with Warm Springs Telecom to serve South Wasco County

Several attempts made to connect with Warm Springs Telecom and Tribal representatives during RISI effort to present and express interest in partnership

2.4. Develop FTTP pricing structure

Effort underway

2.5. Explores options to serve Dallesport/Airport



QualityLife Intergovernmental Agency

Attempted to secure conduit opportunity with Bridge re-decking, potential ODOT conduit available for lease/purchase that needs to be followed up on

3. Improve Qlife's ability secure funds

3.1. Work with partners to secure seek funding

*Strong relationships with City, County, MCEDD, RISI to seek out funding sources.
Developing relationships with PUD and Wasco Electric to coordinating efforts*

3.2. Participate in COT

Washington DC Trip was last week, advocated for Qlife Collocation Facility

3.3. Support efforts to form BAT

Qlife Board participation on BAT formed by Wasco County EDC

3.4. Gather data/analyze gaps in service to demonstrate need

Support for the BAT Speed Test effort to gather data

3.5. Outreach to Legislators on Qlife's VMGs and Specific Projects

Pending

4. Support education and advocacy

4.1. Raise public awareness of Qlife's mission/role/value

Presentation to Wasco County Commissioners, City Council, and NWCPUD

4.2. Provide Scholarships to CGCC

Completed

4.3. Sponsor Broadband events

Sponsored Oregon Telecom Conference in Ashland

5. Drive technological relevance

5.1. Explore operational models for efficiencies

Some research begun but still pending

5.2. Improve Service Order response, customer setup, project management

Analysis on trend lines for Service Order connections/disconnections as well as Service Order tracking system and project management tools such as Gantt Chart for evaluation and identification of opportunities for improvement

5.3. Benchmark what is "high speed internet"

Pending but appears that Federal grant sources are already increasing the expectation

5.4. Review and evaluate unique structure of Qlife for creative solutions

Ongoing



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
9/22/2022

Items of Interest:

- QLIFE damages (Jefferson Street backbone re-route).
 - Waiting for Charter make ready
- Working on materials standards for upcoming FTTH projects.
 - Materials availability is a challenge for some items.



Executive Session

Script Opening Executive Session

The QLife Board will now meet in executive session pursuant to _____

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

- ORS 192.660(2)(a) Employment of Public Officers, Employees & Agents
- ORS 192.660(2)(b) Discipline of Public Officers & Employees
- ORS 192.660(2)(d) Labor Negotiator Consultations
- ORS 192.660(2)(e) Real Property Transactions
- ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection
- ORS 192.660(2)(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- ORS 192.660(2)(i) To review and evaluate the employment-related performance of the Chief Executive Officer of any public body, a public officer, employee or staff member who does not request and open hearing.
- ORS 192.660(2)(j) Public Investments
- ORS 192.660(2)(m) Security Programs
- ORS 192.660(2)(n) To discuss information about review or approval of programs relating to the security of telecommunications systems