



AGENDA
QLife Regular Board Meeting

Thursday June 28, 2018

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*)
 - May 24, 2018 Minutes
 - Technical Management Report – John Amery
- 12:10 Financial Reports –Mike Middleton
- 12:30 Wasco County/QLife IGA
- 12:40 Maupin Update –Dann McNeely
- 12:55 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 – June 28, 2018 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.



MINUTES

QLife Regular Board Meeting
Thursday, May 24, 2018
Noon
Deschutes Room, Wasco County Courthouse

Call to Order- Vice President Ms. Darcy Long-Curtiss calls the meeting to order at 12:06 p.m.

Roll Call- Taner Elliott, Tyler Stone, Darcy Long-Curtiss, Tawny Cramer, Dale Lepper, John Amery, Keith Mobley, Carrie Pipinich, Mike Middleton , Dan McNeely (via Skype)

Agenda Approval: {{{Mr. Elliott moves to approve the agenda. Mr. Lepper seconds the motion. The motion passes unanimously. }}}

Approval of the Consent Agenda-

There are no changes or comments regarding the consent agenda.

{{{Mr. Elliott moves to approve the consent agenda. Mr. Lepper seconds the motion, which passes unanimously.}}}

Financial Reports –

Mr. Middleton addresses the Board describing the Operations Fund Revenues are at 86.7% execution. This is on pace and slightly ahead of the planned budget amount at this time. There are a few customers that are 30 days past due, which is typical of these particular customers.

Expenses for the Operational Budget are executed at 72.3%, which is on target. Overall this fund is in good shape and is progressing as planned.

The Capital Fund is in good shape as well. None of the funds that are expected to be transferred to the Maupin budget have occurred yet. The Maupin Fund and Project will require further discussion concerning its interaction with this account in the future.

The Maupin Fund has been awarded two grants, through the City of Maupin, that should be arriving near the end of FY18 or early in FY19. According to the most recent bids, the recent grant monies should cover the project costs.

Taken as a whole, the organization is in good shape. The grant rewards coming in should take care of the Maupin Project and satisfy the fund as a whole.

Maupin Update –The City of Maupin would like to address a potential security system added to the current project in place. All parties agree it may be better to discuss this project when a more complete project cost is understood. The Board agrees when the project is further along they can discuss additions such as a security system addition.

Van Dorn has been noticed proceed with underground portions. Commstructure has a meeting to discuss the issues with overlashings with WEC and will continue to move forward as soon as possible while keeping Administration informed. Van Dorn will continue with any work that is available until the project can move forward.

Adoption of Budget resolution 18-001 – {{{Mr. Elliot moves to approve the adopted Budget Resolution FY 18/19. Mr. Lepper seconds the motion. The motion passes unanimously.}}}

Executive Session-

The Board enters in Executive Session at 12:52 p.m.

The Board exits Executive Session at 1:23 p.m.

Meeting adjourned at 1:32 p.m.

These minutes were approved by the QLife Board on _____.

Taner Elliott, Secretary

Aristo Networks LLC
Technical Management Report
By
John Amery
6/14/2018

Items of Discussion:

- Damaged QLIFE fiber in the region around E. 15th and Jefferson.
 - Currently reviewing alternate path options to bypass wooded area.
- Failing Fiber project (SW section previously referred to as St. Marys)
 - Require board direction.



Financial Reports

- [May 2018 Financial Analysis](#)
- [May 2018 Financial Report](#)
- [May 2018 Checklist](#)

Qlife – Financial Analysis for May 2018 Financial Statements

Financial Statements

The financial statements through April are presented. The information is unaudited and meant for Management use. As a metric, the fiscal year is 91.7% complete as of May 31st (11 out of 12 months). This metric can be useful when evaluating linear revenues and expenses.

Operations Fund

As of the end of May, Utility Service Charges are at 95.1% of budget execution. This is slightly ahead of the planned budget amount by about 3.4% or about \$22K. Connection charges are also above budget expectations however the amount is only \$700 although the percentage looks very large (170% budget execution).

Interest is only at 42.0% budget execution. This has been discussed in prior months and is due to allocating based on cash balance. Overall, interest exceeds the budgeted amount, but it is mostly in Capital as this is where the cash balance is kept. See the Capital Fund section for more details.

Accounts receivable have increased substantially. The balance as of 5/31/18 is \$77,760.78. The \$6,640 that was 30-59 days overdue last month is now 60-89 days overdue. One appears to be a misapplied payment as invoices after the overdue invoice have been paid. But for two other vendors, there is a pattern of invoices increasing. Both of these vendors also have an invoice in the 30-59 days overdue. The vendors are being contacted for payment and a verbal update will be provided at the board meeting of the current status. Additionally, only 7 accounts have paid their May bill as of 6/11/18. This will be reviewed and updated verbally at the next board meeting.

Expense for the fund has an overall budget execution of 78.6% which is great. Reviewing Materials & Services are only at 63.9% budget execution and Capital Outlay is at 91.7% budget execution. Everything is on track to be completed with the budgeted amounts for the fiscal year. While some lines are above the budget expectation, overall the spending is within the legal level of control – budget adoption resolution. Expected expense costs through June are not forecast to change the result.

The fund is in good shape and progressing as planned.

Capital Fund

The Capital Fund is in good shape. Transfers in from the General (Operations) Fund are right on schedule. There are no transfers from the Maupin Fund which is the expected result. Although budgeted, this was just in case the amounts were able to be repaid.

Interest is the big mover for this fund. It was budgeted at \$1,072 – actual interest to date is \$15,634. It is considerably more than was originally budgeted across all three funds. Just over \$4K had been budgeted total and total interest to date is \$19,137.

There have been no connection charges and as of the date of this report I am not aware of any coming.

Expenses are still at 2.5% budget execution – same as last month. None of the costs are out of the ordinary.

None of the transfer to the Maupin fund has been executed nor is it planned to be done. The City of Maupin received two grants that will cover costs making the transfer unnecessary except as a backup “just in case” budgeting item.

Overall the Capital Fund is doing well especially since the pressure has been relieved for covering the Maupin Fund build out.

Maupin Fund

Currently the only revenue in FY18 is the state grant which is still only at a 43.3% execution for FY18. This is unchanged from last month. Interest has come in at \$1,989 which is nice considering \$0 had been budgeted to be expected. There are no charges for services to date and the franchise fees (budgeted in miscellaneous) are also \$0. These amounts have been significantly revised for the next budget cycle. The transfer has also not been executed and at this point is not expected to be. The reason is very positive – Maupin was awarded two (2) grants (\$500,000 and \$46,000) that should be arriving either near the end of FY18 or early in FY19.

Expenses are only 28.3% of budget execution. This is due to the project being on hold while the financial portion was resolved. This should start moving in June.

Overall things are looking solid for the Maupin Fund. The state grants will provide the financial assistance to complete the project without being a burden on the Capital Fund. The transfer from the Capital fund should not be needed in FY18 but due to the terms of the grants may be needed in FY19 (next fiscal year). It is budgeted in next fiscal year also, but is more of a “just in case” item and the intent is to not need the transfer.

Summary

Taken as a whole, the organization is going good. The resolution of the financing for the Maupin project provides stability to the organization for moving forward.

Qlife Monthly Report

Operations Fund - May 2018

Filters

Fd	600
Cat	(Multiple Items)

Data			
Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Revenue			
Qlife Operations			
Qlife-R			
Qlife-R			
INVESTMENT EARNINGS-R			
INTEREST EARNED	3,600	1,514	42.0%
INVESTMENT EARNINGS-R Total	3,600	1,514	42.0%
MISCELLANEOUS-R			
MISC RECEIPTS	200	1,200	600.0%
MISCELLANEOUS-R Total	200	1,200	600.0%
CHARGES FOR SERVICES-R			
UTILITY SERVICE CHARGES	658,347	625,800	95.1%
CONNECT CHARGES	1,000	1,700	170.0%
CHARGES FOR SERVICES-R Total	659,347	627,500	95.2%
PASS-THROUGH PAYMENTS-R			
E-RATE REIMBURSEMENTS	50,000	-	0.0%
PASS-THROUGH PAYMENTS-R Total	50,000	-	0.0%
Qlife-R Total	713,147	630,213	88.4%
Qlife-R Total	713,147	630,213	88.4%
Qlife Operations Total	713,147	630,213	88.4%
Revenue Total	713,147	630,213	88.4%
Expense			
Qlife Operations			
Qlife-E			
Qlife-E			
MATERIALS & SERVICES-E			
ADMINISTRATIVE COST	54,000	40,500	75.0%
ADVERTISING & PROMOTIONS	1,500	2,837	189.2%
BLDG REPAIR & MAINT	1,600	-	0.0%
CONTR SRVCS - AUDIT CONTRACT	7,050	3,650	51.8%
CONTR SRVCS - OTHER	3,000	7,998	266.6%
DUES & SUBSCRIPTIONS	1,300	3,525	271.1%
EQUIPMENT - NON CAPITAL	-	1,504	#DIV/0!
GENERAL GRANTS	2,000	3,000	150.0%
INSURANCE & BONDS	21,000	15,242	72.6%
LEGAL NOTICES & PUBLISHING	400	36	9.0%
MEALS LODGING & REGISTRATION	2,000	964	48.2%

**Qlife Monthly Report
Operations Fund - May 2018**

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
MISC EXPENDITURES	650	295	45.3%
NETWORK COMPONENTS	5,000	730	14.6%
POSTAGE	200	312	156.1%
SUPPLIES - OFFICE	135	361	267.2%
TAXES/PERMITS/ASSESSMENTS	400	415	103.8%
TELEPHONE	420	415	98.9%
TRAINING & EDUCATION	700	514	73.4%
UTILITIES - WALNUT ST	700	684	97.7%
RENT - OFFICE	7,752	3,876	50.0%
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	5,994	66.6%
ESD E-RATE PASS THROUGH	50,000	-	0.0%
OUTSIDE PLANT MAINTENANCE	43,000	23,255	54.1%
CONTRACTED SVCS - ENGINEERING	50,000	30,354	60.7%
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	68,000	47,262	69.5%
POLE CONNECTION FEES	10,500	15,088	143.7%
RIGHT OF WAY FEES	19,750	20,442	103.5%
SCHOLARSHIP	2,000	2,000	100.0%
MATERIALS & SERVICES-E Total	362,057	231,252	63.9%
CAPITAL OUTLAY-E			
EASEMENTS	-	18,000	#DIV/0!
EQUIPMENT - CAPITAL	20,000	-	0.0%
CAPITAL OUTLAY-E Total	20,000	18,000	90.0%
TRANSFERS OUT-E	392,898	360,157	91.7%
Qlife-E Total	774,955	609,408	78.6%
Qlife-E Total	774,955	609,408	78.6%
Qlife Operations Total	774,955	609,408	78.6%
Expense Total	774,955	609,408	78.6%

Qlife Monthly Report Capital Fund - May 2018

Filters

Fd	601
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Revenue			
Qlife Capital			
Qlife-R			
Qlife-R			
INVESTMENT EARNINGS-R			
INTEREST EARNED	1,072	15,634	1458.4%
INVESTMENT EARNINGS-R Total	1,072	15,634	1458.4%
TRANSFERS IN-R			
TRANSFER FROM QLIFE OPERATING FUND	392,898	360,157	91.7%
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	0.0%
TRANSFERS IN-R Total	402,898	360,157	89.4%
CHARGES FOR SERVICES-R			
CONNECT CHARGES	19,000	-	0.0%
CHARGES FOR SERVICES-R Total	19,000	-	0.0%
Qlife-R Total	422,970	375,791	88.8%
Qlife-R Total	422,970	375,791	88.8%
Qlife Capital Total	422,970	375,791	88.8%
Revenue Total	422,970	375,791	88.8%
Expense			
Qlife Capital			
Qlife-E			
Qlife-E			
MATERIALS & SERVICES-E	31,000	4,068	13.1%
CAPITAL OUTLAY-E			
BUILDINGS	232,000	-	0.0%
PRIMARY SYSTEMS	196,000	22,055	11.3%
SECONDARY LINE EXTENSION	75,000	3,756	5.0%
CAPITAL OUTLAY-E Total	503,000	25,811	5.1%
TRANSFERS OUT-E	220,000	-	0.0%
RESERVE FOR FUTURE EXPENDITURES-E	464,600	-	0.0%
Qlife-E Total	1,218,600	29,879	2.5%
Qlife-E Total	1,218,600	29,879	2.5%
Qlife Capital Total	1,218,600	29,879	2.5%
Expense Total	1,218,600	29,879	2.5%

Qlife Monthly Report

Maupin Fund - May 2018

Filters

Fd	602
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Revenue			
Qlife - Maupin			
Qlife-R			
Qlife-R			
INTERGOV'T REV - NON SINGLE AUDIT-R			
STATE GRANT	386,581	167,381	43.3%
INTERGOV'T REV - NON SINGLE AUDIT-R Total	386,581	167,381	43.3%
INVESTMENT EARNINGS-R			
INTEREST EARNED	-	1,989	#DIV/0!
INVESTMENT EARNINGS-R Total	-	1,989	#DIV/0!
MISCELLANEOUS-R	6,000	-	0.0%
TRANSFERS IN-R	220,000	-	0.0%
CHARGES FOR SERVICES-R			
UTILITY SERVICE CHARGES	4,000	-	0.0%
CHARGES FOR SERVICES-R Total	4,000	-	0.0%
Qlife-R Total	616,581	169,370	27.5%
Qlife-R Total	616,581	169,370	27.5%
Qlife - Maupin Total	616,581	169,370	27.5%
Revenue Total	616,581	169,370	27.5%
Expense			
Qlife - Maupin			
Qlife-E			
Qlife-E			
MATERIALS & SERVICES-E			
ADMINISTRATIVE COST	14,160	-	0.0%
INSURANCE & BONDS	1,000	-	0.0%
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	648	32.4%
CONTRACTED SVCS - ENGINEERING	-	279	#DIV/0!
POLE CONNECTION FEES	1,050	-	0.0%
CONTRACTED SVCS - WIFI	20,400	11,909	58.4%
BROADBAND SUPPORT	14,352	-	0.0%
MATERIALS & SERVICES-E Total	52,962	12,836	24.2%
CAPITAL OUTLAY-E			
EQUIPMENT - CAPITAL	-	3,148	#DIV/0!
PRIMARY SYSTEMS	-	171,599	#DIV/0!
SECONDARY LINE EXTENSION	573,875	433	0.1%
CAPITAL OUTLAY-E Total	573,875	175,179	30.5%
TRANSFERS OUT-E	10,000	-	0.0%

Qlife Monthly Report Maupin Fund - May 2018

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
RESERVE FOR FUTURE EXPENDITURES-E	28,320	-	0.0%
Qlife-E Total	665,157	188,015	28.3%
Qlife-E Total	665,157	188,015	28.3%
Qlife - Maupin Total	665,157	188,015	28.3%
Expense Total	665,157	188,015	28.3%

Qlife Monthly Report
Receivable Summary All Funds May 2018
Accounts Receivable Summary

Fund	Total Receivable	Current	30-59 Days	60-89 Days	90-119 Days	Over 120 Days
600	77,760.78	48,490.00	3,425.00	6,640.00	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-

Check Listing Issued May 2018

Check Date	Check Number	Vendor Name	Amount	Pay to name	Invoice	Description
5/4/2018	5111	CLASS ACT CATERING AND CAFE	\$137.55	CLASS ACT CATERING AND CAFE	176	Budget/Board meeting April 2018
5/4/2018	5112	COMMSTRUCTURE CONSULTING LLC	\$8,073.49	COMMSTRUCTURE CONSULTING LLC	2018-0336 2018-0339	Work order 15 Maupin Fund General Fund General Fund General Fund
5/4/2018	5113	GORGE NETWORKS	\$48.00	GORGE NETWORKS	I-1586300	Monthly Maintenance Contract
5/10/2018	5114	AMERY, JOHN	\$7,718.13	JOHN AMERY	1127 1120 1126	Base Retainer 2018 GN Bryan Pipe Circuit switchover progress April Qlife oversight for April 2018
5/10/2018	5115	MOBLEY, KEITH A	\$1,026.00	KEITH A MOBLEY	50118	Q;ofe 1432-14-18 4.70 hrs Qlife Maupin 1555-15 1.0 hr
5/10/2018	5116	THE DALLES CHRONICLE	\$24.00	THE DALLES CHRONICLE	59920	Qlife Budget Committee Notice
5/18/2018	5117	CITY OF THE DALLES	\$5,069.00	CITY OF THE DALLES	6304127	ROW fees February, March & April
5/18/2018	5118	NORTH SKY COMMUNICATIONS	\$1,731.60	NORTH SKY COMMUNICATIONS	51788	MR-18-Emergency
5/18/2018	5119	NORTHERN WASCO COUNTY PUD	\$53.21	NORTHERN WASCO COUNTY PUD	50718	1112 Cherry Heights



Wasco County/QLife IGA

- [Wasco County/ QLife IGA](#)

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLIFE)
AND
WASCO COUNTY (COUNTY)**

Recitals:

1. WHEREAS, the State of Oregon has declared it a matter of statewide concern to promote intergovernmental cooperation for the purpose of furthering economy and efficiency in local government; and
2. WHEREAS, the legislature has given general authority for intergovernmental agreements by units of local government pursuant to the provisions of ORS 190.010 et. seq; and
3. WHEREAS, QLife is an intergovernmental agency created by an agreement between the City of The Dalles and Wasco County for the purpose of providing broadband services to the community; and
4. WHEREAS, it is the intent of QLife to manage and operate its telecommunications system by contracting out for needed operational services; and
5. WHEREAS, Section 1.37 of the Intergovernmental Agreement creating the QLife Agency provides that each party “may provide in-kind services to further the purposes of the IGA (Intergovernmental Agreement) as each Party deems necessary or desirable” and further, that such in-kind services “shall not be reimbursed from the IGA or other parties, unless otherwise agreed;” and
6. WHEREAS, the County has determined it has the ability to provide needed administrative and clerical services for QLife previously provided by City of The Dalles without significantly impacting the County’s ability to perform its normal operations (and may in the future also assume financial accounting services currently being provided by City of The Dalles) and the County and QLife have agreed the County should be appropriately compensated for the services to be provided to QLife; and
7. WHEREAS, QLife has the financial ability to compensate the County for services to be provided to QLife, as QLife has been actively providing service to customers and collecting fees for those services; and
8. WHEREAS, the parties desire to enter into an intergovernmental agreement which outlines the services the County will provide to QLife, the compensation to be paid to the County by QLife for such services, and how such compensation will be paid.

NOW, THEREFORE, the parties agree as follows:

Section I: County Duties: In consideration of the compensation to be paid to the County under Section II, the County agrees to provide the following services upon request from designated QLife

officials:

- A. Financial Accounting Services as follows: (The City of The Dalles will continue to provide these services at the same level as it has in the past, from April 1, 2016 until such time as County is ready and able to assume responsibility for these service from the City.) At the same standard the County provides for its own Fund accounting, as to:
1. Budgeting – All activities required by the State of Oregon budget law including preparation of the annual budget and submittal to the QLife Board of monthly budget report showing expenditures and revenues.
 2. Purchasing and contractual duties as required by the Agency’s Contract Review Board Rules.
 3. Accounts Payable – a minimum of twice a month payments.
 4. Accounts receivable including monthly billing of customers.
 5. General ledger accounting.
 6. Assist Auditor with annual audit.
- B. Secretarial Services – Attend Board meetings, take minutes, send out necessary meeting notices, prepare documents and correspondence for Board. See Attachment A for detail regarding secretarial services.
- C. Administrative Services – QLife shall pay the County for administrative services annually the sum of \$15,000.00 as a retainer for services provided by the County Administrative Officer or other paid County officials, on behalf of QLife.

QLife’s reimbursement for administrative services will not include time County staff spends looking out for the interest of the County by reviewing documents for the County, attending meetings for the County, and preparing reports and information on QLife issues for the County Board of Commissioners.

- D. COUNTY shall submit bills to QLife and be reimbursed quarterly, for services provided in accordance with this agreement, including, but not limited to, preparation of QLife documents, correspondence, meetings, working with other QLife contractors, customers and others, responding to inquiries by e-mail, telephones, or in person. See Attachments A & B for detail regarding administrative services.

Section II: QLife Duties: In consideration of the services provided by County, QLife agrees as follows:

- A. To compensate County for financial and secretarial services based on actual salary paid employee providing the service plus the cost of the following: Health Insurance, Retirement, FICA, Workers Comp Insurance and Life Insurance fringe benefits. The County overhead costs

or materials will be charged, except for actual postage cost.

B. All invoices for services will be due and payable within 15 days of the date of the invoice.

Section III: General Terms:

A. Term of the Agreement - This contract shall commence upon the first day of April, 2016, and the initial term of the contract will continue until June 30, 2017. Thereafter, this contract will be renewed on an annual basis beginning with the term that will commence on July 1, 2017, unless either party provides written notice of intent to terminate this contract at least sixty (60) days prior to June 30th of each year thereafter. The contract may also be terminated at any time by mutual agreement of both parties.

B. Assignment - The responsibility for performing the services under the terms of this agreement shall not be assigned, transferred, delegated, or otherwise referred by the County to a third party without prior written consent of QLife.

C. Indemnification - Each party shall hold harmless and defend the other party, its officials, agents, and employees from and against any and all claims, damages, lawsuits, and expenses, including attorney fees, that is the result of an error, omission or negligent act of either the County or QLife arising from the performance or non-performance of any of their respective duties set forth in this agreement.

D. Attorney fees. If by reason of any default on the part of either QLife or the County, litigation is commenced to enforce any provision of this agreement or to recover for a breach of any provision of this agreement, the prevailing party shall be entitled to recover from the other party, in addition to costs and disbursements, reasonable attorney fees in such amount as is fixed by the court.

C. Notices - All notices required to be given under this agreement as required by law shall be in writing and delivered to the parties that follow:

QLife, Board President
c/o Administrator
511 Washington Street
The Dalles, OR 97058

Chairman, Board of Commissioners
Wasco County Courthouse
511 Washington Street
The Dalles, OR 97058

F. Applicable laws - The laws of the State of Oregon shall be used in construing this Agreement, including determinations concerning the enforcement of the respective rights and remedies of the parties.

G. Merger - There are no other undertakings, promises, or agreements either oral or in writing other than that which is contained in this agreement. Any amendments to this agreement shall be in writing and executed by both parties.

H. Subordination to Intergovernmental Agreement – This agreement shall be considered subordinate to the Intergovernmental Agreement creating QLife Intergovernmental Agency signed by the City of The Dalles and Wasco County. In case of any conflict between this agreement and the Intergovernmental Agreement, the Intergovernmental Agreement shall be

ATTACHMENT A – SECRETARIAL DETAIL

Title: QLife Secretary

1. State and Federal forms including: FCC Forms 477, 473, 498 and certifying BEARS (e-rate invoices that the school district and ESD create), Form L and annual fee statement.
2. Answer phones, direct inquiries to the appropriate person, assist customers with billing questions (in coordination with Finance)
3. Process invoices, coordinate with technical manager when projects are complete and ready to bill as well as if incoming invoices are pass through.
4. Keep spreadsheets of projects that have an up to limit so that we don't over bill.
5. Spreadsheet for all payments made (monthly for board packet)
(This duty to be performed by City until transfer of Financial Services to County completed)
6. Spreadsheet of all customers and charges identified by SO
7. Create Invoice to QLife for staff time
8. Create SO's and make sure numbers are correct, billing is clear and fully executed
9. Coordinate with City of The Dalles finance to assure A/P and A/R are accurate, signature cards for checking account and credit card are up to date
10. Code and forward all invoices to Board President for authorization
11. Create draft agendas - assure Board packets are complete and are distributed in a timely fashion
12. Attend all board meetings and take minutes
13. Create and work trade booths
14. Maintain QLife website
15. Keep records of resolutions

ATTACHMENT B – ADMINISTRATIVE SERVICES DETAIL

Title: QLife Administrator

Duties and Responsibilities:

Section 1: Administrative Structure and Responsibilities

The Administrator is the Chief Appointed Officer of QLife and works under the general direction of the QLife Board.

Section 2: Duties

The Administrator's duties shall include the following:

1. Coordinate with and obtain the assistance of the QLife Attorney as needed.
2. Monitor QLife's other contracts for services (i.e.; engineering, network technical operation, GIS and finance).
3. Be QLife's primary contact for current and new customers desiring QLife services; including providing quotes and completing and implementing service orders with assistance of QLife's Engineer and Network Technician.
4. Manage all other leases, contracts and agreements that QLife has or may enter into.
5. Fill out and submit all required Local, State and Federal reports, forms and permits with the assistance of QLife's Attorney, as needed.
6. Prepare the QLife budget and be responsible for monitoring revenues, expenditures, and obligations. The Administrator will adhere to QLife's Purchasing Policy.
7. Work with the City of The Dalles Finance Director on financial issues and transactions.
8. Be the project manager on all construction projects for QLife unless otherwise directed by the Board. This will include bid preparation and subsequent compliance by the contractor.
9. Implement QLife's Strategic plan including all goals and objects and give regular reports to the Board on the progress of each.
10. Prepare and implement a five (5) year capital improvement plan with regular reports to the Board.
11. Pursue grant opportunities and prepare grant applications.
12. Record Board Meetings and produce and maintain records of all Board activities, including but not limited to agendas, notice of meetings, minutes, and correspondence.
13. Maintain records and filing systems and all other administrative functions pertaining to QLife.
14. Attend Board meetings and provide a monthly report to the Board on QLife's activities.
15. In consultation with the Board Chair, prepare the Agendas for QLife Board meetings and provide reports on action and discussion items as needed.

16. Attend meetings and conferences pertaining to management and operation of QLife and be reimbursed for reasonable expenses incurred in such travel.
17. Work a schedule that best meets the needs of QLife as approved by the Board.
18. From time to time may be assigned additional tasks or responsibilities that can be accomplished within the time allotted under the contract.



Maupin Update

- [Update from Commstructure\(return to agenda\)](#)



Executive Session

- [Customer Outage Report](#)

Qlife – Executive Session

Customer Outage Report

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New Events

Customer	Issue	Resolution	Status
Gorge Networks	Reboot of QLIFE core switch	<p>A core QLIFE switch rebooted 3 times over a 3 month period (once per month).</p> <p>After the 3rd reboot QLIFE took a more proactive approach towards resolution. We replaced the switch that was rebooting. We also updated the firmware on all similar switches. We also turned off customer ports that had been left open for testing / transition purposes.</p> <p>While the root cause of the issue is not positively known at this time I am leaning towards two likely causes:</p> <p>1) Firmware bugs. There were two fixes in the updated firmware which potentially could have fixed symptoms similar to what were exhibited. One fix was related to allocating more switch memory. The other fix was related to 4k arp requests at 20k stream causing switch issues.</p> <p>2) Norcor. All symptoms currently known were exhibited towards customers that have interfaces facing Norcor. I believe it is possible that a switch broadcast storm developed from Norcor and may have passed through QLIFE to our end customers (City, Gorge.net, LSN).</p> <p>It should also be noted that while we did locate and turn down some potential ports on the QLIFE network that could have created a switch loop, it is not currently believed a loop was created as the</p>	CLOSED but watching

Customer	Issue	Resolution	Status
		<p>customers on those ports did not represent any changes to their network took place during this timeframe.</p> <p>Moving forward. If the symptoms show up again on QLIFE's network the next step would be to reconfigure our network utilizing more physical separation vs virtual separation of customer services.</p> <p>It should be noted that under a QLIFE emergency maintenance I performed testing of QLIFE's internal MSTP protocols (another possible source of the issues). I did not perceive any issues during my testing.</p>	

Outstanding Open Tickets

Customer	Issue	Resolution	Status
LSN	1 of 2 fibers in a dark pair broke on one of LSN's back bone routes out of The Dalles on QLIFE's fiber.	<p>Aristo initiated an Emergency Maintenance and brought in Northsky to re-route the failed fiber to an alternate fiber. During this maintenance it was determined that more than one fiber is damaged at this location.</p> <p>Currently reviewing long term options.</p>	<p>OPEN</p> <p>Customer stable</p>
QLIFE	Monitoring Server Database corrupted	System currently up and working however requires additional maintenance and cleanup.	OPEN