



AGENDA

QLife Regular Board Meeting

Wednesday, March 24, 2022 | 12:00 PM

Google Hangouts - meet.google.com/odb-tpys-xpg

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 **Consent Agenda** (*items of a routine nature: minutes, documents, items previously discussed*)
 - **March 2, 2022 Minutes**
- 12:05 **Action Items**
 - **CGCC Foundation Scholarship** – Stephanie Krell
- 12:15 **Finance**
 - **Financial Report, Reconciliation and Analysis** – Matthew Klebes
 - **Budget Committee Members & Hearing Date** –Matthew Klebes & Stephanie Krell
- 12:30 **Discussion Items**
 - **Admin Staff Updates** – Matthew Klebes
 - **BAT Updates** – Matthew Klebes & Carrie Pipinich
 - **Aristo Technical Management Report** – John Amery

Next Board Meeting Date: April 28, 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)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Consent Agenda

- [March 2, 2022 Minutes](#)

Financial Report, Analysis and Reconciliation

Mr. Middleton presents the January financial report to the board included in the packet. He notes that as we build the budget for next fiscal year, we will not allocate \$5M for additional grant funds if those grants do not come to fruition. The Maupin fund is doing well but we have not seen any receipts from Gorge Net.

Overall, the funds are in a good position. With the new finance system, Mr. Middleton's team still has some work to clean up the reports and will be attending a conference to receive more training.

President Weinstein asks about the overage for the legal services account line and wonders if Mr. Middleton will be adjusting the budget. Mr. Middleton explains that it is more of a contract management issue but Mr. Klebes and Ms. Campbell agree that for any future one-off projects, will involve a more in-depth conversation about how it will affect the budget.

Discussion Items

Administration Update

Mr. Klebes informs the Board that the state of Oregon NTIA grant was not selected. Instead, 12 other states and territories were selected to be awarded grant funds. Ms. Pipinich adds that it was a very competitive grant pool but the work was not in vain. A lot of the legwork is complete for any future opportunities.

Mr. Mobley remarks that the local outreach team is going to Washington D.C. and wonders if there is anyone on the agenda primed to hear about our project. Mr. Klebes responds that the outreach team is aware of Wasco County projects on the horizon in case an opportunity arises. Mr. Hege adds that broadband was discussed as a county priority at last week's outreach team meeting.

Mr. Hege mentions that at a meeting with Wasco County electric co-op, it was suggested we collaborate and look for a project together so we both may benefit.

Mr. Klebes informs the Board that he is still trying to present at a future Warm Springs tribal meeting but it has been delayed several times.

BAT Update

Ms. Pipinich informs the Board that the BAT is meeting next Thursday. A smaller group is also working together on outreach to assist in the mapping and speed test collection effort. The BAT is planning a survey to reveal a more comprehensive broadband story in Wasco County. President Weinstein adds that the survey will help with future grant requests.

Aristo Technical Management Report

Mr. Amery presents his technical report to the Board and states that there have been an increase in outside plant expenses as we begin to splice. There are no damages this month, however, a breaker panel at City Hall was extremely hot and the cables melted. Luckily, we had an electrician in the space at the time and it has since become a priority project for us. Mr. Amery is unsure of why it occurred; it may be operator error on the last service at City Hall. It has since been tested and Mr. Amery believes we are whole again.

Other comments

Mr. Mobley wonders if we could compute the cost savings to our partners since QLife's inception, and suggests that it may be worth discussing that with Senator Wyden. Mr. Lepper says that he could pull together some numbers for MCMC.

The Board enters into executive session at 3:05 under ORS 192.345(2) "Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within an organization and which is used in a business it conducts, having actual or potential commercial value, and which

gives its user an opportunity to obtain a business advantage over competitors who do not know or use it; and ORS 192.660 (2)(n)(C) Discuss information regarding security of telecom systems and data transmission.

The Board exits executive session at 3:37 PM

The meeting is adjourned at 3:37 PM

The next regularly scheduled board meeting is set for March 24, 2022.

These minutes were approved by the QLife Board on _____.

Rod Runyon, Secretary



Action Items

- [CGCC Foundation Scholarship 2022-23](#)

February 25, 2022

Stephanie Krell
Wasco County
511 Washington St., Ste. 101
The Dalles, OR 97058

Dear Stephanie and Members of Q-life Network,

Thank you for your generous support of the Columbia Gorge Community College Foundation over the years by providing the *QLife Network Scholarships*.

I know we were both disappointed the student who was awarded the QLife Network Scholarship last year was unable to fulfill his dream of attending CGCC. The funds you donated last year will be awarded to a new student for the 2022-23 academic year. Applications are open now and I already have over 80 qualified applicants.

Would you like to make your annual \$2,000 donation and I will award two (2) QLife scholarships to an EM-Tech student? If yes, **we need your commitment by March 31, 2022, and your donation by May 30, 2022.**

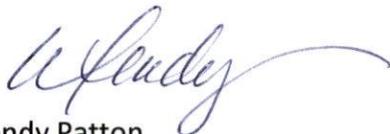
The following criteria are used to select quality award recipients for your scholarships:

- Two (2) \$2,000 scholarship/s awarded in fall, disbursed over three academic terms
- Scholarship/s may be used for tuition, fees, and/or books
- Recipients must be enrolled in the EM-Tech program

Scholarship recipients are required to:

- Maintain satisfactory academic progress set forth by CGCC and CGCC Foundation
- Agree to scholarship terms
- Submit a thank-you letter prior to disbursement of funds

Thank you for supporting Columbia Gorge Community College students and the CGCC Foundation. If you have any questions, please feel free to contact the foundation.



Wendy Patton
CGCC Foundation Executive Director
541-506-6104 | wpatton@cgcc.edu



Financial Reports

- [February 2021 Financial Statement](#)
- [February 2022 Financial Statement](#)
- [February Financial Analysis](#)
- [Budget Committee Members & Meeting Date](#)

YEAR-TO-DATE BUDGET REPORT

FOR 2021 08

ACCOUNTS FOR: 6000 Qlife Operations	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-191,714	-191,714	-232,286.00	-232,286.00	.00	40,572.00	121.2%
414 CHARGES FOR SERVICE	-668,200	-668,200	-770,855.00	-58,035.00	.00	102,655.00	115.4%
417 INVESTMENT EARNINGS	-1,200	-1,200	-1,085.55	-108.79	.00	-114.45	90.5%
421 MISCELLANEOUS	-200	-200	-1,200.00	.00	.00	1,000.00	600.0%
520 MATERIALS & SERVICES	158,708	158,708	202,435.45	18,619.05	.00	-43,727.45	127.6%
550 TRANSFERS OUT	376,220	376,220	250,813.36	31,351.67	.00	125,406.64	66.7%
590 UNAPPROPRIATED	54,350	54,350	.00	.00	.00	54,350.00	.0%
TOTAL Qlife Operations	-272,036	-272,036	-552,177.74	-240,459.07	.00	280,141.74	203.0%
TOTAL REVENUES	-861,314	-861,314	-1,005,426.55	-290,429.79	.00	144,112.55	
TOTAL EXPENSES	589,278	589,278	453,248.81	49,970.72	.00	136,029.19	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 08

ACCOUNTS FOR: 6010 Qlife Capital	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-1,853,727	-1,853,727	-1,692,712.14	-1,692,712.14	.00	-161,014.86	91.3%
414 CHARGES FOR SERVICE	-19,000	-19,000	-49,140.00	.00	.00	30,140.00	258.6%
417 INVESTMENT EARNINGS	-25,200	-25,200	-7,639.05	-692.77	.00	-17,560.95	30.3%
450 TRANSFERS IN	-426,220	-426,220	-250,813.36	-31,351.67	.00	-175,406.64	58.8%
520 MATERIALS & SERVICES	0	0	31,775.64	.00	.00	-31,775.64	100.0%
530 CAPITAL OUTLAY	80,000	80,000	338,895.89	79.77	.00	-258,895.89	423.6%
570 CONTINGENCY	-43,253	-43,253	.00	.00	.00	-43,253.00	.0%
580 RESERVED	675,125	675,125	.00	.00	.00	675,125.00	.0%
TOTAL Qlife Capital	-1,612,275	-1,612,275	-1,629,633.02	-1,724,676.81	.00	17,358.02	101.1%
TOTAL REVENUES	-2,324,147	-2,324,147	-2,000,304.55	-1,724,756.58	.00	-323,842.45	
TOTAL EXPENSES	711,872	711,872	370,671.53	79.77	.00	341,200.47	

Wasco County, OR

YEAR-TO-DATE BUDGET REPORT

FOR 2021 08

ACCOUNTS FOR: 6020 Qlife - Maupin	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-169,456	-169,456	-168,945.31	-168,945.31	.00	-510.69	99.7%
414 CHARGES FOR SERVICE	-7,360	-7,360	.00	.00	.00	-7,360.00	.0%
417 INVESTMENT EARNINGS	-700	-700	-758.02	-68.76	.00	58.02	108.3%
520 MATERIALS & SERVICES	17,710	17,710	10,241.16	2,292.48	.00	7,468.84	57.8%
530 CAPITAL OUTLAY	51,000	51,000	.00	.00	.00	51,000.00	.0%
550 TRANSFERS OUT	50,000	50,000	.00	.00	.00	50,000.00	.0%
570 CONTINGENCY	45,006	45,006	.00	.00	.00	45,006.00	.0%
580 RESERVED	13,800	13,800	.00	.00	.00	13,800.00	.0%
TOTAL Qlife - Maupin	0	0	-159,462.17	-166,721.59	.00	159,462.17	100.0%
TOTAL REVENUES	-177,516	-177,516	-169,703.33	-169,014.07	.00	-7,812.67	
TOTAL EXPENSES	177,516	177,516	10,241.16	2,292.48	.00	167,274.84	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-1,884,311	-1,884,311	-2,341,272.93	-2,131,857.47	.00	456,961.93	124.3%

** END OF REPORT - Generated by Mike Middleton **

Wasco County, OR

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: 6000 Qlife Operations	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-659,977	-659,977	-476,580.17	.00	.00	-183,396.83	72.2%
414 CHARGES FOR SERVICE	-741,420	-741,420	-462,105.00	-57,400.00	.00	-279,315.00	62.3%
417 INVESTMENT EARNINGS	-1,200	-1,200	-486.12	.00	.00	-713.88	40.5%
421 MISCELLANEOUS	-200	-200	.00	.00	.00	-200.00	.0%
520 MATERIALS & SERVICES	341,206	341,206	233,975.78	24,641.86	.00	107,230.22	68.6%
530 CAPITAL OUTLAY	20,000	20,000	.00	.00	.00	20,000.00	.0%
550 TRANSFERS OUT	595,020	595,020	396,680.00	49,585.00	.00	198,340.00	66.7%
570 CONTINGENCY	162,935	162,935	.00	.00	.00	162,935.00	.0%
590 UNAPPROPRIATED	283,636	283,636	.00	.00	.00	283,636.00	.0%
TOTAL Qlife Operations	0	0	-308,515.51	16,826.86	.00	308,515.51	100.0%
TOTAL REVENUES	-1,402,797	-1,402,797	-939,171.29	-57,400.00	.00	-463,625.71	
TOTAL EXPENSES	1,402,797	1,402,797	630,655.78	74,226.86	.00	772,141.22	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: 6010 Qlife Capital	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-1,784,664	-1,784,664	-1,846,578.43	.00	.00	61,914.43	103.5%
410 PROPERTY TAXES	-5,000,000	-5,000,000	.00	.00	.00	-5,000,000.00	.0%
414 CHARGES FOR SERVICE	-19,000	-19,000	-152,851.52	.00	.00	133,851.52	804.5%
417 INVESTMENT EARNINGS	-9,000	-9,000	-3,793.29	.00	.00	-5,206.71	42.1%
421 MISCELLANEOUS	0	0	-132,145.99	.00	.00	132,145.99	100.0%
450 TRANSFERS IN	-645,020	-645,020	-446,680.00	-49,585.00	.00	-198,340.00	69.3%
530 CAPITAL OUTLAY	6,391,540	6,391,540	268,815.61	89,855.99	124,505.76	5,998,218.63	6.2%
570 CONTINGENCY	391,019	391,019	.00	.00	.00	391,019.00	.0%
580 RESERVED	675,125	675,125	.00	.00	.00	675,125.00	.0%
TOTAL Qlife Capital	0	0	-2,313,233.62	40,270.99	124,505.76	2,188,727.86	100.0%
TOTAL REVENUES	-7,457,684	-7,457,684	-2,582,049.23	-49,585.00	.00	-4,875,634.77	
TOTAL EXPENSES	7,457,684	7,457,684	268,815.61	89,855.99	124,505.76	7,064,362.63	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

ACCOUNTS FOR: 6020 Qlife - Maupin	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
400 BEGINNING FUND BALANCE	-118,610	-118,610	-127,560.10	.00	.00	8,950.10	107.5%
414 CHARGES FOR SERVICE	-7,360	-7,360	-5,834.70	.00	.00	-1,525.30	79.3%
417 INVESTMENT EARNINGS	-700	-700	-236.69	.00	.00	-463.31	33.8%
520 MATERIALS & SERVICES	16,710	16,710	8,408.68	2,402.48	.00	8,301.32	50.3%
530 CAPITAL OUTLAY	51,000	51,000	.00	.00	.00	51,000.00	.0%
550 TRANSFERS OUT	50,000	50,000	50,000.00	.00	.00	.00	100.0%
570 CONTINGENCY	8,960	8,960	.00	.00	.00	8,960.00	.0%
TOTAL Qlife - Maupin	0	0	-75,222.81	2,402.48	.00	75,222.81	100.0%
TOTAL REVENUES	-126,670	-126,670	-133,631.49	.00	.00	6,961.49	
TOTAL EXPENSES	126,670	126,670	58,408.68	2,402.48	.00	68,261.32	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-2,696,971.94	59,500.33	124,505.76	2,572,466.18	100.0%

** END OF REPORT - Generated by Mike Middleton **

Qlife – Financial Analysis February 2022 Financial Statements

The financial statements for through the 8th month of the 2022 fiscal year (FY22) are presented. The statements are intended for the use of management and are not audited. The expected straight-line assumption for accounts is 66.6% (8/12). This is typically a good starting point for analysis.

The reporting is becoming more familiar now, but will still undergo some changes as staff skill with the reporting tools increases. At this point, two reports are still used to compare the current fiscal year to the prior.

Operations Fund

Total revenues of the fund are \$939,171 includes beginning fund balance of \$476,580. Charges for Services are executing at 62.3% which is 3.7% under the straight-line assumption. The value is about \$32K under the straight line assumption or about \$4K per month. Compared to last year, the amount is off the mark due to FY21 having unplanned revenues recorded in this area.

The accounts receivable as of 2/28/2022 for current is \$42,660 with \$18,880 in 61 to 90 days, \$8,740 in 91 to 120 days old and \$4,590 in over 120 days. Receipts in March have reduced the outstanding balances. Three customers seem to be either ignoring invoices or have very poor internal processes. I believe a threat of termination of service is warranted.

Interest is down and only executing at 40.5%. This is due to LGIP only earning 0.45%. While the percentage looks large, the dollar value is not at this point as the total budgeted earning is \$1,200.

Expenditures are in line with the budgeted expectations. Materials & Services are executing at 68.6%. This category is coming into line after the spike of paying the administrative charges in full. The line items below are still being watched:

- Administrative Costs 100.0% - fully paid – this will not increase further for the fiscal year. \$62,246 to Wasco County
- Contacted Services – Legal 212.0% - over the line item budget by \$13,444
- Dues & Subscriptions 254.2% - over the line item budget by \$3,084
- Scholarship 100.0% - No change from August report
- Pole Connection Fees – 81.7% - due to paying the annual pole contracts should not increase further

Finance has researched and will continue to review all transactions.

As it sits now, the fund balance is \$308,515 when the beginning fund balance in included – when not considered the fund balance would decrease \$168,064. While a decrease of the fund balance is planned, this is a bit faster than expected but is due to the accelerated Administration charges. Even with a declining fund balance, this includes transferring \$396,680 to the Capital fund.

Capital Fund

Revenue has a large spike, this is due to a billing submitted for \$152,851 that had not been considered in the budget. Other than that, there is nothing out of the ordinary in the revenue here.

The Beginning Fund Balance has been entered and is \$1,846,578. The category labeled "Property Taxes" is actual the potential grant added into the budget created. This is a label mismatch in the new system and is being addressed by Finance – as identified in the September report.

Expenditures to date have been minimal.

The fund has an additional \$5 million built into it in case any of the available grant funds can be claimed. In that event, the budget is prepared to utilize the additional funds. If not, the \$5M in revenues and expenditures will not be utilized.

Maupin Fund

The Gorge.Net receipts are in revenues. Interest is down.

Expenditures have totaled \$8,408 for the Maupin Wifi contract. The transfer to the Capital fund was executed as budgeted in January. This decreases the fund balance to \$75,223

The fund is decreasing at this point.

Summary

The funds are in good positions. However, with the implementation of the new system, there are still learning curves to improve the layout of the reports. While the Operations fund is decreasing, this is due to the transfers out to the Capital fund. \$396,680 is being transferred to Capital for the YTD while the Operations Fund decreases by \$168,604.



Discussion Items

- Admin Staff Updates
- BAT Updates
- [Aristo Technical Management Report](#)

Aristo Networks LLC
Technical Management Report
By
John Amery
3/22/2022

Items of Interest:

- QLIFE damages.
 - No new damages to report.
- QLIFE contractor hit sewer lateral when placing down-guy.