



## AGENDA

### QLife Regular Board Meeting

Thursday, April 23, 2020 | 12:00 pm

Via Google Hangouts - <https://meet.google.com/qcv-kjss-ivy>

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 Consent Agenda (*items of a routine nature: minutes, documents, items previously discussed*)
  - February 19, 2020 Special Session Minutes & February 27, 2020 Minutes
- 12:05 Finance
  - Financial Report, Analysis and Reconciliation - Mike Middleton
- 12:10 Discussion Items
  - Technical Management Contract
  - Aristo Technical Management Report – John Amery
- 12:20 Action Items
  - Master Service Agreement with Commstructure Amendment #3
  - Budget Committee Appointments
- 12:25 Lone Pine Update – Dan McNeely
  - Lone Pine Work Order #18 Amendment #2
- 12:35 Executive Session (2)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission; (2)(g) Competitive trade or commerce negotiations

Old/New Business

Next Board Meeting Date: Thursday, May 28, 2020 | 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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- [February 19, 2020 Minutes](#)
- [February 27, 2020 Minutes](#)



## MINUTES

QLife Special Board Meeting  
Wednesday, February 19, 2020  
511 Washington St, Deschutes Conference Room

**Call to Order** President Hege opened the meeting at 12:05 PM.

**Roll Call** Scott Hege, Rod Runyon, John Amery, Tyler Stone, Matthew Klebes, Joseph Franell, Lee Weinstein (via phone), Dale Lepper (via phone), and Dan McNeely (via phone).

### **Changes to the Agenda**

There are no changes to the agenda.

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

### **Lone Pine Update**

Mr. Stone reminds the Board that QLife put out a bid on the Lone Pine project and has received the bid results. C-2 Utility Contractors LLC was the sole bidder. Mr. McNeely reviews C-2's background and how the Board may be familiar with them from past projects. Segment A, which connects to MCMC's Water's Edge, came in at \$173,429.60 and Segment B, which continues past Water's Edge into the Lone Pine housing development, came in at \$112,242.12. The total bid for both segments came to \$285,671.72.

Mr. McNeely notes that the OPC Commstructure created was roughly \$298,000, so the bid is in line with the estimate. The bid analysis was completed and Mr. McNeely notes that he does not see any risk in accepting the bid submitted by C-2. Mr. Stone wonders how the bid on Segment A compared to the Commstructure OPC and Mr. McNeely informs him that the OPC almost matched the bid dollar for dollar.

Mr. Weinstein asks if C-2 is a company that we feel confident working with and Mr. Stone assures the Board that they are a construction firm we have previously worked with.

Mr. Stone asks Mr. McNeely if he expects the cost of Segment B to decrease if it becomes possible to use the existing conduit in the Lone Pine housing development. Mr. McNeely notes that the bid currently includes placing new conduit but could be negotiated with C-2 to redefine the scope and thus decrease the cost.

President Hege asks if there are permit issues that could affect the cost of the project but Mr. McNeely does not foresee any additional costs surrounding permits.

***[[Mr. Lepper moves to award the bid of \$285,671.72 from C-2 Utility Contractors LLC for Contract 2020-01 Lone Pine Extension. Mr. Runyon seconds the motion which passes unanimously.]]***

The Board enters into Executive Session at 12:22 PM and exits Executive Session at 1:00 PM.

Mr. Stone informs the Board that QLife has an opportunity for a potential 5G deployment project which is different from our standard pricing matrix. He continues by noting that he would like to charge \$175/month for this project.

***[[Mr. Lepper moves to accept the proposed new rate structure of \$175 per month for the 5G deployment project. Mr. Runyon seconds the motion which passes unanimously.]]***

Mr. Franell makes the Board aware that Blue Mountain Networks is a new entity of which he is president. Under that company umbrella is Eastern Oregon Telecom (EOT) and Gorge Networks. The two sister companies will merge, however, the names will remain the same.

President Hege adjourned the meeting at 1:04 PM

The next regularly scheduled board meeting is set for Thursday, February 27, 2020.

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

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Lee Weinstein, Secretary



## MINUTES

QLife Regular Board Meeting  
Thursday, February 27, 2020  
511 Washington St, Deschutes Conference Room

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

**Roll Call** Scott Hege, Rod Runyon, Dale Lepper, Darcy Long-Curtiss, John Amery, Keith Mobley, Dan Bubb, Joe Franell, Nate Pipinich, Kathleen Willis, Tyler Stone, Stephanie Krell, Mike Middleton, Kristen Campbell, Dan McNeely (via Skype) and Bruce Patterson (via Skype).

### **Changes to the Agenda**

There are no changes to the agenda.

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

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

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

### **Discussion Items**

#### **City of Ammon Video and Fiber Optic Local Improvement Project**

The Board watches a YouTube video from the City of Ammon, Idaho outlining their fiber optic local improvement district project. Mr. Patterson, Technology Director for Ammon calls in on Skype to discuss project's successes and failures.

Mr. Patterson describes the city demographics and notes that the project began between 2008 and 2010. Today, they offer 15 mpbs for \$16.50/month and 1 gig for \$26.60/month with no caps or contracts. In addition to the monthly charge, the customer is left to choose their own provider from the marketplace accessible from their online customer portal.

Ammon City Council decided to install the infrastructure using city resources in order to reach as many citizens as possible. He notes that in the summer of 2019, 280 homes were connected and estimates that 350 homes will be connected this summer. There was a \$4 million local investment, currently has a department of nine employees, no municipal debt, created an open marketplace and offers up to 1 gig of service. They conducted a survey and discovered that 80% of people encouraged others to participate following enrolling themselves.

Ammon created a Local Improvement District (LID) to fund a build in existing neighborhoods and citizens would sign up by going to the website [www.ammonfiber.com](http://www.ammonfiber.com). The customer portal is fully automated and customers can pick and choose the service provider of their choice.

President Hege notes that one provider is offering 15 mbps for free and wonders how they are able to offer that. Mr. Patterson explains that this is their "gateway" offering and only three or four customers utilize that option. There is also no support for troubleshooting because of the zero cost. He continues by mentioning that the marketplace tends to self-adjust very quickly as new providers enter the market; one provider started at \$99/month and dropped to \$24/month.

Mr. Franell asks what the service providers offer to the customer and Mr. Patterson explains that they give them a path to the internet and customer service while the city provides a place for the providers to plug in and a pathway to the home.

Mr. Bubb wonders how customer service has changed with this project and Mr. Patterson notes that they no longer deploy

trucks to homes for troubleshooting without charging an additional fee. He adds that the online tools in the portal are sufficient for the customer to troubleshoot themselves.

Mr. Patterson says that the largest challenges of the project were political will-power, public support and finance. Once a neighborhood would reach a 50% take rate, the city implemented an LID. The install and buildout is paid off over a 20 year period and is bound to the property. If a property sells, mortgage lenders attempt to convince new buyers to pay off the balance before buying the home. He adds that 10-15% pay up front rather than have a lien on the property and pay off numbers increase as property exchanges hands.

Mr. Amery asks if Ammon has seen a growth in businesses moving to the area. Mr. Patterson cannot confirm one way or the other but can confirm that more people are working from home because of the increased internet speeds.

Mr. Stone remarks to the Board that Mr. Patterson has presented one fiber to the home model but adds that other models exist. Mr. Amery mentions that communication districts are another option. President Hege wonders if we are missing any downsides to offering something similar in The Dalles and Mr. Franell notes that added costs to property can sometimes be passed on to renters and worries that the model encourages the lowest level of customer service.

Mr. Bubb states that he has concerns with this model as well, for instance, in Maupin, the take rate was \$100 and there was some resistance from citizens. This model has a take rate of \$3,300 and believes this to be a hurdle even if it is buried in property taxes. Mr. Franell adds that if the city owns the infrastructure, there will be no property taxes on it.

#### **Columbia Gorge Community College 2020-21 Scholarship Donation**

Mr. Stone reminds the Board of past contributions from QLife to CGCC Foundation in support of the scholarship fund. The Foundation is asking to continue this support of two \$1,000 scholarships for the 2020-21 academic year. Mr. Stone asks the Board if they wish to donate again and Mr. Runyon remarks that he would like to continue support.

*[[The Board is in consensus to donate two \$1,000 scholarships to CGCC Foundation for the 2020-21 academic year.]]*

#### **Aristo Report**

Mr. Amery presents his report included in the packet to the Board. He notes that the Holiday Inn connection is complete and that he posted an RFP for a fiber project in the Curtis Homes development. There are no questions from the Board.

#### **Action Items**

##### **Resolution 20-002 – Revising Service Rates and Fees**

Mr. Stone explains to the Board that we have repackaged our rate schedule to become more manageable. There have been a couple additions; an option under Looping price for 200 mbps for \$200/month and language to note that specific contracts may be negotiated on a case by case basis.

*[[Mr. Lepper moves to approve Resolution 20-002 revising QLife service rates and fees. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]*

#### **Finance**

##### **Financial Report, Analysis and Reconciliation**

Mr. Middleton presents his report to the Board included in the packet. He points out that receivables are current and interest is up in the general and capital funds. He adds that an additional invoice has been received from the Maupin fund which is why we must hold a budget hearing.

##### **Budget Hearing**

President Hege opens the budget hearing at 1:30 PM. Mr. Middleton explains that an unexpected expense to complete the Maupin project has arisen due to the system not being finalized in FY19 as intended. A final payment to Van Dorn for

\$10,525.40 was received in December 2019 and the line item only had \$1,000 budgeted. Additional funds were possessed in the closing out of the project that were not included in the original budget so he proposes the revenue for the Maupin fund be increased by \$144,765, the expense for the Maupin fund be increased by \$15,000 and the contingency for the Maupin fund be increased by \$129,765.

***[[Ms. Long-Curtiss moves to approve Resolution 20-003 adjusting QLife agency budget for FY 19-20 in the Maupin fund. Mr. Lepper seconds the motion, which passes unanimously.]]***

President Hege closes the budget hearing at 1:32 PM.

### **Lone Pine Update**

Mr. McNeely calls in via Skype at 1:32 PM and informs the Board that he has spoken with C-2 Construction on how we plan to award Segment 1 of the project followed by Segment 2 at a later date and they are on board with that process. He adds that there are changes in the scope for Segment 2 arise, we can negotiate with C-2 then.

Mr. Stone asks if he has heard from Union Pacific regarding permits but Mr. McNeely states that he has not, however, the ODOT permit process is going well. President Hege asks how confident he is going forward with the current status of Union Pacific and Mr. Stone answers that he is not confident but will continue to push hard to get the permit approved in a timely manner.

Mr. Lepper notes that the MCMC consultant is ready to submit an RFP once the bid window opens for USAC.

The Board enters into Executive Session at 1:41 PM under ORS 192.660 (2)(g) Competitive trade or commerce negotiations and (2)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.

### **Executive Session**

The Board exits Executive Session at 2:23 PM.

President Hege mentions that he has a meeting with PUD and agreed to set a joint future meeting to work on having a better working relationship with PUD and QLife.

The meeting is adjourned at 2:23 PM

The next regularly scheduled board meeting is set for March 26, 2020.

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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 Reconciliations](#)
- [March Financial Report](#)
- [March Reconciliations](#)
- [February & March Financial Analysis](#)

# Qlife Monthly Report

## Operations Fund - February 2020

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	948	1,647	635	173.8%	31.8%	1,011.82
INVESTMENT EARNINGS-R Total	948	1,647	635	173.8%	31.8%	1,011.82
MISCELLANEOUS-R						
MISC RECEIPTS	200	1,200	1,586	600.0%	793.0%	(386.00)
MISCELLANEOUS-R Total	200	1,200	1,586	600.0%	793.0%	(386.00)
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	665,460	461,221	434,397	69.3%	64.9%	26,824.77
CONNECT CHARGES	1,000	-	100	0.0%	10.0%	(100.00)
CHARGES FOR SERVICES-R Total	666,460	461,221	434,497	69.2%	64.8%	26,724.77
PASS-THROUGH PAYMENTS-R	-	-	-	#DIV/0!	#DIV/0!	-
Qlife-R Total	667,608	464,068	436,718	69.5%	65.0%	27,350.59
Qlife-R Total	667,608	464,068	436,718	69.5%	65.0%	27,350.59
Qlife Operations Total	667,608	464,068	436,718	69.5%	65.0%	27,350.59
<b>Revenue Total</b>	<b>667,608</b>	<b>464,068</b>	<b>436,718</b>	<b>69.5%</b>	<b>65.0%</b>	<b>27,350.59</b>
<b>Expense</b>						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	58,671	29,336	27,676	50.0%	50.0%	1,659.83
ADVERTISING & PROMOTIONS	1,500	-	1,240	0.0%	82.7%	(1,239.79)
BLDG REPAIR & MAINT	1,600	226	-	14.1%	0.0%	226.25

**Qlife Monthly Report**  
**Operations Fund - February 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
CONTR SRVCS - AUDIT CONTRACT	4,200	6,300	4,000	150.0%	66.7%	2,300.00
CONTR SRVCS - OTHER	15,100	6,868	1,110	45.5%	7.4%	5,757.61
CONTRACTED SERVICES	-	-	325	#DIV/0!	#DIV/0!	(325.00)
DUES & SUBSCRIPTIONS	3,000	759	874	25.3%	29.1%	(114.90)
EQUIPMENT - NON CAPITAL	5,000	-	-	0.0%	0.0%	-
GENERAL GRANTS	2,000	-	-	0.0%	0.0%	-
INSURANCE & BONDS	21,000	18,237	16,087	86.8%	76.6%	2,150.02
LEGAL NOTICES & PUBLISHING	400	291	334	72.8%	83.4%	(42.12)
MEALS LODGING & REGISTRATION	5,000	737	1,402	14.7%	70.1%	(665.54)
MISC EXPENDITURES	1,000	0	1,907	0.0%	190.7%	(1,906.95)
NETWORK COMPONENTS	5,000	-	-	0.0%	0.0%	-
POSTAGE	200	91	68	45.6%	33.9%	23.37
SUPPLIES - OFFICE	200	-	80	0.0%	40.2%	(80.40)
TAXES/PERMITS/ASSESSMENTS	800	579	535	72.4%	133.8%	44.25
TELEPHONE	500	278	374	55.6%	89.1%	(96.05)
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	413	411	51.7%	51.4%	2.31
RENT - OFFICE	7,752	1,938	3,203	25.0%	41.3%	(1,265.25)
CONTR SRVCS - LEGAL COUNSEL CONTR	6,000	4,960	3,762	82.7%	41.8%	1,198.00
OUTSIDE PLANT MAINTENANCE	20,000	104	6,701	0.5%	33.5%	(6,596.33)
CONTRACTED SVCS - ENGINEERING	50,000	23,946	41,075	47.9%	205.4%	(17,128.84)
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	71,000	26,614	67,269	37.5%	131.9%	(40,655.37)
POLE CONNECTION FEES	12,392	5,286	12,392	42.7%	118.0%	(7,105.41)
RIGHT OF WAY FEES	20,075	13,837	12,014	68.9%	59.8%	1,822.84
SCHOLARSHIP	2,000	-	-	0.0%	0.0%	-
EASEMENTS - NON-CAPITAL	-	-	-	#DIV/0!	0.0%	-
<b>MATERIALS &amp; SERVICES-E Total</b>	<b>315,890</b>	<b>140,799</b>	<b>202,837</b>	<b>44.6%</b>	<b>77.1%</b>	<b>(62,037.47)</b>
<b>CAPITAL OUTLAY-E</b>						
EASEMENTS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	20,000	-	-	0.0%	0.0%	-
<b>CAPITAL OUTLAY-E Total</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>
<b>TRANSFERS OUT-E</b>	<b>327,020</b>	<b>218,013</b>	<b>248,533</b>	<b>66.7%</b>	<b>66.7%</b>	<b>(30,520.00)</b>
<b>Qlife-E Total</b>	<b>662,910</b>	<b>358,813</b>	<b>451,370</b>	<b>54.1%</b>	<b>68.8%</b>	<b>(92,557.47)</b>
<b>Qlife-E Total</b>	<b>662,910</b>	<b>358,813</b>	<b>451,370</b>	<b>54.1%</b>	<b>68.8%</b>	<b>(92,557.47)</b>

## Qlife Monthly Report Operations Fund - February 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
Qlife Operations Total	662,910	358,813	451,370	54.1%	68.8%	(92,557.47)
<b>Expense Total</b>	<b>662,910</b>	<b>358,813</b>	<b>451,370</b>	<b>54.1%</b>	<b>68.8%</b>	<b>(92,557.47)</b>

## Qlife Monthly Report Capital Fund - February 2020

Filters

Fd	601
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
<b>Revenue</b>						
Qlife Capital						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	25,200	19,329	18,857	76.7%	1759.0%	472.31
INVESTMENT EARNINGS-R Total	25,200	19,329	18,857	76.7%	1759.0%	472.31
TRANSFERS IN-R						
TRANSFER FROM QLIFE OPERATING FUND	327,020	218,013	248,533	66.7%	66.7%	(30,520.00)
TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R Total	327,020	218,013	248,533	66.7%	64.9%	(30,520.00)
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	371,220	237,343	267,390	63.9%	66.4%	(30,047.69)
Qlife-R Total	371,220	237,343	267,390	63.9%	66.4%	(30,047.69)
Qlife Capital Total	371,220	237,343	267,390	63.9%	66.4%	(30,047.69)
<b>Revenue Total</b>	<b>371,220</b>	<b>237,343</b>	<b>267,390</b>	<b>63.9%</b>	<b>66.4%</b>	<b>(30,047.69)</b>
<b>Expense</b>						
Qlife Capital						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E	-	-	14,325	#DIV/0!	62.3%	(14,324.74)
CAPITAL OUTLAY-E						
BUILDINGS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	0.0%	-
PRIMARY SYSTEMS	660,284	209,444	32,299	31.7%	5.4%	177,145.19

**Qlife Monthly Report**  
**Capital Fund - February 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
SECONDARY LINE EXTENSION	200,000	35,221	22,447	17.6%	11.2%	12,773.74
CAPITAL OUTLAY-E Total	940,284	244,665	54,746	26.0%	6.2%	189,918.93
TRANSFERS OUT-E	30,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	675,125	-	-	0.0%	0.0%	-
<b>Qlife-E Total</b>	<b>1,645,409</b>	<b>244,665</b>	<b>69,071</b>	<b>14.9%</b>	<b>5.2%</b>	<b>175,594.19</b>
Qlife-E Total	1,645,409	244,665	69,071	14.9%	5.2%	175,594.19
Qlife Capital Total	1,645,409	244,665	69,071	14.9%	5.2%	175,594.19
<b>Expense Total</b>	<b>1,645,409</b>	<b>244,665</b>	<b>69,071</b>	<b>14.9%</b>	<b>5.2%</b>	<b>175,594.19</b>

# Qlife Monthly Report

## Maupin Fund - February 2020

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	-	-	494,069	#DIV/0!	260.0%	(494,069.26)
INTERGOV'T REV - NON SINGLE AUDIT-R Total	-	-	494,069	#DIV/0!	260.0%	(494,069.26)
INVESTMENT EARNINGS-R						
INTEREST EARNED	60	1,541	1,107	2567.8%	#DIV/0!	434.03
INVESTMENT EARNINGS-R Total	60	1,541	1,107	2567.8%	#DIV/0!	434.03
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	-
TRANSFERS IN-R	30,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	144,765	144,765	-	100.0%	0.0%	144,765.00
UTILITY SERVICE CHARGES	-	-	-	#DIV/0!	#DIV/0!	-
CITY OF MAUPIN FRANCHISE FEES	-	-	-	#DIV/0!	0.0%	-
CITY OF MAUPIN - GORGE.NET RECEIPTS	3,360	1,335	-	39.7%	#DIV/0!	1,334.74
CITY OF MAUPIN - LSN RECEIPTS	4,000	-	-	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	152,125	146,100	-	96.0%	0.0%	146,099.74
Qlife-R Total	182,185	147,640	495,176	81.0%	52.8%	(347,535.49)
Qlife-R Total	182,185	147,640	495,176	81.0%	52.8%	(347,535.49)
Qlife - Maupin Total	182,185	147,640	495,176	81.0%	52.8%	(347,535.49)
<b>Revenue Total</b>	<b>182,185</b>	<b>147,640</b>	<b>495,176</b>	<b>81.0%</b>	<b>52.8%</b>	<b>(347,535.49)</b>

### Expense

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

**Qlife Monthly Report  
Maupin Fund - February 2020**

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	-	-	494	#DIV/0!	3.5%	(494.07)
INSURANCE & BONDS	-	-	-	#DIV/0!	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,500	72	2,106	2.9%	105.3%	(2,034.00)
CONTRACTED SVCS - ENGINEERING	-	-	1,815	#DIV/0!	#DIV/0!	(1,815.00)
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	14,160	6,240	384	44.1%	38.4%	5,855.57
BROADBAND SUPPORT	-	-	-	#DIV/0!	#DIV/0!	-
MATERIALS & SERVICES-E Total	17,710	6,312	4,799	35.6%	25.0%	1,512.50
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	-	#DIV/0!	#DIV/0!	-
PRIMARY SYSTEMS	16,000	10,605	541,399	66.3%	90.2%	(530,793.14)
SECONDARY LINE EXTENSION	-	-	-	#DIV/0!	#DIV/0!	-
CAPITAL OUTLAY-E Total	16,000	10,605	541,399	66.3%	90.2%	(530,793.14)
TRANSFERS OUT-E	-	-	-	#DIV/0!	0.0%	-
Qlife-E Total	33,710	16,917	546,198	50.2%	86.8%	(529,280.64)
Qlife-E Total	33,710	16,917	546,198	50.2%	86.8%	(529,280.64)
Qlife - Maupin Total	33,710	16,917	546,198	50.2%	86.8%	(529,280.64)
<b>Expense Total</b>	<b>33,710</b>	<b>16,917</b>	<b>546,198</b>	<b>50.2%</b>	<b>86.8%</b>	<b>(529,280.64)</b>

**Qlife Monthly Report**  
**Accounts Receivable - February 2020**  
**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	36,285.78	17,080.00	-	-	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
January	29,820.78	10,615.00	-	-	-	19,205.78
December	29,180.78	9,975.00	-	-	-	19,205.78
November	26,615.78	7,410.00	-	-	-	19,205.78
October	30,530.78	11,325.00	-	-	-	19,205.78
September	23,255.78	4,050.00	-	-	-	19,205.78
August	47,430.78	28,225.00	-	-	-	19,205.78
July	44,087.06	24,881.28	-	-	-	19,205.78
June	153,555.78	134,350.00	-	-	-	19,205.78
May	49,540.78	30,335.00	-	-	-	19,205.78
Apr	45,445.78	26,240.00	-	-	-	19,205.78
Mar	30,495.78	11,290.00	-	-	-	19,205.78
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

**February 2020 Bank Reconciliation**

Mike M - 4/21/2020

	Main Checking Bank	Eden 600	Eden 601	Eden 602	Eden Total		LGIP Account Bank	11403 Eden 600	Eden 601	Eden 602	Eden
Beginning Balance	525,656.94	153,616.36	195,558.56	172,482.02	521,656.94		1,493,683.98	37,802.11	1,454,570.20	1,311.67	1,493,683.98
Credits	-										
Deposits	47,855.00	47,855.00	27,251.67	-	75,106.67	Debit					
Withdrawals	-						2,662.57	252.94	2,180.65	228.98	2,662.57
Checks	57,878.59	61,151.33	27,979.62	1,145.74	90,276.69	Credit					
Ending Balance	515,633.35	140,320.03	194,830.61	171,336.28	506,486.92		1,496,346.55	38,055.05	1,456,750.85	1,540.65	1,496,346.55
Deposits in Transit	-										
Outstanding Checks	\$9,146.43				-						
Adjusted Balance	506,486.92	140,320.03	194,830.61	171,336.28	506,486.92						
Variance	-										
Mike M 4/21/2020											
John Amery	5316		\$2,000.00								
John Amery	5323		\$2,000.00								
Iconective LLC	5343		\$4.88								
N Wasco Co PUD	5345		\$5,141.55								
			\$9,146.43								
								9.5%	81.9%	8.6%	

# Qlife Monthly Report

## Operations Fund - March 2020

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	948	1,882	721	198.5%	36.0%	1,161.01
INVESTMENT EARNINGS-R Total	948	1,882	721	198.5%	36.0%	1,161.01
MISCELLANEOUS-R						
MISC RECEIPTS	200	1,200	1,586	600.0%	793.0%	(386.00)
MISCELLANEOUS-R Total	200	1,200	1,586	600.0%	793.0%	(386.00)
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	665,460	516,821	489,852	77.7%	73.2%	26,969.77
CONNECT CHARGES	1,000	-	100	0.0%	10.0%	(100.00)
CHARGES FOR SERVICES-R Total	666,460	516,821	489,952	77.5%	73.1%	26,869.77
PASS-THROUGH PAYMENTS-R	-	-	-	#DIV/0!	#DIV/0!	-
Qlife-R Total	667,608	519,903	492,258	77.9%	73.2%	27,644.78
Qlife-R Total	667,608	519,903	492,258	77.9%	73.2%	27,644.78
Qlife Operations Total	667,608	519,903	492,258	77.9%	73.2%	27,644.78
<b>Revenue Total</b>	<b>667,608</b>	<b>519,903</b>	<b>492,258</b>	<b>77.9%</b>	<b>73.2%</b>	<b>27,644.78</b>
<b>Expense</b>						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	58,671	29,336	41,513	50.0%	75.0%	(12,177.34)
ADVERTISING & PROMOTIONS	1,500	-	1,240	0.0%	82.7%	(1,239.79)
BLDG REPAIR & MAINT	1,600	226	-	14.1%	0.0%	226.25

**Qlife Monthly Report**  
**Operations Fund - March 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
CONTR SRVCS - AUDIT CONTRACT	4,200	6,300	4,000	150.0%	66.7%	2,300.00
CONTR SRVCS - OTHER	15,100	6,868	2,110	45.5%	14.0%	4,757.61
CONTRACTED SERVICES	-	-	325	#DIV/0!	#DIV/0!	(325.00)
DUES & SUBSCRIPTIONS	3,000	764	1,449	25.5%	48.3%	(685.02)
EQUIPMENT - NON CAPITAL	5,000	-	-	0.0%	0.0%	-
GENERAL GRANTS	2,000	-	-	0.0%	0.0%	-
INSURANCE & BONDS	21,000	17,581	16,087	83.7%	76.6%	1,493.52
LEGAL NOTICES & PUBLISHING	400	291	334	72.8%	83.4%	(42.12)
MEALS LODGING & REGISTRATION	5,000	941	1,496	18.8%	74.8%	(555.54)
MISC EXPENDITURES	1,000	0	1,907	0.0%	190.7%	(1,906.95)
NETWORK COMPONENTS	5,000	-	-	0.0%	0.0%	-
POSTAGE	200	91	68	45.6%	33.9%	23.37
SUPPLIES - OFFICE	200	-	80	0.0%	40.2%	(80.40)
TAXES/PERMITS/ASSESSMENTS	800	579	785	72.4%	196.3%	(205.75)
TELEPHONE	500	278	456	55.6%	108.6%	(178.32)
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	413	464	51.7%	58.1%	(51.07)
RENT - OFFICE	7,752	1,938	3,203	25.0%	41.3%	(1,265.25)
CONTR SRVCS - LEGAL COUNSEL CONTR	6,000	4,960	3,870	82.7%	43.0%	1,090.00
OUTSIDE PLANT MAINTENANCE	20,000	104	6,701	0.5%	33.5%	(6,596.33)
CONTRACTED SVCS - ENGINEERING	50,000	25,816	46,028	51.6%	230.1%	(20,212.57)
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	71,000	28,765	71,102	40.5%	139.4%	(42,336.38)
POLE CONNECTION FEES	12,392	5,286	12,392	42.7%	118.0%	(7,105.41)
RIGHT OF WAY FEES	20,075	13,837	12,014	68.9%	59.8%	1,822.84
SCHOLARSHIP	2,000	2,000	-	100.0%	0.0%	2,000.00
EASEMENTS - NON-CAPITAL	-	-	-	#DIV/0!	0.0%	-
<b>MATERIALS &amp; SERVICES-E Total</b>	<b>315,890</b>	<b>146,373</b>	<b>227,623</b>	<b>46.3%</b>	<b>86.5%</b>	<b>(81,249.65)</b>
<b>CAPITAL OUTLAY-E</b>						
EASEMENTS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	20,000	-	-	0.0%	0.0%	-
<b>CAPITAL OUTLAY-E Total</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>
<b>TRANSFERS OUT-E</b>	<b>327,020</b>	<b>245,265</b>	<b>279,600</b>	<b>75.0%</b>	<b>75.0%</b>	<b>(34,335.00)</b>
<b>Qlife-E Total</b>	<b>662,910</b>	<b>391,638</b>	<b>507,223</b>	<b>59.1%</b>	<b>77.3%</b>	<b>(115,584.65)</b>
<b>Qlife-E Total</b>	<b>662,910</b>	<b>391,638</b>	<b>507,223</b>	<b>59.1%</b>	<b>77.3%</b>	<b>(115,584.65)</b>

## Qlife Monthly Report Operations Fund - March 2020

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
Qlife Operations Total	662,910	391,638	507,223	59.1%	77.3%	(115,584.65)
<b>Expense Total</b>	<b>662,910</b>	<b>391,638</b>	<b>507,223</b>	<b>59.1%</b>	<b>77.3%</b>	<b>(115,584.65)</b>

## Qliffe Monthly Report Capital Fund - March 2020

Filters

Fd	601
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
<b>Revenue</b>						
Qliffe Capital						
Qliffe-R						
Qliffe-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	25,200	21,505	21,575	85.3%	2012.6%	(70.35)
INVESTMENT EARNINGS-R Total	25,200	21,505	21,575	85.3%	2012.6%	(70.35)
TRANSFERS IN-R						
TRANSFER FROM QLIFE OPERATING FUND	327,020	245,265	279,600	75.0%	75.0%	(34,335.00)
TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R Total	327,020	245,265	279,600	75.0%	73.0%	(34,335.00)
CHARGES FOR SERVICES-R						
CONNECT CHARGES	19,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R Total	19,000	-	-	0.0%	0.0%	-
Qliffe-R Total	371,220	266,770	301,175	71.9%	74.8%	(34,405.35)
Qliffe-R Total	371,220	266,770	301,175	71.9%	74.8%	(34,405.35)
Qliffe Capital Total	371,220	266,770	301,175	71.9%	74.8%	(34,405.35)
<b>Revenue Total</b>	<b>371,220</b>	<b>266,770</b>	<b>301,175</b>	<b>71.9%</b>	<b>74.8%</b>	<b>(34,405.35)</b>
<b>Expense</b>						
Qliffe Capital						
Qliffe-E						
Qliffe-E						
MATERIALS & SERVICES-E	-	-	1,177	#DIV/0!	5.1%	(1,176.50)
CAPITAL OUTLAY-E						
BUILDINGS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	0.0%	-
PRIMARY SYSTEMS	660,284	214,709	83,629	32.5%	13.9%	131,079.96

**Qlife Monthly Report  
Capital Fund - March 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
SECONDARY LINE EXTENSION	200,000	44,221	17,709	22.1%	8.9%	26,512.40
<b>CAPITAL OUTLAY-E Total</b>	<b>940,284</b>	<b>258,930</b>	<b>101,338</b>	<b>27.5%</b>	<b>11.5%</b>	<b>157,592.36</b>
TRANSFERS OUT-E	30,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	675,125	-	-	0.0%	0.0%	-
<b>Qlife-E Total</b>	<b>1,645,409</b>	<b>258,930</b>	<b>102,514</b>	<b>15.7%</b>	<b>7.7%</b>	<b>156,415.86</b>
<b>Qlife-E Total</b>	<b>1,645,409</b>	<b>258,930</b>	<b>102,514</b>	<b>15.7%</b>	<b>7.7%</b>	<b>156,415.86</b>
<b>Qlife Capital Total</b>	<b>1,645,409</b>	<b>258,930</b>	<b>102,514</b>	<b>15.7%</b>	<b>7.7%</b>	<b>156,415.86</b>
<b>Expense Total</b>	<b>1,645,409</b>	<b>258,930</b>	<b>102,514</b>	<b>15.7%</b>	<b>7.7%</b>	<b>156,415.86</b>

# Qlife Monthly Report

## Maupin Fund - March 2020

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	-	-	494,069	#DIV/0!	260.0%	(494,069.26)
INTERGOV'T REV - NON SINGLE AUDIT-R Total	-	-	494,069	#DIV/0!	260.0%	(494,069.26)
INVESTMENT EARNINGS-R						
INTEREST EARNED	60	1,767	1,251	2945.7%	#DIV/0!	516.35
INVESTMENT EARNINGS-R Total	60	1,767	1,251	2945.7%	#DIV/0!	516.35
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	-
TRANSFERS IN-R	30,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	144,765	144,765	-	100.0%	0.0%	144,765.00
UTILITY SERVICE CHARGES	-	-	-	#DIV/0!	#DIV/0!	-
CITY OF MAUPIN FRANCHISE FEES	-	-	-	#DIV/0!	0.0%	-
CITY OF MAUPIN - GORGE.NET RECEIPTS	3,360	1,335	-	39.7%	#DIV/0!	1,334.74
CITY OF MAUPIN - LSN RECEIPTS	4,000	-	-	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	152,125	146,100	-	96.0%	0.0%	146,099.74
Qlife-R Total	182,185	147,867	495,320	81.2%	52.8%	(347,453.17)
Qlife-R Total	182,185	147,867	495,320	81.2%	52.8%	(347,453.17)
Qlife - Maupin Total	182,185	147,867	495,320	81.2%	52.8%	(347,453.17)
<b>Revenue Total</b>	<b>182,185</b>	<b>147,867</b>	<b>495,320</b>	<b>81.2%</b>	<b>52.8%</b>	<b>(347,453.17)</b>

### Expense

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

**Qlife Monthly Report  
Maupin Fund - March 2020**

Account	Current Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
ADMINISTRATIVE COST	-	-	494	#DIV/0!	3.5%	(494.07)
INSURANCE & BONDS	-	-	-	#DIV/0!	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,500	72	2,106	2.9%	105.3%	(2,034.00)
CONTRACTED SVCS - ENGINEERING	-	-	1,815	#DIV/0!	#DIV/0!	(1,815.00)
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	14,160	6,240	384	44.1%	38.4%	5,855.57
BROADBAND SUPPORT	-	-	-	#DIV/0!	#DIV/0!	-
MATERIALS & SERVICES-E Total	17,710	6,312	4,799	35.6%	25.0%	1,512.50
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	-	#DIV/0!	#DIV/0!	-
PRIMARY SYSTEMS	16,000	10,605	541,399	66.3%	90.2%	(530,793.14)
SECONDARY LINE EXTENSION	-	-	-	#DIV/0!	#DIV/0!	-
CAPITAL OUTLAY-E Total	16,000	10,605	541,399	66.3%	90.2%	(530,793.14)
TRANSFERS OUT-E	-	-	-	#DIV/0!	0.0%	-
Qlife-E Total	33,710	16,917	546,198	50.2%	86.8%	(529,280.64)
Qlife-E Total	33,710	16,917	546,198	50.2%	86.8%	(529,280.64)
Qlife - Maupin Total	33,710	16,917	546,198	50.2%	86.8%	(529,280.64)
<b>Expense Total</b>	<b>33,710</b>	<b>16,917</b>	<b>546,198</b>	<b>50.2%</b>	<b>86.8%</b>	<b>(529,280.64)</b>

**Qlife Monthly Report**  
**Accounts Reveivable - March 2020**  
**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	40,130.78	17,500.00	3,425.00	-	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
February	36,285.78	17,080.00	-	-	-	19,205.78
January	29,820.78	10,615.00	-	-	-	19,205.78
December	29,180.78	9,975.00	-	-	-	19,205.78
November	26,615.78	7,410.00	-	-	-	19,205.78
October	30,530.78	11,325.00	-	-	-	19,205.78
September	23,255.78	4,050.00	-	-	-	19,205.78
August	47,430.78	28,225.00	-	-	-	19,205.78
July	44,087.06	24,881.28	-	-	-	19,205.78
June	153,555.78	134,350.00	-	-	-	19,205.78
May	49,540.78	30,335.00	-	-	-	19,205.78
Apr	45,445.78	26,240.00	-	-	-	19,205.78
Mar	30,495.78	11,290.00	-	-	-	19,205.78
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

### March 2020 Bank Reconciliation

Mike M - 4/21/2020

	Main Checking Bank						LGIP Account 11403					
	Eden 600	Eden 601	Eden 602	Eden Total	Bank		Eden 600	Eden 601	Eden 602	Eden		
Begininng Balance	515,633.35	140,320.03	194,830.61	171,336.28	506,486.92		Begininng Balance	1,496,346.55	38,055.05	1,456,750.85	1,540.65	1,496,346.55
Credits	-						Deposits					
Deposits	52,411.50	52,411.50	27,251.67	-	79,663.17	Debit	Dividends/Interest	2,636.84	234.68	2,175.39	226.77	2,636.84
Withdrawals							Withdrawals					
Checks	30,191.39	44,230.33	14,265.11	1,145.74	59,641.18	Credit	Other Decreases					
<b>Ending Balance</b>	<b>537,853.46</b>	<b>148,501.20</b>	<b>207,817.17</b>	<b>170,190.54</b>	<b>526,508.91</b>		<b>Ending Balance</b>	<b>1,498,983.39</b>	<b>38,289.73</b>	<b>1,458,926.24</b>	<b>1,767.42</b>	<b>1,498,983.39</b>
Deposits in Transit							Ending GL	1,498,983.39				
Outstanding Checks	\$11,344.55				-							
<b>Adjusted Balance</b>	<b>526,508.91</b>	<b>148,501.20</b>	<b>207,817.17</b>	<b>170,190.54</b>	<b>526,508.91</b>		<b>LGIP Variance</b>	<b>-</b>	<b>8.9%</b>	<b>82.5%</b>	<b>8.6%</b>	
Variance	-						<b>Mike M - 4/21/2020</b>					
Mike M - 4/21/2020												
John Amery	5346		\$6,000.00									
John Amery	5352		\$1,474.53									
Wasco County	5354		\$2,000.00									
Commstructure	5357		\$1,870.02									
			<b>\$11,344.55</b>									

## **Qlife – Financial Analysis for February & March 2020 Financial Statements**

The financial statements for through the 9<sup>th</sup> month of the 2020 Fiscal Year (FY20) are presented. The statements are intended for the use of Management and are not audited. The expected straight-line assumption for accounts is 75.0% (9/12). This is a typically a good starting point for analysis. Due to time constraints this year, the reporting for February was not presented separately but will be a part of this report.

### **Operations Fund**

Total revenues for the fund are \$519,903. This is a budget execution of 77.9% - ahead of the 73.2% from last year and the 75.0% straight-line assumption. The primary reason is the Utility Service Charges – as discussed since July.

Utility Service Charges have come in at 77.7% of the budget execution or \$27K more than last fiscal year. The reason why is tied to the receivables – discussed since the July reporting period. (\$16K is due to a “catch-up” billing done in FY20.)

Accounts Receivable have increased from January and most accounts – except the large collection – are current. The current portion as of 3/31/20 is \$17,500. The balance in AR going up and down does not change the revenues. Revenue is recognized at the billing date and a receivable is set up. The AR balance is a reflection of how collections from customers are progressing. There is one customer that is starting to fall behind and has an invoice in the 30-59 days overdue column. Staff are following up with this customer. There appears to have been a processing hiccup as the most current invoices have been paid.

Interest is executing at 198.5% and is \$1,161 more than last fiscal year.

Expenses for the Operations Fund are 59.1% executed. \$391,638 has been recorded – this is \$116K less than last year at this time. The Contracted Services are still significantly less than last fiscal year at this time.

Transfers are as budgeted. There is a set monthly transfer to the Capital Fund and is included in the review of expenses above.

### **Capital Fund**

Tranfers In from the Operation Fund are proceeding as budgeted.

Interest is executing at 85.3% which – oddly enough - is \$70 less than last fiscal year. For March, LGIP is returning interest at 2.08% annual return. The rate has declined since February. Lowering the rate of return for interest revenue will result in earnings decreases.

Expenses are executing at 15.7%. Progress is happening on the Primary System as the budget is executed at 32.5%. The spending has been primarily on the Mary’s Backbone project.

## **Maupin Fund**

Revenue for the fund is at 81.2% budget execution already. This is due to two payments received from the City of Maupin on a pass through grant totaling \$144,765. A budget change was approved and done in February (Resolution # 20-003) to account for the revenue and additional capital costs. The funds were for the project and were not passed to Qlife until July. This was not part of the budget created and skews the numbers by appearing here.

Interest allocated is \$1,767. It is ahead of the budget expectation and last year's earnings.

Revenue has started to come in for the City of Maupin – Gorge.Net Receipts. The amount received is \$1,335 which is an execution of 39.7% of the budget. This is unchanged since September. Of note is no LSN receipts have been received.

Expenses for the Maupin Fund are at a budget execution rate of 50.2% - well below the expected straight-line assumption due to the budget change processed in February. The variance is the Contracted Services for WIFI is still a factor but the budget will finish within the appropriation limits.

No transfers are budgeted for FY20.

## **Summary**

The year is performing well. Utility Service Charges are up, even after taking considering the on-time catchup revenue. When this is considered, the budget execution is right on target. Interest is up for the organization as a whole even Maupin. Interest rates have started falling while at this time last year the rates started increasing. This will cause a greater difference towards the end of the fiscal year. The Maupin fund had a budget change due to the final payment to Van Dorn and the pass through grant received via the City of Maupin.

The Operations and Capital funds are in good shape. The Maupin fund is now in a strong position after the budget change.

## **Reconciliations**

Bank reconciliations for February and March are completed and included in this packet. These were not reviewed with the County Administrator yet due to timing. It is expected to happen when time allows.



## *Discussion Items*

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- [Technical Management Contract \(return to agenda\)](#)
- [Aristo Technical Management Report](#)

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
4/13/2020

Items of Interest:

- Bi-mart new connection operational
- New path feeding Curtis Homes by Sorosis Park Phase I has been awarded to “The Fiber Guys”
- Electronics
  - No known issues.



## *Action Items*

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- [Master Service Agreement – Commstructure Amendment 3](#)
- [Budget Committee Appointments](#)



**AMENDMENT NO. 3  
TO AGREEMENT FOR PROFESSIONAL SERVICES**

**BETWEEN**

Quality Life Intergovernmental Agency (Q-Life)  
313 Court Street  
The Dalles, Oregon 97058

**and**

Commstructure Consulting, LLC  
811 Railroad Avenue  
Oregon City, Oregon 97045

**Date:** January 1, 2020

**The Terms and Provisions of the Agreement for Professional Services between Q-Life and Commstructure shall be amended as follows:**

Exhibit A - The Standard Hourly Rates shall be amended with the 2020 Rate Schedule

**See attached Exhibits:**

Exhibit A - Standard Hourly Rate Schedule - 2020 Rate Schedule

**Approved By:**

Q-LIFE

COMMSTRUCTURE CONSULTING, LLC

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EXHIBIT A – STANDARD HOURLY RATE SCHEDULE

<u>Unit #</u>	<u>Unit Description</u>	<u>Basis</u>	<u>* Rate</u>
CC109	Principal	Per Hour	\$ 135.00
CC110	Project Manager	Per Hour	\$ 120.00
CC111	Senior OSP Designer	Per Hour	\$ 110.00
CC112	OSP Designer	Per Hour	\$ 95.00
CC113	OSP Design Technician	Per Hour	\$ 80.00
CC114	Senior CAD Technician	Per Hour	\$ 90.00
CC115	CAD Technician	Per Hour	\$ 85.00
CC116	Office / Project Coordinator	Per Hour	\$ 85.00
CC117	Permit Coordinator	Per Hour	\$ 85.00
CC118	Owner Representative / Construction Oversight	Per Hour	\$ 95.00

*\* Rates are subject to an annual review and adjustment.*

### Travel Expense and Reimbursable Expenses

Unit Rates and Standard Hourly Rates do not include provisions for travel expenses or other reimbursable direct expenses (i.e. sub-consultants, express mail, permit fees, large format color plotting, specialized base mapping data for specific communities, reprographics, binding, etc.) unless otherwise specified in project specific work orders or quotes.

Travel expenses including travel time, meals, lodging and miscellaneous expenses will be reimbursed at actual cost plus 10% for projects requiring travel beyond a 50-mile radius of the Commstructure home office.

All mileage incurred will be reimbursed per the current effective IRS reimbursement rate at the time driven.

Sub-consultants, reprographics, courier services and other reimbursable direct expenses shall be reimbursed at actual cost plus 10%.



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

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

ORDER #20-002

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 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, 2021.

DATED this 23<sup>rd</sup> day of April, 2020.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Kristen Campbell, QLife Legal Counsel

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

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

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

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

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



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

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

ORDER #20-003

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 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, 2021.

DATED this 23<sup>rd</sup> day of April, 2020.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Kristen Campbell, QLife Legal Counsel

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

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

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

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

\_\_\_\_\_  
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 TANER ELLIOT TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

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**ORDER #20-004**

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 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, 2021.

DATED this 23<sup>rd</sup> day of April, 2020.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Kristen Campbell, QLife Legal Counsel

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

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

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

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

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



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

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

**ORDER #20-005**

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, 2021.

DATED this 23<sup>rd</sup> day of April, 2020.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Kristen Campbell, QLife Legal Counsel

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

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

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

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

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



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

IN THE MATTER OF THE APPOINTMENT OF JOHN HUTCHINSON TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

ORDER #20-006

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 John Hutchinson is willing and is qualified to be appointed to the QualityLife Intergovernmental Agency Budget; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That John Hutchinson 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, 2021.

DATED this 23<sup>rd</sup> day of April, 2020.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Kristen Campbell, QLife Legal Counsel

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

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

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

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

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



QUALITYLIFE INTERGOVERNMENTAL AGENCY

DBA "QLIFE NETWORK"

IN THE MATTER OF THE APPOINTMENT OF DOUGLAS QUISENBERRY TO THE QUALITYLIFE INTERGOVERNMENTAL AGENCY BUDGET COMMITTEE

**ORDER #20-007**

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 Douglas Quisenberry is willing and is qualified to be appointed to the QualityLife Intergovernmental Agency Budget; and

NOW, THEREFORE, IT IS HEREBY ORDERED: That Douglas Quisenberry 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, 2021.

DATED this 23<sup>rd</sup> day of April, 2020.

APPROVED AS TO FORM:

QLIFE BOARD OF DIRECTORS:

\_\_\_\_\_  
Kristen Campbell, QLife Legal Counsel

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

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

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Dale Lepper, Board Member

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

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Rod Runyon, Board Member



## *Lone Pine Updates*

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- [Lone Pine Work Order #18 Amendment #2](#)



# WORK ORDER NO. 18 AMENDMENT NO. 02

## TO AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

Q-Life  
511 Washington Street, Ste. 101  
The Dalles, Oregon 97058

and

Commstructure Consulting, LLC  
811 Railroad Avenue  
Oregon City, Oregon 97045

The terms and provisions of the Agreement for Professional Services between Q-Life and Commstructure apply herein unless otherwise specifically revised.

**Date:** March 18, 2020

**Project:** Lone Pine Expansion - Feasibility, Design & Construction Contract Administration

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### Contract Price:

### Time of Completion:

Original Work Order:	<u>\$ 29,300.00</u>
Amendment01	<u>N/A</u>
<b>This Amendment</b>	<b><u>\$ 6,985.00</u></b>
Total to Date:	<b><u>\$ 36,285.00</u></b>

Original Work Order:	<u>12/31/2018</u>
Amendment01	<u>6/30/2019</u>
	<b><u>6/30/2020</u></b>
Revised Date:	<b><u>6/30/2020</u></b>

### Description of Amendment:

This amendment is for revision of the project completion date and for continued project management, RFP and permitting support and costs for the extraordinarily extended life cycle of the project and the redesign of Segment 2.

Specifically, the project has incurred multiple revisions, reviews and updates requiring unforeseen amounts of time, attention and project costs.

Also, segment 2 is slated to be redesigned to take advantage of existing occupied conduit in the area. This will require additional research, field work, design and drafting efforts to revise approximately 900 feet of underground infrastructure on Lone Pine Blvd along with additional RFP support and project management with the awarded contractor.

**Approved By:**

**Q-LIFE**

**COMMSTRUCTURE CONSULTING, LLC**

**By:** \_\_\_\_\_

**By:**  \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** President & CEO

**Date:** \_\_\_\_\_

**Date:** March 18, 2020



## *Executive Session*

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