



## AGENDA

### QLife Regular Board Meeting

Thursday November 29, 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
- 12:00 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
  - [October 11, 2018 Minutes](#)
  - [Technical Management Report](#) – John Amery
- 12:10 [Financial Reports](#) –Mike Middleton
- 12:20 [Discussion Items](#)
  - [Port Fiber Build](#)
- 12:30 [Maupin Update](#) –Dan McNeely, Tyler Stone
  - [Change Orders 1 & 2](#)
- 12:40 [Work Order 18 – Lone Pine Expansion Update](#) –Dan McNeely, Tyler Stone
- 12:50 [St. Mary's Backbone Replacement Update](#) –Dan McNeely, Tyler Stone
- 1:00 [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 – December , 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.



## *Consent Agenda*

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- [October 11, 2018 Minutes](#)
- [Technical Management Report](#)



## MINUTES

Q-Life Regular Board Meeting  
Thursday October 11, 2018  
Noon  
Deschutes Room, Wasco County Courthouse

**Call to Order:** President Hege called the meeting to order at 12:01 p.m.

### **Approval of October 11, 2018 Agenda:**

***Ms. Long-Curtiss moves to approve the agenda. Mr. Lepper seconds the motion, which passes unanimously.***

**Maupin Update:** Mr. McNeely updates the Board regarding the Maupin Project. WEC is still working on the make-ready that needed to be completed. Mr. McNeely is unaware at this time what the scheduled completion day is for this work. Van Dorn has been unable to schedule out because of this.

**Maupin Work Order – Amendment 4:** Mr. McNeely explains to the Board the current amendment is to cover expenses incurred while working with WEC to solve any issues with the Maupin Project. He addresses Mr. Stone and the Board going on to explain he does not think he could have foreseen all the challenges with the make-ready, therefore did not allot for such an extensive process in other amendments.

The Board would like to readdress the make-ready costs and if everything has been billed. Mr. Stone agrees to have a discussion with WEC regarding any possible compensation.

***Ms. Long Curtiss moves to approve Maupin Work Order Amendment 4. Mr. Lepper seconds the motion, which passes unanimously.***

**Commstructure Work Order 18 – Lone Pine Expansion:** Mr. McNeely presents the work order to the Board, which would include Commstructure doing a field study and other research regarding the Lone Pine Expansion. He explains the land is sensitive culturally and historically. The crossing will have to go through a full study environmentally and we would be unable to disturb untouched ground. The project might fall into the tribal organization as well. Mr. Stone recommends the Board move forward.

***Mr. Lepper moves to approve Work Order 18 – Lone Pine Expansion. Ms. Long-Curtiss seconds the motion which passes unanimously.***

**Commstructure Work Order 19 – NESC Inspection:** Mr. Stone recommends the Board approve the work order considering it is an annual necessity.

***Ms. Long-Curtiss moves to approve Work Order – NESC Inspection. Mr. Lepper seconds the motion, which passes unanimously.***

**Contract 2018-03 – 99001 Jeff15Pole Vegetation Trimming:** Mr. Amery explains to the Board there is further analysis to be done on the project but he wants to start the process.

***Ms. Long-Curtiss moves to approve Contract 2018-03 – 99001 Jeff15Pole. Mr. Lepper seconds the motion, which passes unanimously.***

**Executive Session: (2)(g) Competitive trade or commerce negotiations and (2)(m)(E) Discuss information regarding security of telecom systems and data transmission**

The Board enters Executive Session at 12:42 p.m. and exits at 12:59 p.m.

**Consent Agenda:**

***{{{Ms. Long-Curtiss moves to approve the agenda. Mr. Lepper seconds the motion, which passes unanimously.}}}***

**Financial Reports:** Mr. Middleton addresses the Board regarding the financial reports. He explains to the Board he has discovered a few invoices from Mr. Amery from FY 17/18 that were not paid. He has now corrected the issue but it may show up as an audit finding.

Mr. Middleton would like permission from the Board to switch banks. He is running into challenges with the current institution.

***{{{The Board comes to a consensus, agreeing to switch banks.}}}***

The meeting is adjourned at 1:15 p.m.

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

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Taner Elliott, Secretary

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
11/26/2018

Items of Discussion:

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



## *Financial Reports*

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- [October Financial Analysis](#)
- [October Financial Report](#)

## **Qlife – Financial Analysis for October 2018 Financial Statements**

The financial statements for October are presented. The information is unaudited and meant for Management use. As a metric, the year is 4/12 or 33.3% complete for a straight-line comparison of actual budget execution. For some expense/revenues, a straight-line assumption is not relevant but it is a good place to start the analysis.

### **Operations Fund**

Revenues for the Operations fund are proceeding according to the budget plan. Current budget execution of Utility Service Charges are 32.0%. While this is not up to the 33.3% expected straight-line, it is very close. Annualized, the difference is about \$6K which should be made up in growth as planned. It is less that was reported at this time last fiscal year. This difference is due to timing and billing patterns. Last fiscal year was the first year of the County processing the financial records and there were some timing difficulties with entries.

Accounts receivable has grown by \$2,025. Most of the growth is in the current billing while overdue receivables have decreased by \$2,939 overall. The \$26,405 over 120 Days old is made of primarily one former customer at \$19K that is in collection processing and another \$6K to on customer with timing of payments being a factor.

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

Expenses overall are at 33.1% budget execution. While this is within expectations, there is some variability in the fund. Materials & Services are at 35.2% budget execution while Capital Outlay is a 0.0%. If there had been any capital spending, the budget execution would be higher and potentially above the straight-line assumption. Contracted Services are significantly higher this fiscal year than last. A portion of that is \$13K in contracted services attributed to FY18 were not paid in FY18. This was not discovered until October and paid immediately. After consultation with the auditors the amount was determined to not materially misstate the financial statements so the expense was left in FY19 – October. If this did not occur, the budget execution would be within expected straight-line assumptions. To address this problem going forward staff have analyzed the process and will not let this occur again. Even considering this, the expense for contracted services was higher in October 2018 than October 2017.

Overall the fund is doing well. The additional expense that should have been in FY18 causes a minor hiccup but should not adversely impact the fund in the long term.

### **Capital Fund**

Revenues for the Capital fund are strong and consistent. Budget execution is at 24.7%. The monthly transfer in from the Operations fund is right on target. The transfer from Maupin will not be happening

anytime soon as discuss previously. Additionally the Connect Charges have not happened. The project will need to be completed before any real income is seen here. This is no change from last month' report.

As briefly mention in the Operations section, interest is doing well past budget expectations. Currently the amount is \$6,369. The budgeted amount is \$1,072. So, Capital Interest revenue is only 594.1% of the budget in the 4<sup>th</sup> fiscal month. This is on track to reach \$25K by the end of the fiscal year.

Expenses have increased – currently budget execution is up to 2.3%. This will stay low until there is progress on moving forward on other projects.

### **Maupin Fund**

Grant funds are up to \$494,069. The project is moving forward and the funds will be billed to Maupin to cover the expenses as the project moves towards completion.

On the expense side, budget execution is at 27.5% - up from the 3.5% in September. The majority of the expense is on the primary system - \$187,405 – and this is the Maupin project moving towards completion.

Overall the fund is in good shape. There is no change from last month in that status. The completion of the Maupin project is the big hurdle and with the state funding through Maupin it will be accomplished. Then the fund can work to be self-sustaining.

### **Summary**

The organization is in good shape overall. With the Maupin project progressing, stress on the entire organization is lessening. All revenues and expenses are within budget authority. While the bump up in Operations due to the old invoices being paid causes an increase, it will be smoothed out by year end.

Reconciliations are completed through September. October reconciliations will be completed before the end of November. The online issue with Bank of the West has been resolve. The delay at this point is due to attend AOC and the holiday season starting.

The audit is mostly complete. The auditors plan to issue the report as of the end of November. At this point I am not aware of any significant issues. The only item of note so far had been invoices paid late in the wrong fiscal year. This was determined to not materially misstate the financial statements so the auditors “passed” on the entry.



# Qlife Monthly Report

## Operations Fund - October 2018

Filters	
Fd	600
Cat	(Multiple Items)

### Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
<b>Revenue</b>						
Qlife Operations						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	2,000	243	538	12.1%	14.9%	(295.08)
INVESTMENT EARNINGS-R Total	2,000	243	538	12.1%	14.9%	(295.08)
MISCELLANEOUS-R						
MISC RECEIPTS	200	1,200	1,200	600.0%	600.0%	-
MISCELLANEOUS-R Total	200	1,200	1,200	600.0%	600.0%	-
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	669,147	214,400	222,648	32.0%	33.8%	(8,248.23)
CONNECT CHARGES	1,000	100	1,500	10.0%	150.0%	(1,400.00)
CHARGES FOR SERVICES-R Total	670,147	214,500	224,148	32.0%	34.0%	(9,648.23)
PASS-THROUGH PAYMENTS-R	-	-	-	#DIV/0!	0.0%	-
Qlife-R Total	672,347	215,943	225,886	32.1%	31.7%	(9,943.31)
Qlife-R Total	672,347	215,943	225,886	32.1%	31.7%	(9,943.31)
Qlife Operations Total	672,347	215,943	225,886	32.1%	31.7%	(9,943.31)
<b>Revenue Total</b>	<b>672,347</b>	<b>215,943</b>	<b>225,886</b>	<b>32.1%</b>	<b>31.7%</b>	<b>(9,943.31)</b>
<b>Expense</b>						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	55,350	13,839	3,863	25.0%	7.2%	9,975.25

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

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
ADVERTISING & PROMOTIONS	1,500	1,240	231	82.7%	15.4%	1,008.79
BLDG REPAIR & MAINT	1,600	-	-	0.0%	0.0%	-
CONTR SRVCS - AUDIT CONTRACT	6,000	4,000	2,150	66.7%	30.5%	1,850.00
CONTR SRVCS - OTHER	15,100	825	3,021	5.5%	100.7%	(2,196.06)
CONTRACTED SERVICES	-	325	-	#DIV/0!	#DIV/0!	325.00
DUES & SUBSCRIPTIONS	3,000	774	2,740	25.8%	210.7%	(1,965.72)
EQUIPMENT - NON CAPITAL	5,000	-	1,339	0.0%	#DIV/0!	(1,339.00)
GENERAL GRANTS	2,000	-	-	0.0%	0.0%	-
INSURANCE & BONDS	21,000	1,600	1,600	7.6%	7.6%	-
LEGAL NOTICES & PUBLISHING	400	334	-	83.4%	0.0%	333.50
MEALS LODGING & REGISTRATION	2,000	1,287	209	64.3%	10.5%	1,077.18
MISC EXPENDITURES	1,000	1,907	3,495	190.7%	537.7%	(1,588.03)
NETWORK COMPONENTS	5,000	-	593	0.0%	11.9%	(592.50)
POSTAGE	200	-	82	0.0%	40.9%	(81.84)
SUPPLIES - OFFICE	200	53	59	26.7%	43.9%	(5.87)
TAXES/PERMITS/ASSESSMENTS	400	285	-	71.3%	0.0%	285.07
TELEPHONE	420	141	347	33.5%	82.6%	(206.35)
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	143	300	17.9%	42.8%	(156.95)
RENT - OFFICE	7,752	1,602	-	20.7%	0.0%	1,602.00
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	1,890	3,024	21.0%	33.6%	(1,134.00)
OUTSIDE PLANT MAINTENANCE	20,000	6,701	110	33.5%	0.3%	6,590.60
CONTRACTED SVCS - ENGINEERING	20,000	23,073	3,661	115.4%	7.3%	19,412.00
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	51,000	27,377	11,852	53.7%	17.4%	15,524.68
POLE CONNECTION FEES	10,500	-	22,795	0.0%	217.1%	(22,794.54)
RIGHT OF WAY FEES	20,075	5,144	4,915	25.6%	24.9%	229.00
SCHOLARSHIP	2,000	-	-	0.0%	0.0%	-
EASEMENTS - NON-CAPITAL	1,000	-	-	0.0%	#DIV/0!	-
<b>MATERIALS &amp; SERVICES-E Total</b>	<b>262,997</b>	<b>92,538</b>	<b>66,386</b>	<b>35.2%</b>	<b>21.3%</b>	<b>26,152.21</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>372,800</b>	<b>124,267</b>	<b>130,966</b>	<b>33.3%</b>	<b>33.3%</b>	<b>(6,699.32)</b>
<b>Qlife-E Total</b>	<b>655,797</b>	<b>216,805</b>	<b>197,352</b>	<b>33.1%</b>	<b>27.2%</b>	<b>19,452.89</b>

## Qlife Monthly Report Operations Fund - October 2018

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Qlife-E Total	655,797	216,805	197,352	33.1%	27.2%	19,452.89
Qlife Operations Total	655,797	216,805	197,352	33.1%	27.2%	19,452.89
<b>Expense Total</b>	<b>655,797</b>	<b>216,805</b>	<b>197,352</b>	<b>33.1%</b>	<b>27.2%</b>	<b>19,452.89</b>

## Qlife Monthly Report Capital Fund - October 2018

Filters	
Fd	601
Cat	(Multiple Items)

Data							
Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD	
<b>Revenue</b>							
Qlife Capital							
Qlife-R							
Qlife-R							
INVESTMENT EARNINGS-R							
INTEREST EARNED	1,072	6,369	4,755	594.1%	443.6%	1,613.77	
INVESTMENT EARNINGS-R Total	1,072	6,369	4,755	594.1%	443.6%	1,613.77	
TRANSFERS IN-R							
TRANSFER FROM QLIFE OPERATING FUND	372,800	124,267	130,966	33.3%	33.3%	(6,699.32)	
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	-	0.0%	0.0%	-	
TRANSFERS IN-R Total	382,800	124,267	130,966	32.5%	32.5%	(6,699.32)	
CHARGES FOR SERVICES-R							
CONNECT CHARGES	19,000	-	-	0.0%	0.0%	-	
CHARGES FOR SERVICES-R Total	19,000	-	-	0.0%	0.0%	-	
Qlife-R Total	402,872	130,635	135,721	32.4%	32.1%	(5,085.55)	
Qlife-R Total	402,872	130,635	135,721	32.4%	32.1%	(5,085.55)	
Qlife Capital Total	402,872	130,635	135,721	32.4%	32.1%	(5,085.55)	
<b>Revenue Total</b>	<b>402,872</b>	<b>130,635</b>	<b>135,721</b>	<b>32.4%</b>	<b>32.1%</b>	<b>(5,085.55)</b>	
<b>Expense</b>							
Qlife Capital							
Qlife-E							
Qlife-E							
MATERIALS & SERVICES-E	23,000	5,201	-	22.6%	0.0%	5,201.24	
CAPITAL OUTLAY-E							
BUILDINGS	-	-	-	#DIV/0!	0.0%	-	

**Qlife Monthly Report  
Capital Fund - October 2018**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	#DIV/0!	-
PRIMARY SYSTEMS	600,000	25,198	11,924	4.2%	6.1%	13,274.21
SECONDARY LINE EXTENSION	200,000	-	99	0.0%	0.1%	(99.36)
<b>CAPITAL OUTLAY-E Total</b>	<b>880,000</b>	<b>25,198</b>	<b>12,023</b>	<b>2.9%</b>	<b>2.4%</b>	<b>13,174.85</b>
TRANSFERS OUT-E	200,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	224,666	-	-	0.0%	0.0%	-
<b>Qlife-E Total</b>	<b>1,327,666</b>	<b>30,399</b>	<b>12,023</b>	<b>2.3%</b>	<b>1.0%</b>	<b>18,376.09</b>
<b>Qlife-E Total</b>	<b>1,327,666</b>	<b>30,399</b>	<b>12,023</b>	<b>2.3%</b>	<b>1.0%</b>	<b>18,376.09</b>
<b>Qlife Capital Total</b>	<b>1,327,666</b>	<b>30,399</b>	<b>12,023</b>	<b>2.3%</b>	<b>1.0%</b>	<b>18,376.09</b>
<b>Expense Total</b>	<b>1,327,666</b>	<b>30,399</b>	<b>12,023</b>	<b>2.3%</b>	<b>1.0%</b>	<b>18,376.09</b>

## Qlife Monthly Report Maupin Fund - October 2018

Filters

Fd	602
Cat	(Multiple Items)

### Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
<b>Revenue</b>						
Qlife - Maupin						
Qlife-R						
Qlife-R						
INTERGOV'T REV - NON SINGLE AUDIT-R						
STATE GRANT	190,000	494,069	-	260.0%	0.0%	494,069.26
INTERGOV'T REV - NON SINGLE AUDIT-R Total	190,000	494,069	-	260.0%	0.0%	494,069.26
INVESTMENT EARNINGS-R						
INTEREST EARNED	-	443	681	#DIV/0!	#DIV/0!	(238.04)
INVESTMENT EARNINGS-R Total	-	443	681	#DIV/0!	#DIV/0!	(238.04)
MISCELLANEOUS-R	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R	200,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	546,000	-	-	0.0%	#DIV/0!	-
UTILITY SERVICE CHARGES	-	-	-	#DIV/0!	0.0%	-
CITY OF MAUPIN FRANCHISE FEES	1,600	-	-	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	547,600	-	-	0.0%	0.0%	-
Qlife-R Total	937,600	494,512	681	52.7%	0.1%	493,831.22
Qlife-R Total	937,600	494,512	681	52.7%	0.1%	493,831.22
Qlife - Maupin Total	937,600	494,512	681	52.7%	0.1%	493,831.22
<b>Revenue Total</b>	<b>937,600</b>	<b>494,512</b>	<b>681</b>	<b>52.7%</b>	<b>0.1%</b>	<b>493,831.22</b>

### Expense

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

**Qlife Monthly Report  
Maupin Fund - October 2018**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
ADMINISTRATIVE COST	14,160	-	-	0.0%	0.0%	-
INSURANCE & BONDS	1,000	-	-	0.0%	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	1,746	648	87.3%	32.4%	1,098.00
CONTRACTED SVCS - ENGINEERING	-	-	279	#DIV/0!	#DIV/0!	(278.75)
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	1,000	240	-	24.0%	0.0%	240.00
BROADBAND SUPPORT	-	-	-	#DIV/0!	0.0%	-
MATERIALS & SERVICES-E Total	19,210	1,986	927	10.3%	1.7%	1,059.25
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	-	#DIV/0!	#DIV/0!	-
PRIMARY SYSTEMS	600,000	187,405	156,005	31.2%	#DIV/0!	31,399.82
SECONDARY LINE EXTENSION	-	-	-	#DIV/0!	0.0%	-
CAPITAL OUTLAY-E Total	600,000	187,405	156,005	31.2%	27.2%	31,399.82
TRANSFERS OUT-E	10,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	59,160	-	-	0.0%	0.0%	-
Qlife-E Total	688,370	189,391	156,932	27.5%	23.6%	32,459.07
Qlife-E Total	688,370	189,391	156,932	27.5%	23.6%	32,459.07
Qlife - Maupin Total	688,370	189,391	156,932	27.5%	23.6%	32,459.07
<b>Expense Total</b>	<b>688,370</b>	<b>189,391</b>	<b>156,932</b>	<b>27.5%</b>	<b>23.6%</b>	<b>32,459.07</b>

**Qlife Monthly Report**  
**Receivable Summary All Funds September 2018**  
**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	61,291.78	34,740.00	-	146.00	-	26,405.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-



Check History Listing  
Wasco County

Bank code: qlbank

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Clear/Void Date</u>	<u>Invoice</u>	<u>Inv. Date</u>	<u>Amount Paid</u>	<u>Check Total</u>
							qlbank Total:	375,114.10
12 checks in this report							Total Checks:	375,114.10



## *Discussion*

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- [Port Fiber Build](#)



## *Maupin Update*

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- [Change Orders 1 & 2](#)



**CHANGE ORDER**

01-2018-01

511 Washington Street  
The Dalles, OR 97058

**Date:** October 23, 2018

**Contract Number:** 2018-01

**Contractor:** Van Dorn Enterprises, Inc.

**Address:** PO Box 930  
Stayton, OR 97383

**Description of Changes or Proposed Work:**

Due to the absence of existing conduit, approximately 829 feet of additional new Conduit will be placed on George Jackson Road and 100 feet will be placed on Little Lake Road in Maupin, OR.  
These footages are estimates, only actual footages will be charged.

**Method of Payment:** Q-Life agrees to pay the contractor for services performed on the basis of:

A lump sum fee of \$ \_\_\_\_\_

Other

**Contract Unit Prices**

Item #	Unit Description	Unit Type	Unit Cost	Quantity	Total
UG01	Place 2" SDR11 HDPE / SCH-40 Conduit	FT	\$ 31.80	929	\$ 29,542.20

**Total: \$ 29,542.20**

This change order is governed by all terms and conditions of the main contract between Q-Life and the contractor. By its signature below, Contractor: 1) acknowledges that all work will be performed in accordance with the contract, and 2) agrees to perform the work as described for the total amount of the change order.

By: \_\_\_\_\_  
Q-Life Network

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

CCLLC *Devin [Signature]*

By: \_\_\_\_\_  
Van Dorn Enterprises, Inc.

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

Date: 10/23/18



**CHANGE ORDER**  
02-2018-01

511 Washington Street  
The Dalles, OR 97058

**Date:** November 15, 2018

**Contract Number:** 2018-01

**Contractor:** Van Dorn Enterprises, Inc.

**Address:** PO Box 930  
Stayton, OR 97383

**Description of Changes or Proposed Work:**

Per Q-Life Request the Contractor has obtained a quote to purchase 204 service drops for the project.  
These items are in addition to the original scope of the project and will be compensated via this change order.  
See Contractor provided quote for details (Pages 02&03)

**Method of Payment:** Q-Life agrees to pay the contractor for services performed on the basis of:

A lump sum fee of \$ 15,069.30       Other      Contract Unit Prices

Item #	Unit Description	Unit Type	Unit Cost	Quantity	Total
Svc Drops	Fiber Optic Service Drops	Lump Sum	\$ 13,699.36	Cost+10%	\$ 15,069.30

**Total: \$ 15,069.30**

This change order is governed by all terms and conditions of the main contract between Q-Life and the contractor. By its signature below, Contractor: 1) acknowledges that all work will be performed in accordance with the contract, and 2) agrees to perform the work as described for the total amount of the change order.

By: *Tyler Stone*  
Q-Life Network

Date: 11/19/18

By: \_\_\_\_\_  
Van Dorn Enterprises, Inc.

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

CCLLC *Daniel*

Date: 11/15/18



## *Commstructure*

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- [Lone Pine Expansion Update](#)



## *Commstructure*

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- [St. Mary's Backbone Replacement Update](#)



## *Executive Session*

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- [Customer Outage Report](#)
- [Current Check list](#)
- [Administration Report](#)