



## AGENDA

### QLife Regular Board Meeting

Thursday, June 25, 2020 | 12:00 pm

Via Google Hangouts - <https://meet.google.com/rpn-iuxf-whn>

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:00 **Consent Agenda** (*items of a routine nature: minutes, documents, items previously discussed*)
- **May 28, 2020 Minutes**
- 12:05 **Finance**
- **Financial Report, Analysis and Reconciliation** - Mike Middleton
  - **Budget Hearing** - Mike Middleton
- 12:10 **Action Items**
- **OSP Insight Renewal**
  - **Commstructure Work Order #23 Downtown Bypass & Metro Feasibility/OPC**
  - **QLife Procurement Rules** – Tyler Stone, Matthew Klebes & Kristen Campbell
- 12:20 **Discussion Items**
- **Aristo Technical Management Report** – John Amery
  - **Oregon Business Development Department Broadband Capacity Coronavirus Relief Funding** – Carrie Pipinich
  - **Beta Test Update** – Matthew Klebes
- 12:40 **Lone Pine Update** – Dan McNeely
- **Segment 2 Unit Pricing Form**
- 12:50 **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, July 23, 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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- [May 28, 2020 Minutes](#)



## MINUTES

QLife Regular Board Meeting  
Thursday, May 28, 2020  
Via Google Hangouts

**Call to Order** President Hege calls the meeting to order at 12:03 PM.

**Roll Call** Scott Hege, Rod Runyon, Dale Lepper, Darcy Long-Curtiss, Lee Weinstein, John Amery, Dan Bubb, Joe Franell, Tom McGowan, Carrie Pipinich, Matthew Klebes, Tyler Stone, Stephanie Krell, Mike Middleton, Kristen Campbell, Erik Norton and Dan McNeely.

### **Changes to the Agenda**

There are no changes to the agenda.

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

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

*[[Mr. Lepper moves to approve the agenda. Mr. Weinstein 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 mentions that revenues in the Operations fund are right in line with where they should be at this time. He notes that one vendor has previously been behind on payables but it now up to date. There is another vendor that is behind on payables due to COVID-19 but has been in contact with the Finance staff.

Mr. Middleton continues with the Capital fund and notes that interest is slightly down because it is being allocated differently. There is more interest in the Operations fund and less in the Capital fund.

Mr. Middleton informs the Board that nothing has come in from LSN to the Maupin fund so his staff will be following up with them. There are no questions from the Board.

## **Discussion Items**

### **4-H Donation & Thank You**

President Hege brings attention to the \$2,000 returned check from 4-H which was donated from QLife earlier in the fiscal year. They included a thank you card and expressed their hope for continued support next year. President Hege asks if we have budgeted for that donation in the past. Ms. Krell recalls that in 2018 there was support and Mr. Middleton adds that he will look to past budgets to confirm.

### **Aristo Management Report**

Mr. Amery informs the Board that much of his time has been spent working with Mr. Klebes on Capital expense concepts. A fiber project has been awarded but construction has been delayed because of attachments associated with Century Link poles.

He continues by noting that there are no known issues with electronics and asks if the Board has any questions.

President Hege wonders how QLife attains permission to attach to poles and Mr. Amery explains that we request permission and establish joint use rules to follow. Each company's requirements are different and Mr. Amery adds that Century Link has historically been more difficult to work with.

Mr. Stone asks Mr. Franell if he has a relationship with Century Link that could be of assistance and Mr. Franell notes that Century Link grants Eastern Oregon Telecommunications (EOT) a permit without requiring make ready costs because of their existing relationship. Mr. Franell does not know that he can be much help since the issue surrounds a QLife attachment but suggests establishing a similar agreement and will share the EOT/Century Link agreement with Mr. Stone

### **Capital Improvement Plan**

Mr. Franell informs the Board that he recently had a meeting with technical management on both the QLife side and the EOT/Gorge Net side. The outcome was a refined build and engineering which can eventually be used for the RFP. He is also going to clarify with PUD to see if it is possible to have two providers on a single attachment which is normally prohibited, however, a joint use agreement might be a viable solution.

Mr. Klebes brings the Board's attention to the 2016 QLife Capital Improvement Plan and mentions that it was timely to review to see if we could tag on potential projects as we move forward with the EOT/GorgeNet Beta Project. Mr. Franell agrees that this may be a good opportunity for QLife to complete those projects. Mr. Klebes is looking for feedback on which one to two projects that the Board would like to see completed along the way.

Mr. Amery points out the priorities from the 2016 perspective and notes that most connections go through City Hall, Mid-Columbia Medical Center and Big Eddy. He recommends a project in the downtown area because QLife has had difficulty connecting new customers there. He continues by saying that he would overbuild the current infrastructure with additional fiber and develop a new meet-me point on the east side of The Dalles. This will allow for increased capacity outside of the region.

Mr. Stone adds that he anticipated an underground project by the City on Second Street, which is why we have been holding off but thinks that the underground project might be scrapped for the foreseeable future. Mr. Klebes notes that the City put out an RFP to review feasibility but there were no responses which slowed down the project. Mr. Stone expresses that we should continue to move forward regardless of what happens with the City project. He suggests that we can always place conduit and leave it empty to be connected at a later time.

President Hege asks if this would be an aerial or underground project and Mr. Amery clarifies that it would be aerial overlashing existing overhead.

Mr. Norton agrees with Mr. Stone's perspective and adds that pricing would be lower than a traditional build. Mr. Stone reiterates that he believes this is the top priority project along with the EOT/Gorge Net project. He wonders if the Board is in support of taking on an additional project.

Mr. Amery points out some at risk QLife infrastructure to the Board. One risk area is the BPA line near the hospital which if ever damaged, would require authorization from BPA to repair. That could take months and reminds the Board that that particular segment was originally placed via helicopter. He notes that we may want to consider an expansion project or a risk mitigation project. He also brings attending to a potential East Bisector project which would build from downtown to existing infrastructure near Lone Pine. This would also solve some risk management needs.

Mr. Stone reminds the Board of a new development set to build 70 homes and explains that QLife could build a partial path to that area and extend it at a later date. He asks the Board for feedback on which, if any, projects they would like to see move forward. We could engage Commstructure to provide us with a cost estimate and design.

Mr. Weinstein wonders if there is any downside to taking on multiple projects at once and if we need to keep funds in the reserve. President Hege notes that funding and bandwidth are the two biggest challenges. He believes we should focus on the downtown project and refine the others at a later time. Mr. Stone agrees with that direction and adds that

we never know what may pop up in the future and want to have funds available to be able to make decisions as they occur.

Mr. Runyon expresses his support of the downtown project and asks where the funding may come from. Mr. Klebes responds that they have no grant source yet but that he could evaluate what grants are available for this project. Ms. Pipinich does not believe that there are any grant opportunities for downtown. Mr. Klebes also notes that there are funds available in the Capital reserve.

President Hege directs QLife staff to refine other projects and bring back further recommendations at a later meeting.

***[[There is consensus of the Board to move forward with engaging Commstructure for engineering of downtown bypass project.]]***

### **Action Items**

#### **Aristo Agreement Addendum**

Mr. Klebes informs the Board that he and Mr. Amery have had discussions about his 2006 contract and have been negotiating rates going forward. He adds that there have been no changes in rates for cost of living so this addendum will update and lock in rates for the 2020/21 fiscal year. Next Spring, QLife will go out for a formal RFP for due diligence. He asks for the Board's approval to sign the addendum.

***[[Mr. Weinstein moves to approve the Aristo Agreement Addendum. Mr. Runyon seconds the motion, which passes unanimously.]]***

#### **Lone Pine Update**

Mr. McNeely updates the Board that we are officially in the construction period. The Union Pacific railroad permit was acquired last week and the contractor will schedule the crossing. Mr. Stone adds that he pushed Union Pacific hard on the high cost of crossing but they were unwilling to reconsider reducing the \$25,000 fee, however, they did agree to expedite future permits.

President Hege asks how long they expect the build to take and Mr. McNeely believes it could take just a few weeks assuming there are no hiccups along the way. He adds that the railroad is the major variable. Mr. Amery also states that splicing the indoor backbone may slow things down because it cannot be done until the railroad crossing is scheduled.

President Hege asks about Segment 2 of the project and Mr. Klebes notes that there is no update on Segment 2 due to communication issues with the owner of the conduit. The fall back plan is to install new conduit to service that area but we may be able to use the existing conduit and are trying to work through that.

The meeting is adjourned at 12:58 PM

The next regularly scheduled board meeting is set for June 25, 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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- [May Financial Report](#)
- [May Reconciliations](#)
- [May Financial Analysis](#)
- [Budget Hearing](#)
  - [QLife FY 21 Budget Book](#)
  - [QLife FY 21 Budget Summary for Resolution](#)
  - [Resolution 20-004](#)
  - [Motion Language](#)

## Qlife Monthly Report Operations Fund - May 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	2,268	890	239.2%	44.5%	1,378.35
INVESTMENT EARNINGS-R Total	948	2,268	890	239.2%	44.5%	1,378.35
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	656,081	606,612	98.6%	90.7%	49,469.77
CONNECT CHARGES	1,000	-	100	0.0%	10.0%	(100.00)
CHARGES FOR SERVICES-R Total	666,460	656,081	606,712	98.4%	90.5%	49,369.77
PASS-THROUGH PAYMENTS-R						
	-	-	-	#DIV/0!	#DIV/0!	-
Qlife-R Total	667,608	659,549	609,187	98.8%	90.6%	50,362.12
Qlife-R Total	667,608	659,549	609,187	98.8%	90.6%	50,362.12
Qlife Operations Total	667,608	659,549	609,187	98.8%	90.6%	50,362.12
<b>Revenue Total</b>	<b>667,608</b>	<b>659,549</b>	<b>609,187</b>	<b>98.8%</b>	<b>90.6%</b>	<b>50,362.12</b>
<b>Expense</b>						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	58,671	58,671	41,513	100.0%	75.0%	17,158.16
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 - May 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	-	-	-	#DIV/0!	#DIV/0!	-
DUES & SUBSCRIPTIONS	3,000	773	1,576	25.8%	52.5%	(802.69)
EQUIPMENT - NON CAPITAL	5,000	-	-	0.0%	0.0%	-
GENERAL GRANTS	2,000	-	4,000	0.0%	200.0%	(4,000.00)
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	2,288	18.8%	114.4%	(1,347.80)
MISC EXPENDITURES	1,000	0	1,907	0.0%	190.7%	(1,906.95)
NETWORK COMPONENTS	5,000	-	-	0.0%	0.0%	-
POSTAGE	200	127	149	63.6%	74.6%	(22.07)
SUPPLIES - OFFICE	200	-	129	0.0%	64.7%	(129.40)
TAXES/PERMITS/ASSESSMENTS	800	579	785	72.4%	196.3%	(205.75)
TELEPHONE	500	382	622	76.3%	148.2%	(240.73)
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	570	571	71.2%	71.3%	(0.79)
RENT - OFFICE	7,752	5,814	5,141	75.0%	66.3%	672.75
CONTR SRVCS - LEGAL COUNSEL CONTR	6,000	9,729	7,110	162.1%	79.0%	2,618.80
OUTSIDE PLANT MAINTENANCE	20,000	1,216	6,701	6.1%	33.5%	(5,484.05)
CONTRACTED SVCS - ENGINEERING	50,000	34,002	67,540	68.0%	337.7%	(33,537.94)
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	71,000	54,714	78,043	77.1%	153.0%	(23,329.12)
POLE CONNECTION FEES	12,392	5,286	12,392	42.7%	118.0%	(7,105.41)
RIGHT OF WAY FEES	20,075	19,682	15,576	98.0%	77.6%	4,106.89
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>223,752</b>	<b>269,813</b>	<b>70.8%</b>	<b>102.6%</b>	<b>(46,060.63)</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>299,768</b>	<b>341,733</b>	<b>91.7%</b>	<b>91.7%</b>	<b>(41,965.00)</b>
<b>Qlife-E Total</b>	<b>662,910</b>	<b>523,521</b>	<b>611,546</b>	<b>79.0%</b>	<b>93.3%</b>	<b>(88,025.63)</b>
<b>Qlife-E Total</b>	<b>662,910</b>	<b>523,521</b>	<b>611,546</b>	<b>79.0%</b>	<b>93.3%</b>	<b>(88,025.63)</b>

**Qlife Monthly Report  
Operations Fund - May 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	523,521	611,546	79.0%	93.3%	(88,025.63)
<b>Expense Total</b>	<b>662,910</b>	<b>523,521</b>	<b>611,546</b>	<b>79.0%</b>	<b>93.3%</b>	<b>(88,025.63)</b>

## Qlife Monthly Report Capital Fund - May 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	24,833	26,942	98.5%	2513.3%	(2,108.89)
INVESTMENT EARNINGS-R Total	25,200	24,833	26,942	98.5%	2513.3%	(2,108.89)
TRANSFERS IN-R						
TRANSFER FROM QLIFE OPERATING FUND	327,020	299,768	341,733	91.7%	91.7%	(41,965.00)
TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R Total	327,020	299,768	341,733	91.7%	89.3%	(41,965.00)
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	324,602	368,675	87.4%	91.5%	(44,073.89)
Qlife-R Total	371,220	324,602	368,675	87.4%	91.5%	(44,073.89)
Qlife Capital Total	371,220	324,602	368,675	87.4%	91.5%	(44,073.89)
<b>Revenue Total</b>	<b>371,220</b>	<b>324,602</b>	<b>368,675</b>	<b>87.4%</b>	<b>91.5%</b>	<b>(44,073.89)</b>
<b>Expense</b>						
Qlife Capital						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E	-	-	8,378	#DIV/0!	36.4%	(8,378.04)
CAPITAL OUTLAY-E						
BUILDINGS	-	-	-	#DIV/0!	#DIV/0!	-
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	0.0%	-
PRIMARY SYSTEMS	660,284	243,431	242,052	36.9%	40.3%	1,379.58

## Qlife Monthly Report Capital Fund - May 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	74,221	3,949	37.1%	2.0%	70,271.84
CAPITAL OUTLAY-E Total	940,284	317,652	246,001	33.8%	28.0%	71,651.42
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>317,652</b>	<b>254,379</b>	<b>19.3%</b>	<b>19.2%</b>	<b>63,273.38</b>
Qlife-E Total	1,645,409	317,652	254,379	19.3%	19.2%	63,273.38
Qlife Capital Total	1,645,409	317,652	254,379	19.3%	19.2%	63,273.38
<b>Expense Total</b>	<b>1,645,409</b>	<b>317,652</b>	<b>254,379</b>	<b>19.3%</b>	<b>19.2%</b>	<b>63,273.38</b>

## Qlife Monthly Report Maupin Fund - May 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	2,106	1,536	3510.0%	#DIV/0!	569.69
INVESTMENT EARNINGS-R Total	60	2,106	1,536	3510.0%	#DIV/0!	569.69
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	148,206	495,606	81.3%	52.9%	(347,399.83)
Qlife-R Total	182,185	148,206	495,606	81.3%	52.9%	(347,399.83)
Qlife - Maupin Total	182,185	148,206	495,606	81.3%	52.9%	(347,399.83)
<b>Revenue Total</b>	<b>182,185</b>	<b>148,206</b>	<b>495,606</b>	<b>81.3%</b>	<b>52.9%</b>	<b>(347,399.83)</b>

### Expense

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

**Qlife Monthly Report  
Maupin Fund - May 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	-	-	1,848	#DIV/0!	#DIV/0!	(1,847.50)
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	14,160	9,677	384	68.3%	38.4%	9,292.79
BROADBAND SUPPORT	-	-	-	#DIV/0!	#DIV/0!	-
MATERIALS & SERVICES-E Total	17,710	9,749	4,832	55.0%	25.2%	4,917.22
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	-	#DIV/0!	#DIV/0!	-
PRIMARY SYSTEMS	16,000	10,605	547,448	66.3%	91.2%	(536,842.65)
SECONDARY LINE EXTENSION	-	-	-	#DIV/0!	#DIV/0!	-
CAPITAL OUTLAY-E Total	16,000	10,605	547,448	66.3%	91.2%	(536,842.65)
TRANSFERS OUT-E	-	-	-	#DIV/0!	0.0%	-
Qlife-E Total	33,710	20,354	552,280	60.4%	87.8%	(531,925.43)
Qlife-E Total	33,710	20,354	552,280	60.4%	87.8%	(531,925.43)
Qlife - Maupin Total	33,710	20,354	552,280	60.4%	87.8%	(531,925.43)
<b>Expense Total</b>	<b>33,710</b>	<b>20,354</b>	<b>552,280</b>	<b>60.4%</b>	<b>87.8%</b>	<b>(531,925.43)</b>

**Qlife Monthly Report**  
**Accounts Receivable - May 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	31,125.78	8,460.00	420.00	3,040.00	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
April	37,920.78	8,825.00	6,465.00	3,425.00	-	19,205.78
March	40,130.78	17,500.00	3,425.00	-	-	19,205.78
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

**May 2020 Bank Reconciliation**

	Main Checking						LGIP Account				
	Bank	Eden 600	Eden 601	Eden 602	Eden Total		Bank	*.11403 Eden 600	Eden 601	Eden 602	Eden
Beginning Balance	552,850.86	164,737.22	217,068.84	169,044.80	550,850.86	Beginning Balance	1,501,143.81	38,488.49	1,460,706.42	1,948.90	1,501,143.81
Credits						Deposits					-
Deposits	68,625.00	70,625.00	27,251.67	-	97,876.67	Debit	1,892.83	187.39	1,548.34	157.10	1,892.83
Withdrawals					-	Withdrawals					-
Checks	30,544.33	62,760.44	28,721.95	2,291.48	93,773.87	Credit	Other Decreases				
<b>Ending Balance</b>	<b>590,931.53</b>	<b>172,601.78</b>	<b>215,598.56</b>	<b>166,753.32</b>	<b>554,953.66</b>	<b>Ending Balance</b>	<b>1,503,036.64</b>	<b>38,675.88</b>	<b>1,462,254.76</b>	<b>2,106.00</b>	<b>1,503,036.64</b>
Deposits in Transit	-					Ending GL	1,503,036.64				
Outstanding Checks	\$35,977.87				-	LGIP Variance	-	9.9%	81.8%	8.3%	
Adjusted Balance	554,953.66	172,601.78	215,598.56	166,753.32	554,953.66	Mike 6/9/2020					
Checking Variance	-										
Mike 6/9/2020											
Union Pacific RR	5369		\$25,000.00								
John Amery	5370		\$3,998.93								
City of The Dalles	5374		\$2,152.50								
Commstructure	5375		\$3,646.25								
Gorge Networks	5376		1,180.19								
			\$35,977.87								

## **Qlife – Financial Analysis for May 2020 Financial Statements**

The financial statements for through the 11<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 91.7% (11/12). This is a typically a good starting point for analysis.

### **Operations Fund**

Total revenues for the fund are \$659,549. This is a budget execution of 98.8% - ahead of the 90.6% from last year and the 91.7% straight-line assumption. The primary reason is the Utility Service Charges – as discussed since July.

Utility Service Charges have come in at 98.6% of the budget execution or \$49K 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 decreased from April and most accounts – except the large collection – are current. The current portion as of 5/31/20 is \$8,460. 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 due to COVID staffing. Staff are following up with customers.

Interest is executing at 239.2% and is \$1,378 more than last fiscal year.

Expenses for the Operations Fund are 79.0% executed. \$523,521 has been recorded – this is \$88K 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 98.5% which is \$2,109 less than last fiscal year. For May, LGIP is returning interest at 1.43% annual return. The rate has declined since February and is continuing to decrease. Lowering the rate of return for interest revenue will result in earnings decreases.

Expenses are executing at 19.3%. Progress is happening on the Primary System as the budget is executed at 36.9%. While the majority of the spending was on the Mary’s Backbone project, in April \$28K has been spent on the Lone Pine project. Only \$625 was spent on the Lone Pine Project. However, there was \$12K spent on a secondary line extension.

## **Maupin Fund**

Revenue for the fund is at 81.3% budget execution already – no change from April. 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 \$2,106. 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 60.4% - well below the expected straight-line assumption due to the budget change processed in February.

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. With a month remaining – this revenue category will exceed the budgeted amount. Interest is up for the organization as a whole even Maupin. Interest rates are continuing to while at this time last year the rates were at a peak. This will cause a greater difference towards the end of the fiscal year.

All three funds are in good shape.

## **Reconciliations**

Bank reconciliations for May 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. Prior reconciliations were reviewed on 6/9/2020.

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## PROPOSED BUDGET FISCAL YEAR 2021

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# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET MESSAGE

### FISCAL YEAR 2021

I am pleased to present to you the QLife Proposed Budget for the Fiscal Year 2021 (FY21). This budget covers the period of July 1<sup>st</sup>, 2020 to Jun 30<sup>th</sup> 2021.

The QualityLife Intergovernmental Agency (QLife) is a partnership between the City of The Dalles and Wasco County. QLife is an intergovernmental agency consisting of the City of The Dalles and Wasco County, governed by a Board of Directors and run by an Administrator. QLife is a transport and dark fiber service provider that facilitates broadband, Ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. QLife has been operational since December of 2003. The original mission and purpose of QLife was to bring a middle mile fiber solution to the City of The Dalles in an effort to meet certain needs of critical agencies for reliable high speed data services and to provide and promote an environment for successful economic development. Recently QLife has embarked on a project to bring fiber to the home in Maupin, OR. This project was nearly fully completed in fiscal year 2019 (FY19), making fiscal year 2020 (FY20) the first full year of operating off of revenues generated by the system. The Maupin project is still coming up to speed as of the creation of this budget.

This narrative explains the proposed QLife budget for FY21. The budget encompasses three (3) funds: The Operating (General) Fund, the Capital Fund and the Maupin Fund. The Maupin Fund is for operations and capital bringing and building QLife services in the Maupin area. The intent is for the Maupin Fund to function without subsidy from the Operating fund serving The Dalles. FY20 was the first fiscal year of operations.

Fund	FY20 Budget	FY21 Budget	Difference	%
General Fund	764,260	861,314	97,054	12.7%
<i>The operations fund is primarily for operation in The Dalles area</i>				
Capital Fund	2,036,392	2,324,147	287,755	14.1%
<i>The capital fund is used for system expansion in The Dalles area</i>				
Maupin Fund	54,530	177,516	122,986	225.5%
<i>The Maupin fund is used to provide service in the Maupin area</i>				
Grand Total	2,855,182	3,362,977	507,795	17.8%

### Financial Health

The General (Operations) Fund for The Dalles area is in good shape. The projected resources are \$861,314 for FY21. This includes a Beginning Fund Balance of \$191,714. Normal operations are \$317,891 with an additional \$20,000 set aside each year for capital equipment. This fund is stable at

this point. Part of the stability has been by building a budget basing the planned transfers to the Capital Fund base on expected revenue. For FY21, this amount will increase \$49,200 – which is slightly more than in FY19. This transfer is \$376,220 in FY12 and represents 56.3% of all the Utility Service Charges collected. This is while still maintaining a healthy fund balance totaling 43.5% of the operating and capital costs of the fund. The expected fund balance is held in contingency and unappropriated.

The Capital Fund starts FY21 with \$1,853,727 in Beginning Fund Balance. Another \$376,220 will be transferred in from the General (Operations) Fund. This puts the total resources of the fund at \$2,324,147. There is a small transfer budgeted to receive \$50,000 from the Maupin Fund. This is the start of the repayment of the \$156,000 loaned from the Capital Fund to the Maupin Fund. The Capital Fund has budgeted \$1,258,003 in capital outlay for equipment, primary system improvement/repair/expansion, and secondary line extensions. The remaining \$1,066,108 is split between Contingency and Reserve for System Improvements – the same as last fiscal year. (Both of these are effectively “Contingency” budgets, the reserved funds are just serving a more focused purpose.) The fund remains healthy and continues to grow.

This is the second full fiscal year for the Maupin Fund of functioning on self-generated revenues. Total resources are \$177,516 and this includes the \$144,765 flow through grant received through the City of Maupin. This increased the beginning fund balance and has provided additional resources to meet the requirements and resulted in a budget change. (Budget change: Revenue +\$144,765, Expense +\$15,000, and Contingency +\$129,765.) The primary project has been completed and is now in maintenance mode. Additional work may need to be done but should be minimal. In prior fiscal periods, the Maupin Fund received \$156,655 from the Capital Fund. With the increased fund balance due to the flow through grant received through the City of Maupin, repayment can be started to the Capital Fund - \$50,000 is budgeted in the FY21 budget. The intent is to hold off on making the payment/transfer until June 2021 so that there is time to not perform the transfer of business needs dictate a change. The grant requirement for maintaining the Wifi are budgeted at \$14,160 for FY21 with \$13,800 reserved for the last period of the grant requirement. Total operating & capital outlay budgeted are \$68,710 for the fund. The contingency is set at \$45,006 for the fund.

## **Transfers**

Transfers are used to move funds from one fund to another – this is not an exchange of funds for value but rather a reallocation of resources. The General (Operations) Fund is budgeted to transfer \$376,220 to the Capital Fund. This is to set resources aside for current and future capital needs. This allows the General Fund to operate with fewer spikes and smooths out the business cycle. The transfer budgeted for the Maupin Fund to the Capital Fund serves a different purpose. This transfer will be executed near the end of the fiscal period to start repayment of the fund loan by the Capital Fund to the Maupin Fund and will be for \$50,000 of the \$156,655 owed. A summary is shown below.

<b>From Fund</b>	<b>To Fund</b>	<b>Amount</b>	<b>Purpose</b>
General	Capital	\$ 376,220	Fund capital expenses of the system
Maupin	Capital	\$ 50,000.00	Partial payment of the \$156,665 transferred in since inception. Will be paid near the end of the fiscal year.

### Contingency and Reserves

Contingency amounts are appropriations included in the budget but cannot be spent – it is available to be transferred to an appropriate expense line by the governing body. The Qlife budget also uses Reserves which are an additional contingency amount but with a more focused intent. For Oregon Local Budget Law application these funds are Contingency also. It is not a problem to have more than one Contingency line in a fund budget.

The General (Operating) Fund has a contingency of \$95,853 – an increase over FY20 of \$45,853. This is 30.1% of the budgeted operating cost of the fund. This is nearly four (4) months of expenses. This is considered a healthy level by management. Contingency funds were not utilized in FY20.

The Capital Fund has a contingency of \$391,019 and a reservation for \$675,125 – the total is \$1,066,144. The reservation is dedicated to system improvements. This is a minor increase over FY20 - \$36 – meaning it is essentially flat. Contingency funds were not utilized in FY20.

The Maupin Fund contingency is \$45,006 and a reservation for \$13,800 – the total is \$58,806. The reservation is dedicated to providing WIFI service. The private grant accepted is intended to offset providing WIFI service for three years. One year is in the budgeted expenses of the fund, one (1) is in the reservation and one year will be completed on 6/30/2020. The contingency did not have to be utilized in FY20 due to the unplanned revenue that came in and a budget change was done with it. This allowed enough budget to pay the final invoice for the project (\$10K) that arrived well into FY20 past when the audit and financial statements for FY19 had been issued.

### Capital Outlay

The General (Operations) Fund has budgeted \$20,000 for capital outlay. This is to meet Item #3 of the agencies Financial Priorities Policy – specifically to have \$20,000 available for expansion and replacement of electronics in the system.

The Capital Fund has budgeted \$1,258,003 for capital outlay in FY21. This starts with \$80,000 for a generator replacement – this was budgeted in FY20 but did not happen. The primary system has \$878,003 budgeted to address a list of potential projects with estimated costs below. Secondary line extension is the third category of capital outlay for the fund – this is \$300,000 and will be used for new connections requiring a line extension which increases the value of the system. No specific extensions are identified at this time.

<u>Project Title</u>	<u>Estimated Cost</u>
Pon Beta	\$50,000
East Bisector	\$186,000

Downtown Bypass	\$150,000
Co-location Space – Big Eddy	\$232,000
Downtown Metro Loop	\$150,000
<u>Cascadia Event Resiliency</u>	<u>\$110,003</u>
Total Primary System	<u>\$878,003</u>

Not all the primary system projects will be executed in FY21 and the costs at this point are preliminary estimates meant to function as a consideration in prioritization. There are funds available to complete the entire list, with additional funds budgeted in contingency and reservation lines. History has shown that constraints of the time available and system /customer needs prevent all projects identified from being executed in the same fiscal period.

The Maupin Fund has \$51,000 budgeted for capital outlay in FY21. There are funds in contingency and reservation to transfer in if necessary, but it is not expected. The \$51,000 is not dedicated to any specific item but rather for needs of the primary system. The project is completed in FY20 so the capital outlay needs of the fund decrease significantly.

Capital Outlay		
Fund	Purpose	Amount
General (Operating)	Telcom Equipment	\$ 20,000
Capital Fund	Equipment	80,000
	Primary System Maintenance	878,003
	Secondary Line Extension	300,000
Total Capital Fund		1,258,003
Maupin Fund	Primary System	51,000
Total Capital Outlay		<u>1,329,003.00</u>

### Budget Appropriation

The Proposed Budget contains line item detail; however the legal level of control for the budget is at the Fund/Department level. This means for each fund, amounts will be appropriated at the legal level of control by Beginning Balance, Operations (materials & services plus capital), Pass-Through, Transfer In/Out, Reserve, Contingency and Unappropriated.

### Future Economic Considerations

The Proposed Budget was created before the COVID-19 lockdown occurred. It was designed to be very conservative with no increase in customer base. The event will only have an impact if customers/clients start to close down businesses. The converse of this is more organizations are having staff work remotely from home – which increases the internet load. The full impact of the COVID-19 lockdown

can't be quantified for QLife at this point – it will depend on the duration and the response of clients. However, fund balance as sufficient to weather this event.

QLife FY21 Budget Summary for Resolution  
 Budget by Fund-Department

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue/ Resources</b>	<b>Budget Expense/ Requirements</b>
GENERAL (OPERATIONS)	OPERATIONS	861,314	337,891
	TRANSFERS	-	376,220
	CONTINGENCY	-	95,853
	UNAPPROPRIATED	-	51,350
<b>TOTAL GENERAL</b>		<b>861,314</b>	<b>861,314</b>
CAPITAL	OPERATIONS	1,897,927	1,258,003
	TRANSFERS	426,220	-
	CONTINGENCY	-	1,066,144
	UNAPPROPRIATED	-	-
<b>TOTAL CAPITAL</b>		<b>2,324,147</b>	<b>2,324,147</b>
MAUPIN	OPERATIONS	177,516	68,710
	TRANSFERS	-	50,000
	CONTINGENCY	-	45,006
	UNAPPROPRIATED	-	13,800
<b>TOTAL MAUPIN</b>		<b>177,516</b>	<b>177,516</b>
<b>Total Appropriation</b>		<b>3,362,977</b>	<b>3,362,977</b>
<b>Unappropriated - for us in Future fiscal periods</b>		<b>-</b>	<b>65,150</b>
<b>Appropriated For FY21 Use</b>		<b>3,362,977</b>	<b>3,297,827</b>

QualityLife Intergovernmental (QLife)  
 Budget for the Fiscal Period 7/1/2020 - 6/30/2021 (FY21)  
 General Operations Fund

Fund	General
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Row Labels	Data							
	2018 Actuals	2019 Actuals	2020 Projected	2020 Revised Budget	2021 Dept Request	2021 Proposed	2021 Approved	2021 Adopted
<b>Revenue</b>	<b>776,999</b>	<b>756,327</b>	<b>778,827</b>	<b>764,260</b>	<b>861,314</b>	<b>861,314</b>		
600.60.6000.400.000 BEGINNING FUND BALANCE	108,640	94,036	76,265	96,652	191,714	191,714		
600.60.6000.414.500 UTILITY SERVICE CHARGES	661,043	659,632	699,771	665,460	667,200	667,200		
600.60.6000.414.501 CONNECT CHARGES	1,700	100	-	1,000	1,000	1,000		
600.60.6000.417.104 INTEREST EARNED	1,613	973	1,591	948	1,200	1,200		
600.60.6000.421.241 MISC RECEIPTS	4,003	1,586	1,200	200	200	200		
<b>Expense</b>	<b>683,164</b>	<b>752,325</b>	<b>587,114</b>	<b>764,260</b>	<b>861,314</b>	<b>861,314</b>		
600.60.6000.52101 ADVERTISING & PROMOTIONS	2,837	1,240	-	1,500	1,500	1,500		
600.60.6000.52111 DUES & SUBSCRIPTIONS	3,525	1,626	800	3,000	2,000	2,000		
600.60.6000.52113 INSURANCE & BONDS	15,242	16,087	17,581	21,000	20,000	20,000		
600.60.6000.52115 LEGAL NOTICES & PUBLISHING	36	469	291	400	400	400		
600.60.6000.52116 POSTAGE	359	198	141	200	200	200		
600.60.6000.52120 RENT - OFFICE	7,752	7,079	7,752	7,752	7,752	7,752		
600.60.6000.52122 TELEPHONE	450	465	500	500	500	500		
600.60.6000.52148 GENERAL GRANTS	3,000	4,000	-	2,000	2,000	2,000		
600.60.6000.52151 SCHOLARSHIP	2,000	-	2,000	2,000	2,000	2,000		
600.60.6000.52350 TAXES/PERMITS/ASSESSMENTS	415	785	800	800	800	800		
600.60.6000.52370 MISC EXPENDITURES	832	1,907	10	1,000	1,000	1,000		
600.60.6000.52398 ADMINISTRATIVE COST	54,500	55,350	58,671	58,671	60,431	60,431		
600.60.6000.52406 CONTR SRVCS - LEGAL COUNSEL CONTR	9,162	7,812	6,000	6,000	6,000	6,000		
600.60.6000.52409 CONTR SRVCS - OTHER	7,998	2,110	9,868	15,100	15,100	15,100		
600.60.6000.52412 CONTR SRVCS - AUDIT CONTRACT	3,650	6,000	6,300	4,200	6,500	6,500		
600.60.6000.52477 CONTRACTED SVCS - ENGINEERING	37,174	72,396	43,946	50,000	50,000	50,000		
600.60.6000.52479 CONTRACTED SVCS - NETWORK SYSTEM MGMT	55,870	83,772	71,000	71,000	71,000	71,000		
600.60.6000.52480 POLE CONNECTION FEES	15,088	12,392	11,062	12,392	12,392	12,392		
600.60.6000.52481 RIGHT OF WAY FEES	23,730	20,461	20,993	20,075	20,016	20,016		
600.60.6000.52502 NETWORK COMPONENTS	730	-	-	5,000	5,000	5,000		
600.60.6000.52601 EQUIPMENT - NON CAPITAL	1,504	-	-	5,000	5,000	5,000		
600.60.6000.52608 EASEMENTS - NON CAPITAL	-	-	-	-	-	-		
600.60.6000.52701 TRAINING & EDUCATION	514	-	-	700	700	700		
600.60.6000.52711 MEALS LODGING & REGISTRATION	1,546	2,434	941	5,000	5,000	5,000		
600.60.6000.52801 BLDG REPAIR & MAINT	-	-	426	1,600	1,600	1,600		
600.60.6000.52808 OUTSIDE PLANT MAINTENANCE	23,255	6,701	304	20,000	20,000	20,000		
600.60.6000.52882 UTILITIES - ELECTRICITY	737	625	709	800	800	800		
600.60.6000.52910 SUPPLIES - OFFICE	361	129	-	200	200	200		
600.60.6000.53301 EQUIPMENT - CAPITAL	-	3,225	-	20,000	20,000	20,000		
600.60.6000.53403 EASMENTS	18,000	72,262	-	-	-	-		
600.60.6000.55601 TRANSFER TO QLIFE CAPITAL	392,898	372,800	327,020	327,020	376,220	376,220		
600.60.6000.57600 CONTINGENCY	-	-	-	50,000	95,853	95,853		
600.60.6000.59000 UNAPPROPRIATED	-	-	-	51,350	51,350	51,350		

QualityLife Intergovernmental (QLife)  
Budget for the Fiscal Period 7/1/2020 - 6/30/2021 (FY21)

Capital Fund

Fund	Capital
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Row Labels	Data							
	2018 Actuals	2019 Actuals	2020 Projected	2020 Revised Budget	2021 Dept Request	2021 Proposed	2021 Approved	2021 Adopted
<b>Revenue</b>	<b>1,421,750</b>	<b>1,918,402</b>	<b>2,250,268</b>	<b>2,036,392</b>	<b>2,324,147</b>	<b>2,324,147</b>		
601.60.6000.400.000 BEGINNING FUND BALANCE	1,011,310	1,391,871	1,906,099	1,665,172	1,853,727	1,853,727		
601.60.6000.414.501 CONNECT CHARGES	-	124,000	-	19,000	19,000	19,000		
601.60.6000.417.104 INTEREST EARNED	17,542	29,731	17,149	25,200	25,200	25,200		
601.60.6000.450.600 TRANSFER FROM QLIFE OPERATING FUND	392,898	372,800	327,020	327,020	376,220	376,220		
601.60.6000.450.602 TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	-	50,000	50,000		
<b>Expense</b>	<b>29,879</b>	<b>259,520</b>	<b>396,541</b>	<b>2,036,392</b>	<b>2,324,147</b>	<b>2,324,147</b>		
601.60.6000.52477 CONTRACTED SVCS - ENGINEERING	4,068	9,722	-	-	-	-		
601.60.6000.53301 EQUIPMENT - CAPITAL	-	-	-	80,000	80,000	80,000		
601.60.6000.53313 PRIMARY SYSTEM	22,055	244,056	334,709	660,284	878,003	878,003		
601.60.6000.53314 SECONDARY LINE EXTENSION	3,756	5,742	52,831	200,000	300,000	300,000		
601.60.6000.53315 POLE MAKE READY	-	-	9,000	-	-	-		
601.60.6000.55602 TRANSFER TO QLIFE MAUPIN	-	-	-	30,000	-	-		
601.60.6000.57601 CONTINGENCY	-	-	-	390,983	391,019	391,019		
601.60.6000.58001 RESERVE FOR SYSTEM IMPROVEMENTS	-	-	-	675,125	675,125	675,125		

QualityLife Intergovernmental (QLife)  
Budget for the Fiscal Period 7/1/2020 - 6/30/2021 (FY21)

Maupin Fund

Fund	Maupin
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Row Labels	Data							
	2018 Actuals	2019 Actuals	2020 Projected	2020 Revised Budget	2021 Dept Request	2021 Proposed	2021 Approved	2021 Adopted
<b>Revenue</b>	<b>327,591</b>	<b>593,807</b>	<b>189,911</b>	<b>54,530</b>	<b>177,516</b>	<b>177,516</b>		
602.60.6000.400.000 BEGINNING FUND BALANCE	139,176	117,048	40,728	17,110	169,456	169,456		
602.60.6000.412.674 STATE GRANT	186,227	475,223	-	-	-	-		
602.60.6000.414.306 CITY OF MAUPIN	-	-	144,765	-	-	-		
602.60.6000.414.505 CITY OF MAUPIN - GORGE.NET RECEIPTS	-	-	2,669	3,360	3,360	3,360		
602.60.6000.414.506 CITY OF MAUPIN - LSN RECEIPTS	-	-	-	4,000	4,000	4,000		
602.60.6000.417.104 INTEREST EARNED	2,188	1,536	1,749	60	700	700		
602.60.6000.450.601 TRANSFER FROM QLIFE CAPITAL FUND	-	-	-	30,000	-	-		
<b>Expense</b>	<b>210,543</b>	<b>552,800</b>	<b>20,454</b>	<b>54,530</b>	<b>177,516</b>	<b>177,516</b>		
602.60.6000.52398 ADMINISTRATIVE COST	-	494	-	-	-	-		
602.60.6000.52406 CONTR SRVCS - LEGAL COUNSEL CONTR	648	2,250	172	2,500	2,500	2,500		
602.60.6000.52476 CONTRACTED SVCS - WIFI	11,909	625	9,677	14,160	14,160	14,160		
602.60.6000.52477 CONTRACTED SVCS - ENGINEERING	19,125	1,848	-	-	-	-		
602.60.6000.52480 POLE CONNECTION FEES	-	-	-	1,050	1,050	1,050		
602.60.6000.53301 EQUIPMENT - CAPITAL	3,148	-	-	-	-	-		
602.60.6000.53313 PRIMARY SYSTEM	175,281	547,583	10,605	1,000	51,000	51,000		
602.60.6000.53314 SECONDARY LINE EXTENSION	433	-	-	-	-	-		
602.60.6000.55601 TRANSFER TO QLIFE CAPITAL	-	-	-	-	50,000	50,000		
602.60.6000.57602 CONTINGENCY	-	-	-	7,500	45,006	45,006		
602.60.6000.58004 RESERVE FOR WIFI	-	-	-	28,320	13,800	13,800		

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.400.000 BEGINNING FUND BALANCE

---

### Account Definition:

Resouces carried over from the prior fiscal period

---

FY18 Actual: 108,640

FY19 Actual: 94,036

FY20 Budgeted: 96,652

FY20 Projected: 76,265

FY21 Proposed: 191,714

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Projected FY20 Ending Fund Balance as of 3/26/20

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.414.500 UTILITY SERVICE CHARGES

---

### Account Definition:

Charges for service

---

FY18 Actual: 661,043

FY19 Actual: 659,632

FY20 Budgeted: 665,460

FY20 Projected: 699,771

FY21 Proposed: 667,200

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

March 2020 = \$55,600; set as base 12\*55,600= \$667,200

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.414.501 CONNECT CHARGES

---

### Account Definition:

When a customer is billed for service being added, the one-time revenue for connecting is recorded here

---

FY18 Actual: 1,700

FY19 Actual: 100

FY20 Budgeted: 1,000

FY20 Projected:

FY21 Proposed: 1,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Estimated at just over 2 service added; Estimated connection fees are \$6,450; \$450 for Turn up fee, \$1,000 for Electronic Switch and \$5,000 for service line

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.417.104 INTEREST EARNED

---

### Account Definition:

Interest on bank accounts

---

FY18 Actual: 1,613

FY19 Actual: 973

FY20 Budgeted: 948

FY20 Projected: 1,591

FY21 Proposed: 1,200

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Estimate based on principal

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.421.241 MISC RECEIPTS

---

### Account Definition:

Receipts that are not service charges, connection charges or interest. This should be minimal and if a revenue source is significant and/or recurring, a specific account line should be considered

---

FY18 Actual:	4,003
FY19 Actual:	1,586
FY20 Budgeted:	200
FY20 Projected:	1,200
FY21 Proposed:	200
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

As title implies. Not known - this is used for 1 time receipts that are not appropriate in a different revenue line.

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52101 ADVERTISING & PROMOTIONS

---

### Account Definition:

Advertising and promotional spending

---

FY18 Actual: 2,837

FY19 Actual: 1,240

FY20 Budgeted: 1,500

FY20 Projected:

FY21 Proposed: 1,500

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Keep the budget the same

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52111 DUES & SUBSCRIPTIONS

---

### Account Definition:

Dues for memberships in groups and associations and subscriptions. Specifically, Special Districts Associations of Oregon & Oregon Joint Use Association

---

FY18 Actual: 3,525

FY19 Actual: 1,626

FY20 Budgeted: 3,000

FY20 Projected: 800

FY21 Proposed: 2,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Based on trending

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52113 INSURANCE & BONDS

---

### Account Definition:

Insurance costs for insuring the agency property

---

FY18 Actual: 15,242

FY19 Actual: 16,087

FY20 Budgeted: 21,000

FY20 Projected: 17,581

FY21 Proposed: 20,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Based on trending

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52115 LEGAL NOTICES & PUBLISHING

---

### Account Definition:

Publishing required documents, specifically meeting notices and notice of bids/proposal requests

---

FY18 Actual:	36
FY19 Actual:	469
FY20 Budgeted:	400
FY20 Projected:	291
FY21 Proposed:	400
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52116 POSTAGE

---

### Account Definition:

For all mailing costs - this is not restricted to USPS as at times other services are required to send a package. Not intended for Freight charges.

---

FY18 Actual:	359
FY19 Actual:	198
FY20 Budgeted:	200
FY20 Projected:	141
FY21 Proposed:	200
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52120 RENT - OFFICE

---

### Account Definition:

Rent for space

---

FY18 Actual: 7,752

FY19 Actual: 7,079

FY20 Budgeted: 7,752

FY20 Projected: 7,752

FY21 Proposed: 7,752

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Space rent of City Hall space; one room \$141/mth; second room \$121/mth; third addition \$176/mth; covered storage at City PW facility \$209/mth = \$646/mth

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52122 TELEPHONE

---

### Account Definition:

Telephone service

---

FY18 Actual:	450
FY19 Actual:	465
FY20 Budgeted:	500
FY20 Projected:	500
FY21 Proposed:	500
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Based on trending

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52148 GENERAL GRANTS

---

### Account Definition:

Grant for the Northern Wasco County School District for the robotics program

---

FY18 Actual: 3,000

FY19 Actual: 4,000

FY20 Budgeted: 2,000

FY20 Projected:

FY21 Proposed: 2,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

School Robotics program

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52151 SCHOLARSHIP

---

### Account Definition:

Two scholarships to the CGCC Foundation to award

---

FY18 Actual: 2,000

FY19 Actual:

FY20 Budgeted: 2,000

FY20 Projected: 2,000

FY21 Proposed: 2,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Scholarship paid to CGCC Foundation - two at \$1,000

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52350 TAXES/PERMITS/ASSESSMENTS

---

### Account Definition:

Permits & assements tied to projects and property

---

FY18 Actual:	415
FY19 Actual:	785
FY20 Budgeted:	800
FY20 Projected:	800
FY21 Proposed:	800
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

St. Mary's - trending

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52370 MISC EXPENDITURES

---

### Account Definition:

Expense costs not appropriate for other expense lines - should be one-time and minimal. An ongoing cost should look to have a line added depending on size.

---

FY18 Actual:	832
FY19 Actual:	1,907
FY20 Budgeted:	1,000
FY20 Projected:	10
FY21 Proposed:	1,000
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52398 ADMINISTRATIVE COST

---

### Account Definition:

Wasco County fee for administering the Qlife program

---

FY18 Actual: 54,500

FY19 Actual: 55,350

FY20 Budgeted: 58,671

FY20 Projected: 58,671

FY21 Proposed: 60,431

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Includes cost of Administrative services, Financial services, provided by the County

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52406 CONTR SRVCS - LEGAL COUNSEL CONTR

---

### Account Definition:

Legal services

---

FY18 Actual: 9,162

FY19 Actual: 7,812

FY20 Budgeted: 6,000

FY20 Projected: 6,000

FY21 Proposed: 6,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Based on trending

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52409 CONTR SRVCS - OTHER

---

### Account Definition:

Contracts for service that are not legal, audit, engineering, network management or intended for "Contracted Services - Other" (see Budget note for planned contracts.)

---

FY18 Actual: 7,998

FY19 Actual: 2,110

FY20 Budgeted: 15,100

FY20 Projected: 9,868

FY21 Proposed: 15,100

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Tree trimming to clear hazard lines; OSP Insight; Joe Flannel

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52412 CONTR SRVCS - AUDIT CONTRACT

---

### Account Definition:

Annual audit

---

FY18 Actual: 3,650

FY19 Actual: 6,000

FY20 Budgeted: 4,200

FY20 Projected: 6,300

FY21 Proposed: 6,500

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Expected audit fees

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52477 CONTRACTED SVCS - ENGINEERING

---

### Account Definition:

Engineering services not tied to a project

---

FY18 Actual: 37,174

FY19 Actual: 72,396

FY20 Budgeted: 50,000

FY20 Projected: 43,946

FY21 Proposed: 50,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52479 CONTRACTED SVCS - NETWORK SYSTEM MGMT

---

### Account Definition:

Network System Management not tied to a project. Also includes the base monthly fee system management

---

FY18 Actual: 55,870

FY19 Actual: 83,772

FY20 Budgeted: 71,000

FY20 Projected: 71,000

FY21 Proposed: 71,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52480 POLE CONNECTION FEES

---

### Account Definition:

Cost paid to attach to poles

---

FY18 Actual: 15,088

FY19 Actual: 12,392

FY20 Budgeted: 12,392

FY20 Projected: 11,062

FY21 Proposed: 12,392

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Based on trending

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52481 RIGHT OF WAY FEES

---

### Account Definition:

Paid to The Dalles due to operating within the city limits. The amount is 3% of the Utility Service charge

---

FY18 Actual: 23,730

FY19 Actual: 20,461

FY20 Budgeted: 20,075

FY20 Projected: 20,993

FY21 Proposed: 20,016

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Fee of 3% of customer revenues

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52502 NETWORK COMPONENTS

---

### Account Definition:

Noncapital network components (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual:	730
FY19 Actual:	
FY20 Budgeted:	5,000
FY20 Projected:	
FY21 Proposed:	5,000
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52601 EQUIPMENT - NON CAPITAL

---

### Account Definition:

Noncapital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual: 1,504

FY19 Actual:

FY20 Budgeted: 5,000

FY20 Projected:

FY21 Proposed: 5,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52608 EASEMENTS - NON CAPITAL

---

### Account Definition:

Easements - right to access an area for a specific purpose. Is not ownership and is less than \$5,000 and/or shorter than 3 years

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Not planned in FY21 budget

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52701 TRAINING & EDUCATION

---

### Account Definition:

Cost for training and education not covered in meals, lodging and registration

---

FY18 Actual: 514

FY19 Actual:

FY20 Budgeted: 700

FY20 Projected:

FY21 Proposed: 700

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52711 MEALS LODGING & REGISTRATION

---

### Account Definition:

Meals, lodging and registration for conferences, training and education

---

FY18 Actual: 1,546

FY19 Actual: 2,434

FY20 Budgeted: 5,000

FY20 Projected: 941

FY21 Proposed: 5,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52801 BLDG REPAIR & MAINT

---

### Account Definition:

Noncapital repairs and maintenance on structures (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 1,600

FY20 Projected: 426

FY21 Proposed: 1,600

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52808 OUTSIDE PLANT MAINTENANCE

---

### Account Definition:

Noncapital repairs and maintenance for the fiber. If it is new (not a repair) or will be reimbursed by others - it should be in the capital fund

---

FY18 Actual:	23,255
FY19 Actual:	6,701
FY20 Budgeted:	20,000
FY20 Projected:	304
FY21 Proposed:	20,000
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Repair of fiber optic lines; placing fiber on poles and repairing breaks. If new work or reimburseable by others it is in the capital fund

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52882 UTILITIES - ELECTRICITY

---

### Account Definition:

Electricity bill

---

FY18 Actual: 737

FY19 Actual: 625

FY20 Budgeted: 800

FY20 Projected: 709

FY21 Proposed: 800

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.52910 SUPPLIES - OFFICE

---

### Account Definition:

Office supplies such as paper, toner, binders, etc

---

FY18 Actual: 361

FY19 Actual: 129

FY20 Budgeted: 200

FY20 Projected:

FY21 Proposed: 200

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.53301 EQUIPMENT - CAPITAL

---

### Account Definition:

Capital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual:

FY19 Actual: 3,225

FY20 Budgeted: 20,000

FY20 Projected:

FY21 Proposed: 20,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Item #3 of the agency's Financial Priorities Policy is to reserve \$20,000 for expansion and replacement of the electronics of the system.

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.53403 EASMENTS

---

### Account Definition:

Easements that exceed \$5,000 and are for longer than 3 years.

---

FY18 Actual: 18,000

FY19 Actual: 72,262

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

No easments due in FY21

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.55601 TRANSFER TO QLIFE CAPITAL

---

### Account Definition:

Monthly shift of resources from the General Fund to the Capital Fund to fund future capital projects

---

FY18 Actual: 392,898

FY19 Actual: 372,800

FY20 Budgeted: 327,020

FY20 Projected: 327,020

FY21 Proposed: 376,220

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

FY21 Monthly transfer to Capital from Operations

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.57600 CONTINGENCY

---

### Account Definition:

Funds budgeted for unplanned costs that arise

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 50,000

FY20 Projected:

FY21 Proposed: 95,853

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Set at 13% of operation expense

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

600.60.6000.59000 UNAPPROPRIATED

---

### Account Definition:

Funds set aside to provide resources in a future fiscal period.

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 51,350

FY20 Projected:

FY21 Proposed: 51,350

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Remaining balance to ensure funds are available to start a future fiscal period

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.400.000 BEGINNING FUND BALANCE

---

### Account Definition:

Resouces carried over from the prior fiscal period

---

FY18 Actual: 1,011,310

FY19 Actual: 1,391,871

FY20 Budgeted: 1,665,172

FY20 Projected: 1,906,099

FY21 Proposed: 1,853,727

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Projected ending fund balance for FY20 as of 3/26/20

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.414.501 CONNECT CHARGES

---

### Account Definition:

When a customer is billed for service being added, the one-time revenue for connecting is recorded here if part of a project.

---

FY18 Actual:

FY19 Actual: 124,000

FY20 Budgeted: 19,000

FY20 Projected:

FY21 Proposed: 19,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Based on trending - should be \$6,000 per new customer. This is just slightly more than 3 new customers - none in FY19 of FY20

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.417.104 INTEREST EARNED

---

### Account Definition:

Interest on bank accounts

---

FY18 Actual: 17,542

FY19 Actual: 29,731

FY20 Budgeted: 25,200

FY20 Projected: 17,149

FY21 Proposed: 25,200

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

keep flat as FY21 is uncertain

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

**601.60.6000.450.600 TRANSFER FROM QLIFE OPERATING FUND**

---

### Account Definition:

Monthly shift of resources from the General Fund to the Capital Fund to fund future capital projects

---

FY18 Actual: 392,898

FY19 Actual: 372,800

FY20 Budgeted: 327,020

FY20 Projected: 327,020

FY21 Proposed: 376,220

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

FY21 Monthly transfer to Capital from Operations

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.450.602 TRANSFER FROM QLIFE MAUPIN FUND

---

### Account Definition:

Transfers from the Maupin Fund - this will be intended to repay the fund used to partially fund the Maupin project

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed: 50,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Maupin Fund owes Capital Fund \$156K, this is a partial payment. It is only possible because of the \$144,765 received from Maupin on the flow-through grant. Not taking all at this time as giving the fund time to grow and have capacity for the fund to mee

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.52477 CONTRACTED SVCS - ENGINEERING

---

### Account Definition:

Noncapital engineering services - in the capital fund all expenses should be out of the capital lines - started budgeting \$0 in FY20

---

FY18 Actual: 4,068

FY19 Actual: 9,722

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Not planned in FY21 budget

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.53301 EQUIPMENT - CAPITAL

---

### Account Definition:

Capital outlay for equipment

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 80,000

FY20 Projected:

FY21 Proposed: 80,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Same as last fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.53313 PRIMARY SYSTEM

---

### Account Definition:

Projects to either extend/expand the primary system or capital repairs

---

FY18 Actual:	22,055
FY19 Actual:	244,056
FY20 Budgeted:	660,284
FY20 Projected:	334,709
FY21 Proposed:	878,003
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Funding available for capital projects in FY21 related to the Primary system

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.53314 SECONDARY LINE EXTENSION

---

### Account Definition:

Projects to either extend/expand secondary lines or capital repairs to secondary lines

---

FY18 Actual:	3,756
FY19 Actual:	5,742
FY20 Budgeted:	200,000
FY20 Projected:	52,831
FY21 Proposed:	300,000
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Funding available for capital projects in FY21 related to the secondary line extensions

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.53315 POLE MAKE READY

---

### Account Definition:

Costs to "make poles ready" - should actually be part of the Project cost so was \$0 budgeted starting in FY19

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected: 9,000

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Not planned in FY21 budget

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.55602 TRANSFER TO QLIFE MAUPIN

---

### Account Definition:

Transfer of resources to Maupin Fund

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 30,000

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Not planned in FY21 budget

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.57601 CONTINGENCY

---

### Account Definition:

Funds budgeted for unplanned costs that arise

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 390,983

FY20 Projected:

FY21 Proposed: 391,019

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Small growth from prior fiscal year

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

601.60.6000.58001 RESERVE FOR SYSTEM IMPROVEMENTS

---

### Account Definition:

Funds set aside to provide resources in a future fiscal period.

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 675,125

FY20 Projected:

FY21 Proposed: 675,125

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Board priority #9: Create a reserve for future expansion, modernization or replacement of systems.

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.400.000 BEGINNING FUND BALANCE

---

### Account Definition:

Resouces carried over from the prior fiscal period

---

FY18 Actual: 139,176

FY19 Actual: 117,048

FY20 Budgeted: 17,110

FY20 Projected: 40,728

FY21 Proposed: 169,456

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

This is large due to the additional unplanned funds contributed by the flow-through grant that came through Maupin

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.412.674 STATE GRANT

---

### Account Definition:

Grants and legislative appropriations

---

FY18 Actual: 186,227

FY19 Actual: 475,223

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

-

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.414.306 CITY OF MAUPIN

---

### Account Definition:

Grants received by the City of Maupin that flow thorough to the Maupin Fund in Qlife

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected: 144,765

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

-

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.414.505 CITY OF MAUPIN - GORGE.NET RECEIPTS

---

### Account Definition:

Revenues due from Gorge.net agreement flows through City of Maupin to Qlife

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 3,360

FY20 Projected: 2,669

FY21 Proposed: 3,360

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Keep flat as the same as FY20

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.414.506 CITY OF MAUPIN - LSN RECEIPTS

---

### Account Definition:

Revenues due from LSN

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 4,000

FY20 Projected:

FY21 Proposed: 4,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Keep flat as the same as FY20

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

**602.60.6000.417.104 INTEREST EARNED**

---

### Account Definition:

Interest on bank accounts

---

FY18 Actual: 2,188

FY19 Actual: 1,536

FY20 Budgeted: 60

FY20 Projected: 1,749

FY21 Proposed: 700

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Estimate on interest

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.450.601 TRANSFER FROM QLIFE CAPITAL FUND

---

### Account Definition:

Transfer of resources from the Capital Fund to the Maupin Fund

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 30,000

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

-

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.52398 ADMINISTRATIVE COST

---

### Account Definition:

Wasco County fee for administering the Qlife program

---

FY18 Actual:

FY19 Actual: 494

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Administrative fees should be paid out of this fund for the County services. However, due to a lack of resources, this is not being budgeted in FY20

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.52406 CONTR SRVCS - LEGAL COUNSEL CONTR

---

### Account Definition:

Legal services

---

FY18 Actual:	648
FY19 Actual:	2,250
FY20 Budgeted:	2,500
FY20 Projected:	172
FY21 Proposed:	2,500
FY21 Approved:	
FY21 Adopted:	

---

### Budget Notes:

Legal Counsel contracted service

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.52476 CONTRACTED SVCS - WIFI

---

### Account Definition:

Maintain the WIFI service in Maupin

---

FY18 Actual: 11,909

FY19 Actual: 625

FY20 Budgeted: 14,160

FY20 Projected: 9,677

FY21 Proposed: 14,160

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Estimated cost to maintain wireless service in compliance with the Google grant

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

**602.60.6000.52477 CONTRACTED SVCS - ENGINEERING**

---

### Account Definition:

Engineering services not tied to a project

---

FY18 Actual: 19,125

FY19 Actual: 1,848

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

No engineering budgeted as system maintenance is up to LSN

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.52480 POLE CONNECTION FEES

---

### Account Definition:

Cost paid to attach to poles

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 1,050

FY20 Projected:

FY21 Proposed: 1,050

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Expected costs for connections to poles

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.53301 EQUIPMENT - CAPITAL

---

### Account Definition:

Capital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual: 3,148

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Not planned in FY21 budget

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.53313 PRIMARY SYSTEM

---

### Account Definition:

Capital outlay for the Primary sytem to extend/expand

---

FY18 Actual: 175,281

FY19 Actual: 547,583

FY20 Budgeted: 1,000

FY20 Projected: 10,605

FY21 Proposed: 51,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

For work on the Primary system

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.53314 SECONDARY LINE EXTENSION

---

### Account Definition:

Capital outlay for the Secondary Line(s) to be extended

---

FY18 Actual: 433

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Not planned in FY21 budget

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.55601 TRANSFER TO QLIFE CAPITAL

---

### Account Definition:

Transfer of resouces to Capital Fund

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed: 50,000

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

The Capital Fund loaned \$156K to the Maoupin Fund. This needs to be repaid. This is possible due to a flow-through grant that arrived in FY20 and was unplanned. Most of the grant is being left in Fund Balance while the fund works to become self-suffici

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.57602 CONTINGENCY

---

### Account Definition:

Funds budgeted for unplanned costs that arise

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 7,500

FY20 Projected:

FY21 Proposed: 45,006

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

Base Contingency for unanticipated costs

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

### Account Number & Title

602.60.6000.58004 RESERVE FOR WIFI

---

### Account Definition:

Funds budgeted for WIFI costs not expected to be expended in the current FY

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 28,320

FY20 Projected:

FY21 Proposed: 13,800

FY21 Approved:

FY21 Adopted:

---

### Budget Notes:

One year of support for the WIFI service based on the 3 year grant requirement - 1 year is budgeted in the expenses. FY21 will be the 3rd year of the agreement.

QLife FY21 Budget Summary for Resolution  
 Budget by Fund-Department

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue/ Resources</b>	<b>Budget Expense/ Requirements</b>
GENERAL (OPERATIONS)	OPERATIONS	861,314	337,891
	TRANSFERS	-	376,220
	CONTINGENCY	-	95,853
	UNAPPROPRIATED	-	51,350
<b>TOTAL GENERAL</b>		<b>861,314</b>	<b>861,314</b>
CAPITAL	OPERATIONS	1,897,927	1,258,003
	TRANSFERS	426,220	-
	CONTINGENCY	-	1,066,144
	UNAPPROPRIATED	-	-
<b>TOTAL CAPITAL</b>		<b>2,324,147</b>	<b>2,324,147</b>
MAUPIN	OPERATIONS	177,516	68,710
	TRANSFERS	-	50,000
	CONTINGENCY	-	45,006
	UNAPPROPRIATED	-	13,800
<b>TOTAL MAUPIN</b>		<b>177,516</b>	<b>177,516</b>
<b>Total Appropriation</b>		<b>3,362,977</b>	<b>3,362,977</b>
<b>Unappropriated - for us in Future fiscal periods</b>		<b>-</b>	<b>65,150</b>
<b>Appropriated For FY21 Use</b>		<b>3,362,977</b>	<b>3,297,827</b>



## **MOTION**

**SUBJECT: Resolution Motion**

---

I move to adopt Resolution 20-004, adoption the fiscal year 2020-2021 budget for QualityLife Intergovernmental Agency in the total of \$3,362,977.



QualityLife Intergovernmental Agency

QUALITYLIFE INTERGOVERNMENTAL AGENCY  
doing business as  
"Qlife Network"

RESOLUTION NO. 20-004

A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2020-2021, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.

WHEREAS, the City of The Dalles and Wasco County have approved the Agency's Budget for Fiscal Year 2020-2021;

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF QLIFE INTERGOVERNMENTAL AGENCY AS FOLLOWS:

Section 1. **Adoption of the Budget.** The Board of Directors hereby adopts the Fiscal Year 2020-2021 Qlife budget for the amounts and purposes shown in the attached detail for the Fiscal Year beginning July 1st, 2020 as follows: the total appropriated amount for use in Fiscal Year 2020-2021 is \$3,297,827; the total amount reserved for future expenditure is \$65,150 for a total budget of \$3,362,977.

Section 2. **Making Appropriations.** The amounts for the Fiscal Year beginning on July 1st, 2020 are detailed in the attached document.

Section 3. **Effective Date.** This Resolution shall be effective as of 12:01 AM, July 1st, 2020.

The above Resolution Statements were approved and declared adopted on this 25th day of June, 2020.

Voting Yes, Board Members: \_\_\_\_\_

Voting No, Board Members: \_\_\_\_\_

Absent, Board Members: \_\_\_\_\_

Abstaining, Board Members: \_\_\_\_\_

ATTEST

QLIFE BOARD

\_\_\_\_\_

\_\_\_\_\_



## *Action Items*

---

- [OSP Insight Renewal](#)
- [Commstructure Work Order #23 – Downtown Bypass & Metro Feasibility & OPC](#)
- [QLife Procurement Rules](#)



## Quotation

For OSPInsight Software  
 www.ospinsight.com  
 June 15, 2020

**Bill To:**

Wasco County  
 511 Washington St. STE 101  
 The Dalles, OR 97058  
 Attn: Stephanie Krell  
[stephaniek@co.wasco.or.us](mailto:stephaniek@co.wasco.or.us)

**Ship To:**

Wasco County  
 511 Washington St. STE 101  
 The Dalles, OR 97058  
 Attn: Stephanie Krell  
[stephaniek@co.wasco.or.us](mailto:stephaniek@co.wasco.or.us)

**End User & Contact:**

Wasco County  
 511 Washington St. STE 101  
 The Dalles, OR 97058  
 Attn: Stephanie Krell  
[stephaniek@co.wasco.or.us](mailto:stephaniek@co.wasco.or.us)

<b>Customer P. O. Number</b>	<b>Terms</b>	<b>QID-178-0</b>	<b>Invoice Detail Representative</b>
	NET 30 DAYS		Jake Anderson Email: jake@ospinsight.com
<b>Company Name/Address/Contact</b>	Wasco County 511 Washington St. STE 101, The Dalles, OR 97058 Attn: Stephanie Krell   Email: stephaniek@co.wasco.or.us		

<b>Send Payment To</b>	OSPInsight International   Attn: Accounts Receivable PO Box 95338, South Jordan, UT 84095
------------------------	--

**OSPInsight®**

Line	Ref#	Product ID	qty	Description	Unit	Total
1	UT-6000	EC.Main.tech.supp	1	<b>OSPInsight® Edit for ArcMap</b> Upgrade Maintenance and Technical Support, one (1) year renewable. Serial Number: EM800-0053 Effective through: July 12, 2021	\$2,220.00	\$2,220.00

DATE SHIPPED	CSD Update	Pricing does not include freight, insurance, import duties and taxes, U.S., State and local taxes, or shipping and handling expenses. Net 30 days.  Payment constitutes agreement of OSPInsight's Master Services Agreement (MSA)	<b>SUBTOTAL</b>	<b>\$2,220.00</b>
Packer			<b>TAX</b>	<b>\$0.00</b>
Carrier			Tax Exempt #	
Tracking #			<b>TOTAL</b>	<b>\$2,220.00</b>



**WORK ORDER NO. 23  
TO AGREEMENT FOR PROFESSIONAL SERVICES**

**BETWEEN**

Q-Life Network  
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:** June 19, 2020

**Project:** Downtown Bypass & Metro Augment - Feasibility & OPC

**Contract Price:** \$ 2,495.00      **Time of Completion:** 08/31/2020

**Description of Work Order:**

See Scope of Work in Exhibit A

**See attached Exhibits:**

- Exhibit A - Scope of Work
- Exhibit B - Schedule for Work Completion
- Exhibit C - Schedule of Compensation

**Approved By:**

**Q-LIFE**

**COMMSTRUCTURE CONSULTING, LLC**

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

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

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

**Title:** President & CEO

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

**Date:** June 19, 2020

## **EXHIBIT A - SCOPE OF WORK**

This Work Order will provide Technical Consulting Services to Q-Life and Q-Life's designated representatives for the purposes of conducting a Feasibility Study and creation of an updated Opinion of Probable Cost (OPC) for Q-Life infrastructure expansion in The Dalles, OR.

Q-Life has identified certain opportunities to utilize existing and proposed Q-Life infrastructure to expand the network's reach and capacity through the downtown area of The Dalles.

This work order will revise the previously created OPC delivered in 2016 with updated pricing, route details and the needs of projects currently in consideration by Q-Life.

Total project route distance, full scope of work, infrastructure elements and estimated construction cost will be determined as part of the activities associated with this work order.

The scope of work and deliverables for this project will include but is not limited to the following:

### **Feasibility & OPC**

- ❖ Perform preliminary feasibility research using Q-Life records, previously gathered field information and professional judgement / experience to assist in development an OPC related to the project
- ❖ Develop a Google Earth KMZ overview map for Project Routing, Infrastructure Elements and Construction Scope
- ❖ Develop an Opinion of Probable Cost (OPC) to establish a budget for Design, Permitting, Bid Process, Construction, Splicing and Termination
- ❖ Provide brief written report to Q-Life summarizing the estimated Design, Permitting and Bid Process Scope of Work along with anticipated Construction Costs

\*Note: Fielding, Design & Permitting are not part of this scope of work and will be negotiated as an amendment to this work order or under separate work order as requested

## **EXHIBIT B - SCHEDULE OF WORK COMPLETION**

The schedule of this Work Order is to commence upon approval and execution of this Work Order and Notice to Proceed by Q-Life.

The Term of the Work Order is from the date of execution of this document until August 31, 2020. The term of the Work Order may be extended upon approval from Q-Life based on remaining available and unbilled budget.

## EXHIBIT C - SCHEDULE OF COMPENSATION

Technical Consulting Services shall be performed and provided as described in Exhibit A-Scope of Work, and in accordance with the terms, provisions and rate schedule of the Agreement for Professional Services on a Time and Expense (T&E) basis as follows:

Feasibility & OPC:	\$ 2,495.00
<b>Total Hourly Fees Estimated:</b>	<b>\$ 2,495.00</b>

Payment terms are as follows:

- Commstructure will issue monthly invoices for the compensation due as a result of services provided under this Agreement to that time, less services previously billed
- All other terms and conditions apply in accordance with Section 3 of the Agreement for Professional Services
- Additional services related to this project or modification of this work order shall be negotiated and approved by written amendment to the original work order

# QualityLife (“Q-Life”)

## LOCAL CONTRACT REVIEW BOARD

### PUBLIC CONTRACTING REGULATIONS – INDEX

#### GENERAL PROVISIONS

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## **GENERAL PROVISIONS**

### **1. Introduction**

This document defines the purchasing policies and procedures for Q-Life and establishes guidelines for public procurements and contracting. The policies and procedures in this document are established in accordance with the applicable Local Contract Review Board Rules and the Oregon State Revised Statutes.

The provisions of this document and all rules adopted under this document may be cited as the Q-Life Public Contracting Regulations.

### **2. Purpose**

It is the policy of Q-Life in adopting the Public Contracting Regulations to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by:

- (1) Promoting impartial and open competition;
- (2) Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and
- (3) Taking full advantage of evolving procurement methods that suit the contracting needs of Q-Life as they emerge within various industries.

### **3. Interpretation**

In furtherance of the purpose of the objectives set forth above, it is Q-Life's intent that the Q-Life Public Contracting Regulations be interpreted to authorize the full use of all contracting powers and authorities described in ORS Chapters 279A, 279B and 279C.

### **4. Authority**

Except as expressly delegated under these regulations, the Q-Life Board of Directors reserves to itself the exercise of all duties and authority of a Local Contract Review Board and a contracting agency under state law, including but not limited to, the power and authority to:

- (1) Approve the use of contracting methods and exemptions from contracting methods for a specific contract or certain classes of contracts;
- (2) Exempt the use of brand name specifications for public improvement contracts;
- (3) Approve the partial or complete waiver of the requirement for the delivery of a performance or payment bond for construction of a public improvement;

(4) Authorize the use of electronic advertisement for contracts in lieu of publication in a newspaper of general circulation;

(5) Hear properly filed appeals of Q-Life's determination of prequalification, debarment or contract award;

(6) Adopt contract rules under ORS 279A.065 and ORS 279A.070 including, without limitation, rules for procurement, management, disposal and control of goods, services, personal services and public improvements;

(7) Award all contracts;

(8) Review the Attorney General's Model Rules to determine whether any modifications to those regulations need to be adopted by Q-Life to ensure compliance with statutory changes; and

(9) Delegate to any employee or agent of Q-Life any of the duties or authority of a contracting agency.

## **5. Model Rules**

The model rules adopted by the Oregon Attorney General under ORS 279A.065 do not apply to the contracts of Q-Life, except for those rules that are specifically referenced and adopted in these regulations. However, the model rules should serve as a reference guide on public contracting issues if those issues are not addressed or provided for in these regulations.

## **6. Delegated Authority**

The following officials of Q-Life are designated as Public Contracting Officers and are hereby authorized to conduct solicitations, enter into small and intermediate procurements and recommend award of public contracts for which there is an appropriation, subject to the provisions of this document:

- (1) Administrator; and
- (2) Administrator's designees

## **7. Severability**

The provisions in this document are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, or provision, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this document, or the validity of its application to other persons or circumstances.

## 8. Definitions

The following words and phrases mean:

(1) Addendum or Addenda – An addition or deletion to, material change in, or general interest explanation of a solicitation document.

(2) Competitive bidding or Competitive proposals – The solicitation of competitive offers which follow a formal process by which contracting agencies advertise and issue a written solicitation document, receive, open and award bids or proposals.

(3) Competitive quotes – The solicitation of offers from competing vendors. The solicitation may be by advertisement or a request to vendors to make an offer. The solicitation and the offer must be written, signed and dated by the vendors. The solicitation shall be clear and written to ensure that all quotes are treated equally. The solicitation should also include written specifications.

(4) Contracting agency – A public body authorized by law to conduct procurement. Contracting agency includes, but is not limited to, the Q-Life Board of Directors, public contracting officers and any other agents or officials authorized by the Directors to conduct procurements on their behalf.

(5) Contract Review Board – The Q-Life Board of Directors.

(6) Cooperative procurements – Also referred to as “piggy-backing”, these are procurements conducted by or on behalf of one or more contracting agencies. A cooperative procurement includes but is not limited to multiparty contracts and price agreements. Typically, a contracting agency may establish a contract or price agreement through a cooperative procurement if:

(a) The administering contracting agency’s solicitation and award process for the original contract is an open and impartial competitive process;

(b) The administering contracting agency’s solicitation and the original contract allow other contracting agencies to establish contracts or price agreements under the terms, conditions and prices of the original contract;

(c) The contractor agrees to extend the terms, conditions and prices of the original contract to the purchasing contracting agency; and

(d) No material change is made in the terms, conditions or prices of the contract or price agreement between the contractor and the purchasing contracting agency from the terms, conditions and prices of the original contract between the contractor and the administering contracting agency.

(7) Electronic Procurement - A contracting agency may conduct all phases of a procurement by electronic methods without limitation, including the electronic posting of advertisements or public notice of bids or proposals, receipt of electronic offers, and electronic notice of award.

(8) Emergency – Any circumstances that could not have been reasonably foreseen and create a substantial risk of loss, damage or interruption of services or the substantial threat to property, public health, welfare or safety and requires prompt execution of a contract to remedy the condition, or any other situation as determined by the Q-Life Board of Directors as an emergency.

(9) Goods and services – Supplies, equipment, materials and services other than personal services and any personal property, including tangible, intangible and intellectual property and rights and licenses in relation thereto, that a contracting agency is authorized by law to procure.

(10) Grants – An agreement under which a contracting agency receives moneys, property or other assistance, including but not limited to federal assistance that is characterized as a grant by federal law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, from a grantor for the purpose of supporting or stimulating a program or activity of the contracting agency and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions; or

An agreement under which a contracting agency provides moneys, property or other assistance, including but not limited to federal assistance that is characterized as a grant by federal law or regulations, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, to a recipient for the purpose of supporting or stimulating a program or activity of the recipient and in which no substantial involvement by the contracting agency is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions.

A grant does not include a public contract for a public improvement, for public works, as defined in ORS 279C.800, or for emergency work, minor alterations or ordinary repair or maintenance necessary to preserve a public improvement, when under the public contract a contracting agency pays, in consideration for contract performance intended to realize or to support the realization of the purposes for which grant funds were provided to the contracting agency, moneys that the contracting agency has received under a grant.

(11) Findings – The justification for a contracting agency conclusion. Most commonly used for contract exemptions. Findings may include, but are not limited to, information regarding operation, budget and financial data, public benefits, cost savings, competition in public contracts, quality and aesthetic considerations, value engineering, specialized expertise needed, public safety, market conditions, technical complexity, availability, performance and funding sources.

(12) Invitation to bid (ITB) – All documents, whether attached or incorporated by reference, used for publicly soliciting competitive sealed bids.

(13) Model Rules – The public contracting rules adopted by the Attorney General under ORS 279A.065.

(14) Personal services contract, other than (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, Land Surveying and Related Services – A contract or member of a class of contracts whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to attorneys, auditors, accountants and other licensed professionals, medical personnel including physicians, nurses and therapists, artists, designers, data processing consultants, performers, property managers, educators and investigators.

The procedures that a contracting agency creates to screen and select consultants to provide these services and to select a candidate under this section are at the contracting agency's sole discretion.

(15) Personal services contract for (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning, Land Surveying and Related Services – A contract or member of a class of contracts whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, architects, engineers, land surveyors, transportation planners, landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services and owner's representation services or land-use planning services.

A contracting agency shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services on the basis of the consultant's qualifications for the type of professional service required. A contracting agency may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after the contracting agency has selected a candidate.

(16) Procurement – The act of purchasing, leasing, renting or otherwise acquiring goods or services. It includes each function and procedure undertaken or required to enter into a public contract, administer a public contract and obtain the performance of a public contract.

(17) Public contract – A sale or other disposal, or a purchase, lease, rental or other acquisition, by a contracting agency of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. Public contract does not include grants.

(18) Public contracting officer – The person or persons designated by the Q-Life Board of Directors charged with the responsibility for conducting solicitations, entering into small and intermediate procurements and making recommendation on the award of public contracts to the Q-Life Board of Directors.

(19) Public improvement – Projects for construction, reconstruction or major renovation on real property by or for a public agency. Public improvement does not include projects for which no funds of Q-Life are directly or indirectly used, emergency work, minor alteration, ordinary repair or maintenance necessary in order to preserve a public improvement.

(20) Request for proposals (RFP) – All documents, whether attached or incorporated by reference, used for publicly soliciting competitive proposals.

(21) Responsive bid or Responsive proposal – A bid or proposal that substantially complies with the solicitation documents and prescribed procurement procedures and requirements.

(22) Solicitation documents – An invitation to bid, request for proposals, call for competitive quotes or other documents issued to invite offers from prospective contractors.

(23) Specifications – Any description of the physical or functional characteristics, or the nature of a supply, service or construction item, including any requirement for inspecting, testing or preparing a supply, service or construction item for delivery and the quantities or qualities of materials to be furnished under contract. Specifications generally will state the result to be obtained and describe the method and manner of the work to be performed.

(24) Surplus property – Personal property owned by Q-Life which is no longer needed for use to which such property has been assigned.

## **PURCHASING PROCESS**

### **9. Types of Purchases**

What types of procurement activities are covered by this document?

#### *The purchase of goods and services*

These are defined as a contract for any supplies, equipment, materials and services - other than personal services. These types of purchases can also include entering into a lease or rental agreement, the procurement process is the same.

#### *Contracts for personal services*

These are defined as a contract to acquire specialized skills, knowledge, or professional, technical or scientific expertise. Such services usually include consultants, designers and other licensed professionals. State statute requires a qualification based selection process for personal

service contracts with architects, engineers, land surveyors and related services. Selection for other types of personal services is based on the public agency's process.

### *Contracts for public improvement projects*

These are defined as contracts for projects that perform construction, reconstruction or major renovation work on real property by or for a public agency. These contracts do not include projects where no public agency funds are directly or indirectly used, emergency work, minor alteration, ordinary repair or maintenance.

## **10. Purchasing Procedure**

Generally, most purchases do not require using a formal competitive selection process. However, it is the responsibility of the purchasing agent to verify what procedure to use for their procurement.

Before determining whether to call for price quotes, advertise a notice inviting bids or request for proposals, take the following steps:

**Classify what is being procured.** Is the purchase for supplies, equipment or other general goods and services? Would this purchase result in a public improvement? Are you seeking services that are professional or technical in nature? Once the purchase has been classified;

**Determine the expected cost.** Be fair in the pricing assessment. What would you expect to pay for this good or service on the open market with no deals or discounts? It is permissible to call prospective vendors and ask for estimated costs or pricing for budgetary purposes. Check with other agencies for comparative pricing on personal or professional services contracts. Many public improvement project costs will be available or posted on the internet and make good pricing samples, depending on the project relevance.

Note: Public agencies are not allowed to artificially divide one purchase into two or more to try and drive down the estimated price.

Once the expected cost has been established, check the purchasing thresholds to determine what procurement process to use.

## **PURCHASING THRESHOLDS**

### **11. Procurement of goods and services:**

\$0 - \$105,000	Any procurement of goods or services not exceeding \$105,000 is considered a Small Procurement and may be awarded in any manner deemed practical or convenient by the contracting agency, including direct selection or award.
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\$105,000 - \$150,000 Any procurement of goods or services exceeding \$105,000 but not exceeding \$150,000 is considered an Intermediate Procurement. When conducting an intermediate procurement, a contracting agency shall seek at least three (3) competitive quotes from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes received. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes.

If a contract is awarded, the contracting agency shall award the contract to the contractor whose offer will best serve the interests of Q-Life, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

\$150,000 + Any procurement of goods or services exceeding \$150,000 requires the solicitation of competitive offers which follow a formal process. The contracting agency shall advertise and issue written solicitation documents, then receive, open and award either bids or proposals. (Refer to the Invitation to Bid or Request for Proposal procedures)

A purchase may not be artificially divided or fragmented so as to constitute a small or intermediate procurement.

## **12. Contracts for public improvement projects:**

These are contracts for projects that perform construction, reconstruction or major renovation work on real property for a public agency. These contracts do not include projects where no public agency funds are used, or emergency work, minor alteration, ordinary repair or maintenance.

\$0 - \$5,000 The public improvement contract may be awarded in any manner deemed practical or convenient by the contracting agency, including direct selection or award.

\$5,000 - \$100,000 For public improvement contracts exceeding \$105,000 but not exceeding \$100,000, the contracting agency shall seek at least three (3) competitive quotes from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes received. If three (3) competitive quotes are not reasonably

available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes.

If a contract is awarded, the contracting agency shall award the contract to the contractor whose offer will best serve the interests of Q-Life, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

\$100,000 + Any public improvement contract exceeding \$100,000 requires the solicitation of competitive offers which follow a formal process. The contracting agency shall advertise and issue written solicitation documents, then receive, open and award either bids or proposals. See ORS 279C.412 for public improvement threshold of \$100,000 +. (Refer to the Invitation to Bid or Request for Proposal procedures)

Note: The purchasing thresholds for public improvements are lower than the thresholds for procurement of goods and services or personal services contracts. These thresholds are set by Oregon State statute.

### **13. Contracts for personal services, other than (A/E) Architectural & Engineering:**

If the contract is for personal services other than architectural, engineering, photogrammetric mapping, transportation planning, land surveying and related services, then the process to screen and select these consultants are at the contracting agency's sole discretion and price may be used as a selection criteria.

There are no specific dollar limits or purchasing thresholds for these types of personal services contracts.

Contracting agents need to refer to Exemptions from Competitive Selection: 21. Personal Services Contracts, other than (A/E) Architectural, Engineering, Photogrammetric mapping, Transportation Planning or Land Surveying and Related Services for the approved selection method.

### **14. Contracts for personal services, (A/E) Architectural & Engineering:**

If the contract for personal services is for architectural, engineering, photogrammetric mapping, transportation planning, land surveying and related services, then the process to screen and select these consultants shall be on the basis of the consultant's qualifications for the type of professional service required.

A contracting agency may solicit or use pricing policies to determine the consultant's compensation only after the contracting agency has selected a candidate. The process to screen

and select these consultants are at the contracting agency's sole discretion as long as the process is qualification based.

Contracting agents need to refer to Exemptions from Competitive Selection, 22. Personal Services Contracts for (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying and Related Services for the approved selection method.

Once the purchasing thresholds have been established, the purchasing agent can then determine if a contract exemption is allowed for their procurement. There are several types of goods, services and classes of contracts that are exempt from the competitive selection process, regardless of price.

## **EXEMPTIONS FROM COMPETITIVE SELECTION**

The following is a list of contracts that are exempt from the competitive selection process.

### **15. General Class Exemptions**

These are general contract exemptions listed in Oregon State statute and can be utilized with no additional findings or action by the local contract review board.

In accordance with ORS 279A.025, the following classes of contracts shall be exempt from competitive selection:

(1) Contracts between contracting agencies or between contracting agencies and the federal government;

(2) Insurance and service contracts as provided for under ORS 414.115 - Medical assistance by insurance or service contracts; 414.125 - Rates on insurance or service contracts; requirements for insurer or contractor, 414.135 and 414.145 - Contracts relating to direct providers of care and services, for purposes of source selection;

(3) Grants; "Grant" means:

(a) A Public Contract under which an agency receives money, property or other value from a grantor for the purpose of supporting or stimulating an agency program or activity, and in which no substantial involvement by grantor is anticipated in the contemplated program or activity other than activities associated with monitoring compliance with grant conditions; or

(b) A Public Contract under which an agency provides money, property or other value to a recipient for the purpose of supporting or stimulating a program or activity of the recipient, and in which no substantial involvement by agency is anticipated in the contemplated program or activity other than activities associated with monitoring compliance with grant conditions.

(4) Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which a public body is or may become interested;

(5) Acquisitions or disposals of real property or interest in real property;

(6) Sole-source expenditures when rates are set by law or ordinance for purposes for source selection;

(7) Procurements by a contracting agency from an Oregon Corrections Enterprises program;

(8) Energy savings performance contracts;

(9) Contracts, agreements or other documents entered into, issued or established in connection with:

(a) The incurring of debt by a public body, including but not limited to the issuance of bonds, certificates of participation and other debt repayment obligations, and any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents establish are general, special or limited;

(b) The making of program loans and similar extensions or advances of funds, aid or assistance by a public body to a public or private body for the purpose of carrying out, promoting or sustaining activities or programs authorized by law; or

(c) The investment of funds by a public body as authorized by law, and other financial transactions of a public body that by their character cannot practically be established under the competitive contractor selection procedures of ORS 279B.050 to 279B.085;

(10) Contracts for employee benefit plans as provided in ORS 243.105 (1), 243.125 (4), 243.221, 243.275, 243.291, 243.303 and 243.565.

## **16. Federal Purchasing Programs Exemption**

When the price of goods or services has been established by an agency of the federal government, Q-Life may purchase those goods and services without a subsequent competitive process.

(1) As authorized by ORS 279A.180, a contracting agency may make procurements without competitive selection under a local government purchasing program administered by the United States General Services Administration (GSA) as provided in this section:

(a) The procurement must be made in accordance with procedures established by GSA for procurements by local governments and approved by the contract review board. The contracting agency shall provide the contract review board a copy of the documentation from GSA establishing permission to purchase under the federal program.

(b) The price of the goods or services must be established under price agreements between the federally approved vendor and GSA.

(c) The price of the goods or services must be less than the price at which such goods or services are available under state or local cooperative purchasing programs that are available.

## **17. Use or Disposal of Personal Property Exemption**

(1) As authorized by ORS 279A.185, a contracting agency may dispose of personal property upon a determination made by the contracting agency that the method of disposal is in the best interest of Q-Life. Factors that may be considered include costs of the sale, administrative costs and public benefits. The contracting agency shall maintain a record of the reason for the disposal method selected and the manner of the disposal. Personal property may be used or disposed of by any of the following methods:

(a) Without competition, transfer or sell to another public agency.

(b) By publicly advertised auction to the highest bidder.

(c) By publicly advertised invitation to bid.

(d) By liquidation sale using a commercially recognized third-party liquidator.

(e) Establish a fixed sale price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.

(f) By trade-in, in conjunction with the acquisition of other price-based items.

(g) By donation to any organization operating within or providing a service to residents of Q-Life.

(2) Personal property which has an estimated value of less than \$5,000, or for which the costs of sale are likely to exceed the sale proceeds, may be disposed of by any means determined to be cost effective. Personal property of this nature cannot be given to any employee of the City of The Dalles or Wasco County or Q-Life, or their immediate relatives.

## **18. Cooperative Procurement Exemption**

Also referred to as “piggy-backing”, cooperative procurements are purchases conducted by or on behalf of one or more contracting agencies. A cooperative procurement includes but is not limited to multiparty contracts and price agreements. Typically, a contracting agency may establish a contract or price agreement through a cooperative procurement if:

(a) The administering contracting agency's solicitation and award process for the original contract is an open and impartial competitive process;

(b) The administering contracting agency's solicitation and the original contract allow other contracting agencies to establish contracts or price agreements under the terms, conditions and prices of the original contract;

(c) The vendor agrees to extend the terms, conditions and prices of the original contract to the purchasing contracting agency; and

(d) No material change is made in the terms, conditions or prices of the contract or price agreement between the vendor and the purchasing contracting agency from the terms, conditions and prices of the original contract between the vendor and the administering contracting agency.

(1) As provided by ORS 279A.200 to 279A.225, cooperative procurements may be made without competitive solicitation.

(2) A contracting agency may participate in, sponsor, conduct or administer a cooperative procurement for the purchase of any goods or services, but not for public improvements.

#### **19. Sole-source Procurements Exemption**

(1) As authorized by ORS 279B.075, a contracting agency may award a contract for goods or services without competition when the local contract review board determines in writing that the goods or services, or classes of goods or services, are available from only one source. The local contract review board shall have the authority to determine the geographic parameters when utilizing a sole-source exemption. Typically, the sole-source determination will be within the boundaries of the state of Oregon, but a broader geographic area can be utilized.

(2) The determination of a sole-source must be based on written findings that include, but are not limited to:

(a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

(b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;

(c) That the goods or services are for use in a pilot or an experimental project;

(d) Other findings that support the conclusion that the goods or services are available from only one source.

(3) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.

## **20. Emergency Procurements Exemption**

(1) As authorized by ORS 279B.080, a contracting agency may make or authorize others to make emergency procurements of goods or services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor.

## **21. Personal Services Contracts, other than (A/E) Architectural, Engineering, Photogrammetric mapping, Transportation Planning or Land Surveying and Related Services Exemption**

As authorized by ORS 279A.055, the local contract review board may designate certain service contracts or classes of service contracts as personal services contracts.

(1) Pursuant to the authority granted by ORS 279A.055, the following service contracts or classes of service contracts are designated as personal service contracts:

(a) Contracts whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to attorneys, auditors, accountants and other licensed professionals, medical personnel including physicians, nurses and therapists, artists, designers, data processing consultants, contracts for services of a specialized, creative or research-oriented nature, performers, property managers, educators and investigators.

(b) Personal services include incidental materials such as written reports or opinions and other supplemental materials required for providing the services.

(2) As authorized by ORS 279A.070 the local contract review board shall create procedures for screening and selection of persons to perform personal services and architectural, engineering and land surveying or related services.

(3) Pursuant to the authority granted by ORS 279A.070 the procedures for screening and selection of persons to perform personal services shall be by one of the following methods:

(a) Direct appointment. The criteria for when this selection process may apply include:

(i) Where the anticipated fee does not exceed \$25,000 in any fiscal year or \$150,000 over the full term;

(ii) When the type of work needed has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant and the new contract is a continuation of that work; or

(ii) An emergency exists.

(b) Informal solicitation of competitive quotes from three (3) prospective consultants. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes; or

(c) Formal solicitation of competitive sealed proposals.

(4) The evaluation of any quotes or proposals may include, but is not limited to the consideration of:

(a) Specialized experience, capabilities and technical competence that may be demonstrated by the proposed approach and methodology to meet the project requirements;

(b) Resources available to perform the work and the proportion of the candidate staff's time that would be spent on the project, including any specialized services, within the applicable time limits;

(c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;

(d) Ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses;

(e) Availability to the project locale;

(f) Familiarity with the project locale; and

(g) Proposed project management techniques.

## **22. Personal Services Contracts for (A/E) Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying and Related Services Exemption**

As authorized by ORS 279C.105, a contracting agency may enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services and related services.

A contracting agency that is authorized to enter into a contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services and related services shall adopt procedures to screen and select persons to perform such services under ORS 279C.110 or 279C.120.

A local contract review board by ordinance, resolution, administrative rule or other regulation may designate certain personal services contracts or classes of personal service contracts as contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or related services.

(1) A contracting agency shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services on the basis of the consultant's qualifications for the type of professional service required.

A contracting agency may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after the contracting agency has selected a candidate.

(2) The procedures that a contracting agency creates to screen and select consultants and to select a candidate under this section are at the contracting agency's sole discretion.

(3) Subject to the requirements of the provisions of subsection (1) of this section, the contracting agency may adjust the procedures to accommodate the contracting agency's scope, schedule or objectives for a particular project if the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for the project does not exceed \$250,000.

A contracting agency's screening and selection procedures under this section, regardless of the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for a project, may include considering each candidate's:

(a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;

(b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;

(c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;

(d) Ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses;

(e) Availability to the project locale;

(f) Familiarity with the project locale; and

(g) Proposed project management techniques.

(4) If the screening and selection procedures results in the contracting agency's determination that two or more candidates are equally qualified, the contracting agency may select a candidate

through any process the contracting agency adopts that is not based on the candidate's pricing policies, proposals or other pricing information.

(5) The contracting agency and the selected candidate shall mutually discuss and refine the scope of services for the project and shall negotiate conditions, including but not limited to compensation level and performance schedule, based on the scope of services. The compensation level paid must be reasonable and fair to the contracting agency as determined solely by the contracting agency. Authority to negotiate a contract under this section does not supersede any provision of ORS 279A.140 or 279C.520.

(6) If the contracting agency and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the contracting agency, the contracting agency shall, either orally or in writing, formally terminate negotiations with the selected candidate. The contracting agency may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

(7) Notwithstanding the provisions of subsection (1) of this section, a contracting agency may directly appoint a consultant if the estimated cost of the architectural, engineering, photogrammetric mapping, transportation planning or land surveying services for the project do not exceed \$100,000.

(8) Notwithstanding the provisions of subsections (1) and (7) of this section, a contracting agency may directly appoint a consultant for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services in an emergency.

### **23. Public Improvement Exemptions**

(1) All contracts for public improvements shall be based upon competitive sealed bidding or competitive sealed proposals except:

(a) Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals under ORS 279.835 to 279.855.

(b) A contract for goods or services if the value of the contract is less than \$105,000.

(c) Privately-constructed public improvements. A contracting agency may contribute funding to a privately-constructed public improvement project without subjecting the project to competitive selection requirements if the following conditions are met:

(i) The contribution may not exceed 25% of the total cost of the project;

(ii) The contracting agency must comply with all applicable laws concerning the reporting of the project to the Bureau of Labor and Industries as a public works project;

(iii) The general contractor to the project must agree in writing to comply with all applicable laws concerning reporting and payment of prevailing wages for the project;

(iv) The funds contributed to the project may not provide a financial benefit to the owner of the development for which the project is being constructed, other than benefits shared by all members of the community; and

(v) The contract for construction of the project must be amended, as necessary, to include all contractual terms and conditions required by the contracting agency.

(2) The contract review board may exempt a public improvement contract or a class of public improvement contracts from the competitive selection process upon approval of the following findings submitted by the contracting agency seeking the exemption:

(a) It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and

(b) The awarding of public improvement contracts under the exemption will result in substantial cost savings to the contracting agency or the public. In making the finding, the local contract review board may consider the type, cost and amount of the contract, the number of persons available to bid and other such factors as may be deemed important.

(3) In granting exemptions for public improvement contracts, the local contract review board shall:

(a) Direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition.

(b) Require and approve or disapprove written findings that support the awarding of a particular public improvement contract or class of public improvement contracts, without competitive selection.

(c) Before final adoption of the findings, the contracting agency shall hold a public hearing.

(d) Notification of the public hearing shall be published in at least one trade newspaper of general statewide circulation a minimum of fourteen (14) days before the hearing.

(e) The notice shall state that the public hearing is for the purpose of taking comments on the draft findings for an exemption from the competitive selection process. At the time of the notice, copies of the draft findings shall be made available to the public.

(f) At the public hearing, the contracting agency shall offer an opportunity for any interested party to appear and present comment.

(4) A public improvement contract may be exempted from the requirements of this section if emergency conditions require prompt execution of the contract. A contracting agency may

declare that an emergency exists. If an emergency is declared, any contract awarded under this emergency must be awarded within 60 days following the declaration.

## **24. Special Procurements Exemption**

A special procurement can be either a class-special procurement or a contract-specific special procurement.

A class-special procurement is a contracting procedure that does not utilize a competitive selection process for the purpose of entering into a series of contracts over time for the acquisition of a specified class of goods or services.

A contract-specific special procurement is a contracting procedure that does not utilize a competitive selection process for the purpose of entering into a single contract or a number of related contracts for the acquisition of specified goods or services on a one-time basis or for a single project.

(1) To seek approval of a special procurement, the contracting agency shall submit a written request to the local contract review board. The written request shall describe the proposed contracting procedure, the goods or services or the class of goods or services to be acquired and the circumstances that justify the use of a special procurement.

(2) The local contract review board may approve a special procurement if the board finds that the written request demonstrates that the use of a special procurement will:

- (a) Be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (b) Result in substantial cost savings to the contracting agency or to the public; or
- (c) Otherwise substantially promote the public interest in a manner that could not practically be realized by complying with requirements for a competitive selection process.

(3) Public notice of the approval process for a proposed special procurement must be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed, and in as many additional issues and publications as the contracting agency may determine.

(4) If a contract is awarded through a special procurement, the contracting agency shall award the contract to the contractor whose offer the contracting agency determines in writing to be the most advantageous to the contracting agency.

## 25. Q-Life Special Exemptions

A local contract review board is authorized to exempt certain public contracts or classes of contracts from the competitive selection process but in doing so, must approve findings of fact.

The findings to be approved in order to grant such exemptions include:

(1) That it is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; and

(2) The awarding of public improvement contracts under the exemption will result in substantial cost savings to the contracting agency or the public. In making the finding, the local contract review board may consider the type, cost and amount of the contract, the number of persons available to bid and other such factors as may be deemed important.

(3) Additional information used to justify the contracting agency's conclusion includes:

- (a) Operational, budget and financial data;
- (b) Public benefits;
- (c) Value engineering;
- (d) Specialized expertise required;
- (e) Public safety;
- (f) Market conditions;
- (g) Technical complexity; and
- (h) Funding sources.

The purpose of the findings and conclusions included herein is to update Q-Life's existing rules to reflect the current business environment and the specific needs of the agency, while recognizing the value of open and fair competition.

Except where otherwise provided, the contracting agency utilizing an exemption shall make a record of the method of award.

Adoption of these exemptions herein is supported by the listed *Findings* for public contract exemptions, included with each listed exemption and those applicable sections of ORS 279 chapters A, B and C.

The following classes of contracts may be awarded in any manner in which the contracting agency deems appropriate, including by direct appointment or purchase, subject to the specific exemption criteria:

**Small procurement** – Any procurement of goods or services not exceeding \$10,000.

(a) The procurement may be awarded in any manner deemed practical or convenient by the contracting agency, including direct selection or award.

(b) The procurement may not be artificially divided or fragmented so as to constitute a small procurement.

*Finding* – This exemption would raise the direct purchase limit to \$105,000, which is also the current limit for the State of Oregon.

This exemption allows contracting agencies flexibility and would not delay or encumber simple or everyday type purchases. Larger purchases could not be divided up so as to constitute a small procurement.

**Intermediate procurement** – Any procurement of goods or services exceeding \$105,000 but not exceeding \$150,000.

(a) The procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement.

(b) When conducting an intermediate procurement, a contracting agency shall seek at least three (3) competitive quotes from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes received. If three (3) competitive quotes are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort made to obtain the quotes.

(c) If a contract is awarded, the contracting agency shall award the contract to the contractor whose offer will best serve the interests of Q-Life, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility.

| *Finding* - This exemption changes the lower end of the competitive quote limit to \$~~105~~,000 and the upper limit for competitive quotes would be \$150,000. These are also the current intermediate procurement limits for the State of Oregon. This exemption does not encourage favoritism or diminish competition in the awarding of public contracts because competitive quotes are used. This exemption would also result in substantial cost savings by not delaying or encumbering this size of procurements. Larger purchases could not be divided up so as to constitute an intermediate procurement.

**Advertising** – Contracts for the purchase of advertising, including that intended for the purpose of giving public notice.

*Finding* – Advertising contracts are usually limited to specific companies in given geographic locations and is further limited by the needs of the contracting agency. Additionally, state law requires the designation of an official newspaper for public notices. The rates for legal notices in many cases are regulated by statute. It may be necessary to target certain geographic areas or classes of members of the audience.

**Contract amendment or change order** – Any contract amendment, including change orders, extra work, field orders, or other change in the original specifications which changes the original contract price or alters the work to be performed. Before utilizing this exemption, the following should be considered:

(a) The amended contract does not substantially alter the scope or nature of the project, subject to extraordinary or unforeseen conditions.

(b) The original contract imposes a binding obligation on the parties covering the terms and conditions regarding changes in the work.

(c) The amount of the aggregate cost change resulting from all amendments creating new obligations does not exceed 100% of the initial contract price.

*Finding* – This exemption allows for change orders and extra work on projects already awarded by competitive selection. This exemption encourages competition from quality contractors by allowing for additional work or goods or services without further competitive selection where additional work may not have been anticipated, where work is in progress, and allowing the contractor to complete performance without justifiable delay. The cost savings are substantial due to the time saved in project or performance completion, within dollar limitations. Any contract amendments or change orders, singularly or in total, above 100% of the original contract price would require additional competitive selection, subject to emergency, extraordinary or other unforeseen circumstances.

**Equipment maintenance** – Contracts for the purchase of service, equipment or supplies for the maintenance, repair or conversion of existing equipment if required for the efficient utilization of the equipment.

*Finding* – Purchases under this exemption allow the contracting agency to obtain materials or services necessary for the maintenance, repair or conversion of existing equipment. The parts or service are often unknown and the cost cannot be determined without extensive dismantling or testing. Time is also a factor for utilization of the equipment.

Additionally, work performed under this exemption is often in support of maintenance agreements or warranties that are obtained as part of a purchase process for new equipment. This maintenance is required in order to maintain warranty coverage. Warranty work is unique to the manufacturer of the equipment. Use of a competitive selection would invalidate the

warranty and cost the Q-Life more for maintenance work in the future. This exemption would encourage competitors to deliver good quality products and to stand behind their products for the benefit of the public.

**Price regulated items** – Contracts for the purchase of goods or services where the rate or price is established by federal, state or local regulatory authority.

*Finding* – The contracting agency has no authority to alter prices established by federal or state law. Using a competitive selection process would not provide useful information since each would be the same price. The contracting agency would incur unnecessary expenses with little or no benefit. Since federal and state contracts are subject to similar public contracting requirements, any established price would have presumably arisen from a competitive selection process.

**Copyrighted materials** – Contracts for the purchase of copyrighted materials where there is only one supplier available for such goods.

*Finding* – By definition, there is no alternate vendor and no competition for copyrighted items. The contracting agency shall ensure that all purchases are in accordance with federal and state laws protecting copyrighted or trademarked items.

**Data processing** – Contracts for the purchase or acquisition of data processing hardware or software, including maintenance contracts or support contracts specific to that hardware or software.

*Finding* – The materials included within this exemption are specialty items that must be compatible with existing equipment. It is also important to keep data processing materials consistent by maintaining existing purchasing programs with existing vendors. Due to the technical complexity of these materials, there are only a limited number of vendors. In addition, the need to rely on the most dependable vendor is critical. Therefore, the purchase of data processing hardware and software does not lend itself to a competitive selection process.

**Allocated petroleum products** – Contracts for the purchase of petroleum products and their transportation if such purchase is required to be made from a particular supplier as a result of a federal allocation or if purchase from other than an established supplier could jeopardize an allocation or future supply or transport of such petroleum products.

*Finding* – Prices for these items are highly volatile. The suppliers' long term customers are provided regular and consistent service, even in times of very high demand. The same argument is true for the haulers. New customers have trouble acquiring these products at reasonable prices, because many companies serve only their preferred accounts during these times of high demand.

In the past, when these products were not available as scheduled, Q-Life had crews waiting on the job, at tremendous public expense. The oiling season, when Q-Life utilizes these products, is a very short time duration. Every day that is lost, for whatever reason, is a day that cannot be

regained. Q-Life has been using the current supplier and current hauler long enough to receive preferred customer service.

Q-Life will continue to monitor product prices and delivery rates, primarily using the State of Oregon bid prices and other contracting agency price quotes for comparison.

**Q-Life special exemptions conclusion**

Based on the aforementioned findings, it is unlikely that the subject class exemptions will encourage favoritism in the awarding of public contracts and would not substantially diminish competition. The special exemptions would result in substantial cost savings to Q-Life and the public and awarding such contracts pursuant to these exemptions would also substantially promote the public interest in a manner that could not otherwise be realized.



## *Discussion Items*

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- [Aristo Technical Management Report](#)
- [OBDD Broadband Capacity Coronavirus Relief Funding](#)
- [Beta Test Update](#)

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
6/23/2020

Items of Interest:

- There has been considerable recent effort to look at potential capital projects.
- New path feeding Curtis Homes by Sorosis Park Phase I has been awarded to “The Fiber Guys”
  - Delayed waiting for make ready work from CTL
- Electronics
  - No known issues.

## Item 14: Oregon Business Development Department

### Broadband Capacity

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**Analyst:** Steve Bender

**Request:** Establish a \$20,000,000 Other Funds expenditure limitation for funding from the Coronavirus Relief Fund received by the Department of Administrative Services and transferred to the Oregon Business Development Department for business, innovation and trade, for the Rural Broadband Capacity Program.

**Description:** The Oregon Business Development Department (OBDD) operated the Rural Broadband Capacity Program as a pilot program in the 2017-19 biennium. The program provided \$500,000 to extend broadband capacity to regions where broadband was not available. Funds supported planning, engineering and infrastructure investments.

The requested Emergency Board action would provide \$20 million of Coronavirus Relief Fund monies to continue the program. OBDD would direct the funds to support the expansion of broadband capacity for schools, businesses, and healthcare providers to assist them in addressing the impacts of the COVID-19 pandemic. The expanded capacity, for example, will support online instruction and other school activities affected by the pandemic, as well as support the healthcare and business operational changes needed to adapt to the pandemic.

Half of the funding would primarily focus on completing Phase 2 of the Link Oregon consortium network, designed to create a high-speed fiber-optic network for the public sector. Phase 2 will focus on southern and eastern Oregon to serve Roseburg, Medford, Ashland, Klamath Falls, The Dalles, Pendleton, La Grande, Ontario and Burns, among other locations. Approximately \$8.39 million would be made available for capital expenses. The residual of the first half of the funds would be made available to individual school districts. OBDD will distribute the remaining \$10 million through the Rural Broadband Capacity Program, focusing on regions without broadband capacity.

Funds would be provided from the state's distribution of CARES Act Coronavirus Relief Fund (CRF) monies. The Department of Administrative Services would transfer \$20 million of CRF funds to OBDD for this program. CRF funds are restricted to necessary expenditures incurred due to the public health emergency with respect to COVID-19 during the period from March 1, 2020 through December 30, 2020. Grant recipients would not receive payment for expenditures after these dates.

**Recommendation:** The Co-Chairs of the Emergency Board recommend approval of establishing a \$20,000,000 Other Funds expenditure limitation for the Oregon Business Development Department (OBDD) for funding from the Coronavirus Relief Fund received by the Department of Administrative Services and transferred to OBDD for business, innovation, and trade, for the Rural Broadband Capacity Program.

**Rural Broadband Capacity Program  
In Response to the COVID-19 Public Health Emergency  
Request for Applications for Funding  
June 19, 2020**

Is your Oregon community trying to expand broadband to support telework, telehealth and distance education in response to the pandemic? Business Oregon is pleased to announce that CARES Act Coronavirus Relief Fund monies have been allocated by the Oregon Legislative Assembly Joint Emergency Board to support broadband projects targeting unserved and underserved areas.

This request seeks Applications for Funding from Oregon cities, counties, ports, tribes, cooperatives, non-profit corporations, public-private partnerships, school districts, education service districts, hospitals, health systems and private sector internet service providers for infrastructure construction and emergency response projects to provide increased broadband capacity internet access for telework, telehealth and K-12 distance learning applications in unserved and underserved areas in response to the COVID-19 public health emergency.

An overview of the program and instructions for submitting applications is provided below and in the Application Form. The timeframes for this program are:

- Request for Applications for Funding issued June 19, 2020
- Applications are due July 2, 2020 by 5:00 pm Pacific Time
- Award offers will be made as soon as possible until all funds are committed

Funding offers will be contingent upon successful completion of the application process and negotiation between Business Oregon and funding recipients of contractual terms for the awards and performance objectives. All projects must be completed and grant funds must be expended by December 30, 2020. Unexpended funds will be returned to the U.S. Treasury in accordance with the CARES Act of 2020.

**1. Description of the Program**

The Oregon Legislative Assembly Joint Emergency Board has allocated \$10,000,000 for grants from funds received by the State of Oregon under the CARES Act of 2020 Coronavirus Relief Fund for the support of infrastructure construction and emergency response projects to provide increased broadband capacity internet access for telework, telehealth and K-12 distance learning applications in unserved and underserved areas in response to the COVID-19 public health emergency.

Business Oregon will administer the Rural Broadband Capacity Program and will provide financial support in the form of grants of up to a cumulative total of \$10,000,000. A grant may be used for the following:

- Infrastructure - For the construction of broadband infrastructure capable of delivering basic broadband, a minimum of 25 Mbps downstream and 3 Mbps upstream or better.
- Emergency Response Capacity Projects – For emergency response projects to provide increased broadband capacity internet access for telehealth and K-12 distance learning applications.

## **2. Requirements to Participate**

Applicants must establish that:

1. Broadband services delivering the current Federal Communications Commission benchmark of 25 Mbps downstream and 3 Mbps upstream via terrestrial networks are not available or accessible to users being served by the proposed infrastructure construction project.
2. The applicant is an Oregon city, county, port, tribe, cooperative, non-profit corporation, public-private partnership, school district, education service district, hospital, health system or private sector internet service provider.
3. The project will address community needs and are necessary expenditures incurred due to the COVID-19 public health emergency.
4. The expenditures were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or a government.
5. Projects must be completed and in-service before December 30, 2020 delivering basic broadband level service or better at affordable prices that are competitive with areas in the state that have broadband service available today.
6. Project expenditures are incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

## **3. Guidance**

“Unserved area” means a geographic area within which there is no service provider offering residential wireline or wireless terrestrial broadband service at a speed of at least 10 megabits per second for downloads and one megabit per second for uploads.

“Underserved area” means a geographic area within which there is no service provider offering residential wireline or wireless terrestrial broadband service at a speed of at least 25 megabits per second for downloads and three megabits per second for uploads.

Projects to build new infrastructure, and projects to provide broadband access to K-12 students by the beginning of the 2020-2021 school year are priorities.

## **3. Submission Instructions**

Complete the Application Form. Submit the Application Form and any Exhibits electronically via e-mail as Adobe Acrobat Portable Document Format (PDF) attachments no later than by 5:00 pm Pacific Time, July 2, 2020 to:

Oregon Broadband Office  
Oregon Business Development Department  
E-mail: [broadband.oregon@oregon.gov](mailto:broadband.oregon@oregon.gov)  
Phone: 503 508-0178  
Website: [www.broadband.oregon.gov](http://www.broadband.oregon.gov)

Business Oregon will send a confirmation of receipt via e-mail. Contact the Oregon Broadband Office by phone if you do not receive a confirmation of receipt.

Note: Information updates may be issued as guidance on the Coronavirus Relief Fund is received from the U.S. Treasury Department.

## South Wasco County Fiber Expansion

**Challenge:** South Wasco County is a highly rural area that has long struggled to access the opportunities broadband provides to more urban areas. The only school district serving this area, South Wasco School District #1, serves approximately 1,000 square miles and almost 240 students with a total population of approximately 2,182 residents. With the transition to distance learning for students, and working remotely for many parents, the digital divide is more apparent than ever in South Wasco County.

Lack of access to broadband does not allow for students to access the robust content and communications tools available online to support effective distance learning. In some areas, the District is having to provide paper materials via the school bus drivers running their regular routes to get content to students without access. This exacerbates challenges with keeping students connected to school and ensuring educational opportunities are available to all students during this time.

The District and local partners have been working to improve access at drive-in locations dispersed throughout the County where students can come to download assignments, but lack of ready access to the variety of tools available that require high speeds and low latency hinders the ability to have equitable access to educational content for these students. Additionally, as first responders and public health officials work to minimize the spread of COVID-19, these communities lack critical communications access to leverage telehealth tools. The proposed project would connect several first responders, locations where families could access resources, and set up opportunities for increased access at residents in partnership with local internet service providers.

**Solution:** Q-Life Network, an intergovernmental agency formed by Wasco County and the City of The Dalles focused on enhancing broadband access in Wasco County, proposes connecting fiber infrastructure and broadband services from Maupin, Oregon where there is an existing fiber to the home project supporting students, the school, businesses, and other anchor institutions like the Health Clinic, to the broader South Wasco County area in phases that can be completed as funding becomes available.

- Phase One would focus on connecting via fiber from Maupin to Tygh Valley, where there are key anchor institutions, local businesses, and a significant number of households. Anchor institutions in Tygh Valley include: Tygh School Community Center which serves as a small library with two workstations and the location for the local Head Start program, Tygh Valley Rural Fire Protection District, and the Wasco County Fair Grounds which is often used as a base camp for emergency responders. With these three locations, there are parking areas where families can safely travel to access wireless capacity during this crisis and where enhanced access will have a longer-term positive impact on the community.
- Phase Two would focus on connecting from Tygh Valley to Wamic and Pine Hollow. These communities host another community center where families could go to download and the Wamic Rural Fire Protection District along with a significant population center for this rural area.

The proposed phases would both be built with hardened infrastructure as much as possible to support addressing natural hazards around wildfire and ice storms that impact portions of this area of Wasco County and to increase opportunities for these investments to improve reliability of services in this area for all users. With these investments in place, there are opportunities to partner with private sector

service providers to increase speeds to residents and businesses at home through a hybrid build out focused on creating scalable infrastructure to meet community needs now and moving forward.

**Who are we serving with this project?** The population in this area is generally low-income, with over 95% of students qualifying for free and reduced lunch at school and an almost 17% poverty rate for the families they serve. The District population is approximately 10% Latinx and 7% Native American. The overall poverty rate for Wasco County.

# Maupin to Pine Hollow

Easement Heavy & Service Laterals

**Legend**

- AE
- Cell Tower
- UG
- Wamic Rural Fire Department
- Wasco Co Fair
- Wasco County Road Department



# Maupin to Pine Hollow

UG to Avoid Easements & Service Laterals

**Legend**

- AE
- Cell Tower
- HANG BRIDGE
- UG
- Wamic Rural Fire Department
- Wasco Co Fair
- Wasco County Road Department
- Water X-ing





## *Lone Pine Updates*

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- [Segment 2 Unit Pricing Form](#)

**UNIT PRICING FORM**  
**Q-LIFE NETWORK - LONE PINE EXTENSION SEGMENT B**  
**CONTRACT NO. 2020-01**

**Q-LIFE NETWORK**  
 511 Washington Street, Suite 101  
 The Dalles, OR 97058

Company: C-2 Utility Contractors, LLC

Signature: Kenneth C. McBee Jr

Date: 6/24/2020

**Instructions to Bidders:**

Prices for each bid item shall include all necessary labor, equipment and materials necessary to complete each line item

<u>Item</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Labor</u>	<u>Materials</u>	<u>L &amp; M</u>	<u>Total</u>
<b><u>Segment B</u></b>							
UG01	Bore Three (3) 1 1/4" SDR11 HDPE / SCH-40 Conduit	FT	<u>326</u>	\$ 98.00	\$ 1.45	\$ 99.45	\$ 32,420.70
UG01	Trench One (1) 4" SCH-40 Conduit	FT	<u>12</u>	\$ 55.00	\$ 2.50	\$ 57.50	\$ 690.00
UG02	Place 17x30 Utility Vault	EA	<u>1</u>	\$ 1,050.00	\$ 500.00	\$ 1,550.00	\$ 1,550.00
UG03	Place 24x36 Intercept Utility Vault	EA	<u>2</u>	\$ 2,400.00	\$ 650.00	\$ 3,050.00	\$ 6,100.00
UG04	Place 17x36 Intercept Utility Vault & 24x36 Utility Vault	EA	<u>3</u>	\$ 3,450.00	\$ 1,150.00	\$ 4,600.00	\$ 13,800.00
UG05	Proof Existing Occupied Conduit	FT	<u>600</u>	\$ 1.50	\$ 0.05	\$ 1.55	\$ 930.00
UG06	Pull Fiber Cable and #12 Locate Wire in Occupied Conduit	FT	<u>600</u>	\$ 1.50	\$ 0.15	\$ 1.65	\$ 990.00
UG07	Pull Fiber Cable and #12 Locate Wire in New Conduit	FT	<u>326</u>	\$ 1.50	\$ 0.15	\$ 1.65	\$ 537.90
UG08	Bore Adder - Rock Boring	FT	<u>100</u>	\$ 35.00		\$ 35.00	\$ 3,500.00
<b>Segment B Total:</b>							<b>\$ 60,518.60</b>



## *Executive Session*

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