



AGENDA
QLife Regular Board Meeting
Thursday March 22, 2018
12:00 pm
Wasco County Courthouse, 511 Washington Street, The Dalles Oregon
Deschutes Room – B08

- 12:00 Call to Order
- 12:00 Approval of Agenda
- 12:05 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)
 - [January 25, 2018 Minutes](#)
 - [Technical Management Report](#) – John Amery
 - [Administrative Report](#) – Tyler Stone
 - [CGCC Scholarship Luncheon Invite](#)
 - [Scholarship Recipient Letters](#)
 - [Budget Schedule and Process](#)
- 12:05 [Financial Reports](#) – Mike Middleton
- 12:20 [Discussion: NATOA Membership](#) – Tyler Stone
- 12:30 [Discussion: Vacant Board Positions](#) – Tyler Stone
- 12:50 [Maupin Update](#) – Dan McNeely, Lynn Ewing
- 1:10 [Commstructure: Work Order 15 – Amendment](#) – Dan McNeely
- 1:30 [Executive Session: \(2\)\(g\) Competitive trade or commerce negotiations and \(2\)\(m\)\(E\) Discuss information regarding security of telecom systems and data transmission.](#)

Old/New Business

Next Meeting Dates: Regular Board Meeting – April 26, 2018 at 12:00 pm

Adjourn

**Agenda subject to change*

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

- [January 25, 2018 Minutes](#)
- [Technical Management Report](#)
- [Administrative Report](#)
- [CGCC Scholarship Luncheon Invite](#)
- [CGCC Scholarship Thanks You's and Recipient Letters](#)
- [Budget Schedule and Process](#)



MINUTES

QLife Regular Board Meeting
Thursday, January 25, 2018
Noon
Deschutes Room, Wasco County Courthouse

Call to Order- President Erick Larson called the meeting to order at 12:04 pm.

Roll Call- Erick Larson, Scott Hege, Roger Kline, Lynn Ewing, Keith Mobley, Carrie Pipinich, Kayla Nelson, Tawny Cramer, Tyler Stone, John Amery, along with several private citizens; Kathy Ringo, Medy Gantz, Julie Wetzel, Susan Kay and Rob Miles

Public Comment – Mayor Lynn Ewing (Maupin) addresses the Board stating the visitors in attendance today are all Maupin citizens. The group has come to engage the Board in a conversation regarding the Maupin Project. Mayor Ewing suggests each member of the group introduce themselves and share their comments and questions. Both Mr. Larson and Mr. Stone thank the group for coming and welcome them.

Ms. Kathy Ringo introduces herself and explains her interest in the Maupin Project. She currently uses a provider that is not producing the speed they advertise. She explains to the Board she wishes for Maupin to become a viable place for people to work out of their homes. She personally has friends who would like to move to Maupin but are unable due to the lack of connectivity.

Ms. Medy Gantz introduces herself to the Board stating she owned Maupin Reality (retired) for many years and knows the importance of high-speed internet to businesses. During her time as a realtor, she worked with many clients who longed to move to Maupin but were not able considering the low connection speeds. Ms. Gantz pointed out some of those clients included an attorney and an accountant, businesses that would have been an asset to Maupin. Ms. Gantz adds the lack of high-speed internet does not allow small communities to grow and those clients were lost to cities like Bend.

Ms. Julie Wetzel greets the Board and mentions that she has her own interest in starting a home-based business. She is unable to do this considering the unreliability of internet access. Due to the flux in visitors during the weekend in Maupin, which the population at least doubles, she is sometimes unable to connect at all.

Ms. Susan Kay also addresses the Board emphasizing her interest in the Maupin Project as a long-term Maupin resident. Ms. Kay expresses how invested the community is in building their own resources and economy. She is here to learn more about the project and the progress QLife has made.

Lastly, Mr. Rob Miles, who owns the Imperial River Company in Maupin, introduces himself to the Board. Mr. Miles explains how difficult it is to run a business with low-speed internet. Many aspects of his daily duties are cumbersome due to the unreliable and clunky connection he currently has. Several times a day he receives emails alerting him that the network has failed, which directly affects his guests access. He lists credit card processing, reservation processing, the purchasing of boater passes and recreational guest use as some of the many things that are negatively impacted by this problem. Mr. Miles explains to the Board that although the citizens of Maupin have different reasons for needing high-speed connectivity, it would be a huge asset to them individually and as a whole.

Some discussion follows the information provided to the Board including QLife's current efforts to utilize City of Maupin crews to lay conduit, active grant writing and continual strategic and financial planning.

Mr. Stone addresses the group to inform them of the proposal the Board will see later in the meeting. The proposal outlines an agreement between QLife and MCEDD for significant grant writing services to be provided by Ms. Carrie Pipinich. This will hopefully help QLife to locate all the funds needed to complete the Maupin Project. Mr. Stone wants to make it very clear QLife is doing everything in its power to complete the project.

The citizen attendees want to make it clear to the Board the citizens of Maupin are more than willing to help in any way they can. Ms. Pippinich will be in touch with them to help facilitate them contacting our State representatives.

Mayor Ewing is planning a trip to Salem to meet with our representatives to discuss funding as well. The Maupin residents in attendance of this meeting agree to write letters of support in the project for Mayor Ewing to present during the legislative sessions.

Approval of Agenda- Mr. Larson requests a motion to approve the Agenda. Mr. Stone makes an addition with the proposal outlining the agreement between MCEDD and QLife regarding grant writing services.

{{Mr. Elliott moves to approve the agenda as amended. Mr. Hege seconds the motion. The motion to approve the January 25, 2018 Agenda passes unanimously.}}

Approval of Consent Agenda- Mr. Stone asks Mr. Amery for any updates in his reports. Mr. Amery answers there is nothing of significance to examine.

Mr. Hege inquires to Mr. Kline for any update regarding smart meters. Mr. Kline states, foremost, NWCPUD had begun their search for advanced meter infrastructure vendors with four candidates. Their search has since been narrowed down to one vendor which will be put in front of the NWCPUD Board. Secondly, it is NWCPUD's intention to work with QLife to use our fiber system as part of the haul-back of data and information. In conclusion, NWCPUD will continue to use existing partner infrastructure whenever possible.

Financial Reports- Ms. Kayla Nelson, the new Wasco County Finance Manager, communicates to the Board she is filling in for Mr. Middleton. Ms. Nelson explains she will do her best to answer any questions but her report will be a simple summarization.

Ms. Nelson briefs the Board on the status on the Service Revenues which are currently at 53% and right on track. Accounts Receivable have a \$21k balance due. Ms. Cramer reports Finance and herself are actively working on the two accounts who continue to have past-due invoices. It is believed both accounts are related to the transfer of accounting responsibilities during July 2017. New invoices have been created and sent out to both customers. Mr. Hege questions if the \$21k includes the customer who QLife ceased providing service to due to their past-due balance and denial of payment. Ms. Cramer answers it does not. That information is not currently tracked in Eden, the County's financial software.

Expenses in total are at 41%. One particular line item of concern is City of The Dalles rent. Currently we have spent \$0. Ms. Cramer agrees to follow-up with this.

Mr. Hege questions if the RS Grant funds have any sort of expiration term. Ms. Pippinich and Ms. Cramer are unsure of this and will need to conduct a small amount of research to answer this. Also Mr. Hege notes we show a budget of

\$3,600 for earned interest income. The interest revenue currently shows \$0. Mr. Stone had communicated with Mr. Middleton regarding this and he will be researching the issue in the following week.

Mr. Hege points out the Administrative Costs line items looks like it is considerably under budget. Ms. Cramer explains there are many factors including the base retainer fee for Wasco County has not yet been billed, we are hiring different types of support (MCEDD, Joseph Franell) not reflected in that number and the Wasco County Finance Department has not billed at all. This line item will be much more balanced as the fiscal year nears its end.

Financial Priorities Discussion- Mr. Stone addresses the Board and wishes to discuss their financial priorities for the upcoming budget preparation.

He begins with the Fiber Replacement Project noting that it is currently on the list of CIPs. The estimated cost is \$375k for the 'Segment 1' replacement, \$65k needed to be figured in to that figure based on the difficulties of replacing a line which will need to remain live. This segment of fiber feeds one of our clients that consume the largest amount of data. Mr. Larson tells Mr. Stone this project is a high priority and something will need to be done soon to remedy the issue.

Mr. Hege inquires about the status of the project. Mr. Amery explains in past years he has gone into the splice cases to trim and clean up wherever it was needed, this year he did not. He goes on to say that he is unaware of the amount of degradation there is currently because of that. He concurs with Mr. Larson that the project needs to remain a high-priority considering the customers fed from it.

The next and newest priority is a PON beta program concept which Mr. Amery has been researching. This implementation would allow QLife to free up some fiber and more able to reach customers in difficult locations. Mr. Amery also believes the concept could be a more cost efficient solution for QLife. Mr. Stone adds he finds the idea intriguing and believes it would open opportunities for QLife.

The Generator Replacement Project which has been on the list for some time. Mr. Stone explains that Wasco County replaced their generator and has their previous generator stored in their Public Works building. Mr. Stone would rather see that generator go to QLife than surplus it and receive pennies on the dollar. The generator QLife currently has does not support all of our customers so some customers have back-up batteries which will continue to take up QLife space. Mr. Stone has been communicating with Ms. Krueger at the City of The Dalles and she is receptive to continuing to have the conversation of a generator replacement.

Michael Eliason from the AOC joins the meeting at 1:16.

The Downtown Metro Loop and Downtown Bypass CIPs have been out of focus for too long. The Board has a consensus that the OPCs need to be reworked.

Mr. Elliott adds he believes the Fiber Replacement Project and Maupin are the biggest priorities of QLife. Mr. Hege concurs. Mr. Larson would like to flesh out the PON concept as well.

Mr. Stone explains he intends to budget a lump sum amount to put towards CIPs and is now better informed with the ideas and opinions of the Board.

Appointment of Budget Officer- The resolution 18-001 is presented to the Board to appoint Mr. Mike Middleton as the QLife Budget Officer.

{{Mr. Larson makes a motion to appoint the Budget Officer according to Resolution 18-001. Mr. Kline seconds the motion. The motion to approve 18-001 appointing Mr. Mike Middleton as the QLife Budget Officer passes with consensus.}}

Maupin Update- The Board is informed by Mayor Ewing crews will begin working in a couple weeks to install the conduit with the help of Commstructure and under direction of the Board. Mr. McNeely shared the phase-in costs of the separate parts of the project as the Board had requested.

The Board is interested in installing electronics in the POP to light up the Clinic and the Care Home. Essentially this would light up the backbone that is already installed. QLife has enough in grant funds to complete that part of the project. It is a risk that by doing that portion of the project it would diminish our ability to earn further grants for the project according to Ms. Pipinich, although it would show that we are making some progress on the project.

Mr. Larson and Mr. Kline both agree that lighting up the backbone would put us closer to our goal of community connectivity. ISPs would be more likely to connect and may be willing to invest in the project themselves.

The Board acknowledges that by lighting up the backbone, essentially there is still no service provided because QLife is a middle-mile provider and would not complete the drops to homes or businesses. However, it does open the door for ISPs to start connecting.

Ms. Pipinich informs the Board she had heard back regarding the EDC grant and QLife did not receive those funds. She adds she knew it was a long-stretch when we applied but it was worth the effort. QLife should expect to hear back about the two other applications we have submitted in February and March.

Mr. McNeely states that it would be most prudent to put the whole project out to bid based on the fact that QLife would hear back from the additional grants applied for by that point.

{{A motion is made by Mr. Kline to instruct Commstructure to start the process of putting the project out to bid again. It is acknowledged that by the time QLife hears back about the grants the situation may have changed, but to piece the project out with splicing, underground and aerial. The motion is seconded by Mr. Hege. The motion to begin work on putting the project out to bid again is agreed on with consensus.}}

Auditor's Report Discussion- The Board acknowledges there are no significant findings in the audit and thanks the City of The Dalles for their financial work with QLife.

Executive Session- The Board enters into Executive Session at 1:57 p.m.

The Board exits Executive Session at 2:05 p.m.

The meeting is adjourned at 2:05 p.m.

The proposal from MCEDD outlining the agreement between QLife and MCEDD for grant writing services has been presented.

{{Mr. Kline moves to approve the agreement between MCEDD and QLife for grant writing services. Mr. Elliot seconds the motion. The proposal presented to the QLife Board to engage MCEDD in an agreement for grant writing services at the term of 60 hours and not to exceed \$10k passes.}}

The Board now recognizes the presented letter of resignation from Mr. Roger Kline stating his Boards wishes. Mr. Kline comments he has enjoyed his time as a QLife Board member and will continue to attend for PUD reporting.

Meeting is adjourned at 2:17 p.m.

Next meeting will be held on April 26, 2018.

These minutes were approved by the QLife Board on _____.

Darcy Long-Curtiss, Vice President

Aristo Networks LLC
Technical Management Report
By
John Amery
03/15/2018

Items of Discussion:

- NWCPUD is planing to replace all their customer meters with smart meters in 2018. Qlife is working with NWCPUD to see if there is potential collaborative value.
- QLIFE has been in communications with NWCPUD in attempt to re-use their existing conduit. NWCPUD has expressed concerns with long term management of their assets in a shared environment. QLIFE has decided for now not pursue shared conduit options.
- Failing Fiber project
 - Qlife has worked up estimates for replacement. Per direction from budget committee and board hope to replace the failed fiber.
- Pole Transfers to new pole line was completed. NWCPUD has replaced poles in the Norcor region to a new line. Some of these replacement poles are new metal structures. QLIFE has completed our portion of the transfer.



March 22, 2018

Administrative Report

Current Projects

- 221 Webber Street – This build is complete and has gone to billing. There were a few obstacles with this build-out due to the end-use company. Administration is continuing to input numbers for project accounting to evaluate the financial success of the construction piece of this service order. Technical Management was prudent in informing the ISP there may be additional charges based on the obstacles QLife experienced.
- Veterans Way build – The current plan for this service order is to schedule splicing maintenance for 3/18/18 which Technical Management will organize. The customer will perform both the construction and installation.
- Maupin Project – There are many updates to be given during the agenda discussion. Considering the money awarded to the City of Maupin during the recent legislative sessions, this project is again going out to bid.

Project Accounting

QLife Administration continues to be in the early stages of utilizing Wasco County's financial software to financially account for each build out QLife participates in. It has been determined that QLife will begin accounting for every project and not only significant and complicated builds as was being done previously. QLife Administration and Technical Management will incorporate this accounting into their bi-weekly meetings to have a more focused understanding and analysis of each project's success and/or areas needing improvement.

QLife Board Vacancies

The QLife Board, unfortunately, has lost two members. QLife thanks both Mr. Kline and Mr. Larson for their service and dedication to the QLife Board. QLife Administration has made this a discussion item on today's agenda and encourages conversation focused on filling these positions.

QLife's Information Network

Mr. Amery has expressed much interest in QLife creating an internal network to house all QLife data. Currently, QLife Administration, Technical Management and Commstructure house our data on our individual systems and networks. QLife Administration believes there are advantages to the approach of a centralized data storage system. Wasco County's IS team is currently developing a solution to meet this need for QLife and its contactors.

Columbia Gorge Community College Foundation
invites you to the

Annual Scholarship Luncheon



Wednesday, April 4, 2018
11:30 a.m. – 1:00 p.m.

Columbia Gorge Community College
The Dalles Campus
Lecture Hall, Bldg. 2, Third Floor

Business Casual Attire

Please RSVP by Monday, March 26, 2018
abernal@cgcc.edu ♦ (541) 506-6111
www.cgccfoundation.org



CGCC Scholarship Notes and Letters

- [CGCC Foundation Chair Thank You Note](#)
- [CGCC Scholarship Review and Thank You Letter](#)
- [Recipient #1 Michael Harrison Letter](#)
- [Recipient #2 Stewart Fletcher Letter](#)
- [TDHS Robotics Team Thank You Letter](#)

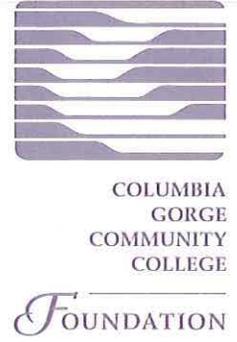
Q-Life,

Happy New Year! Many thanks
for your support for C6CC's
Electro-Mechanical-Technology program
(formerly the RET program).

Dave Mason
Foundation Chair

February 8, 2018

QLife Network
313 Court Street
The Dalles, OR 97058



Dear members of QLife Network:

Thank you for your generosity in supporting Columbia Gorge Community College in 2017-18 by providing the *QLife Network Scholarships* to CGCC Foundation. We are grateful for your contribution, and with your help, we are able to further our mission to build dreams and transform lives by creating opportunities for lifelong learning. We wanted to remind you that in order to award these scholarships for the 2018-19 academic year, **we need your donation by June 30, 2018.**

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

- Two (2) \$1,000 scholarship awarded in fall, disbursed over three academic terms
- Scholarship may be used for tuition, fees, and/or books
- Recipient must be enrolled in the electro-mechanical technology program
- Names of recipients will be disclosed to donor when award is accepted

Scholarship recipients are required to:

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

CGCC Foundation reviewed some of its programs and policies this year, and there is some important information to share with you. The foundation now requests an agreement between the foundation and each dedicated scholarship donor in order to keep record of the history of each scholarship as well as ensure the purpose of each scholarship is fulfilled. I will reach out to you soon to discuss this agreement and the benefits to our donors and students.

Enclosed are the thank-you letters from the 2017-18 scholarship recipients. Thank you for supporting Columbia Gorge Community College students and CGCC Foundation. If you have any questions, please feel free to contact the foundation.

Sincerely,


Stephanie Hoppe
CGCC Foundation Director

Thank you for your continual support of education in our community!

11/14/2017

Dear 2017-18 QLife Network Scholarship donor,

I appreciate your generosity in giving me the financial support to pursue my Associate in Applied Science degree in Electro-Mechanical Technology. With \$1000 to help fund my second and third quarters at CGCC, I will have more time to devote to studying and less need to borrow or work part time. I might be able come home early enough from work at the gas station to study or get a fuller night's sleep. I may even have an extra hour before or after my shifts working as a lifty at Mount Hood Meadows, in which to ski.

I am from Whitefish, Montana, where outdoor adventures were never far away, and I have tried to stay active while studying, biking up the gorge to classes four times a week. I am an avid skier, runner, cyclist, climber and general outdoorsman. Over the last few years I have participated in several college, church, and community choirs as a bass voice. With financial support for tuition, I may have the time to try out for the local Cascade Singers.

I attended Whitman College, graduating in 2012 with a Bachelor of Arts degree in Geology. Since then I have found it difficult to break into a field of employment related to my degree, and was unsure whether I could justify pursuing a graduate degree without the work experience to help me decide if a geology career was right for me. When I heard about the high demand for technicians, and looked up the E-M Tech program at CGCC, I decided to switch career goals. During my first quarter, I have been thrilled with my department's teaching staff, academic rigor, students, and resources. There is much better access to potential future employers than I have ever had before. I hope to be working on wind or hydro plants within a couple of years. It is very important to me that I am able to start a career that tangibly benefits others - in a responsible industry. Thanks to your support I am better able to fulfill these goals. Thank you so much.

Sincerely,

Michael Harrison

Michael Harrison

November 21, 2017

CGCC Foundation
400 East Scenic Drive
The Dalles, OR, 97058

Dear Stephanie Hoppe,

I am writing to thank for your generous gift of \$1,500 from the QLife Network Scholarship and the Kyle Francis Brogna Memorial Scholarship. Receiving this scholarship means a lot to me and I was very happy to be considered a recipient of the scholarship.

As a student of the Renewable Energy Technology program, this scholarship will allow me to focus more on my studies and achieve my goal of becoming a wind turbine technician and eventually an operations manager in the wind industry. Being a recipient of this scholarship will also alleviate financial hardship as moving from Florida to Oregon has been an experience all on its own.

I plan to apply this scholarship directly to my studies at CGCC and apply a portion to the delta energy club if applicable. Donating to this club will help fellow students and myself learn how to apply concepts and theories from the classroom to real-life situations.

Once again, I cannot thank you enough for your support in assisting me to achieve my goal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stewart Fletcher', with a stylized, cursive script.

Stewart Fletcher

Dear QLife Board,

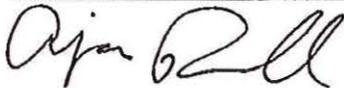
I would like to personally thank all of you for your support of The High School Robotics teams at The Dalles High School. During the 2017 and 2018 school years The Dalles High School Robotics program was able to use the generous donation from QLife to purchase new robotics equipment, as well cover travel and transportation costs. The donation allowed students to travel and compete in competitive robotic events in the 2017-2018 school year. Students competed in Goldendale, WA, North Marion, OR as well as Sandy, OR where teams finished 2nd, 3rd and 4th.

Funds were used in the process of changing robotics systems which will provide substantial savings in future years due to significant cost differences with the programs. Cost estimates determine that we can operate four VEX teams for the cost of one FIRST team. For example, the FIRST Robotics minimum entry fee for one team is \$500. Minimum entry fee in VEX is \$125. Continued advancement in FIRST tournaments include SuperQualifier and State Tournament Fees for an additional \$450, or \$950 total per team annually. In VEX the maximum registration fees would be \$250. Additionally, in VEX teams can host a tournament and keep tournament registration fees (\$500-\$1000) depending upon tournament size.

Funding in future years will allow more youth at The Dalles High to participate in tournament events and robotics in general. Tournaments provide a fun way for youth to challenge themselves in learning new skills and improving leadership abilities. Students practice and develop presentation skills and are able to form partnerships with other students and mentors across the state. Often these students participating in robotics tournaments do not participate in other extra-curricular sports activities. The tournaments allow these students to shine and are essential to building self-confidence and pride in their work. Your organization assists our program to offer our students the best possible robotics experience and new learning outcomes in the STEM field that can be individual differentiated to a student's interests and abilities at The Dalles High School. Continued support is appreciated and valued as grants are a major source of the program's ability to function.

Thank you for your continued support of The Dalles High School Robotics if you have any further questions or would like students to attend a board meeting in the future please do not hesitate to contact me.

Sincerely,
Ajay Rundell
rundella@nwasco.k12.or.us



Nick Nelson
nelsonn@nwasco.k12.or.us



QUALITYLIFE INTERGOVERNMENTAL AGENCY

doing business as

"QLife Network"

Budget Schedule and Process for FY 2018-19

Activity	Date/Time
Board appoints Budget Officer and Committee member(s) as needed.	January 25 at 12:00 p.m.
QLife Administrator, Budget Officer and Technical management meet to discuss additional changes in Financial Priorities and Capital Projects.	February 14 at 1:30 p.m.
Board appoints Budget Committee member(s) as needed and considers amendment of current Financial Priorities Policy.	February 22 at 12:00 p.m.
Budget Officer sends out Proposed FY 2018-19 Budget.	April 2 by 5:00 p.m.
<i>Publish First Notice of Budget Committee Meeting - 2nd not on website. (not less than 8 days or more than 14 prior to Public Hearing)</i>	April 12 by 4:30 p.m.
Budget Committee meets at 12:00 P.M. and: 1) Reviews, amends and approves the proposed 2018-19 Budget. 2) Forwards the approved Budget to the City of The Dalles and Wasco County for review and comment. 3) Sets a Public Hearing on the Budget Document in compliance with ORS 294.920. Set for May 24, 2018.	April 26 at 12:00 p.m.
County Commission to approve QLife Budget at their regular meeting prior to QLife Board Public Hearing on Budget.	May 2 at 9:30 a.m.
<i>Publish notice of Budget Hearing. (not less than 8 days and more than 14 prior to Public Hearing)</i>	May 11 by 4:30 p.m.
City Council to approve QLife Budget at their regular meeting prior to QLife Board Public Hearing on Budget.	May 14 at 5:30 p.m.
Public Hearing at 12:00 P.M. on the Budget Document before QLife Board of Directors (QLife IGA, section 1.3.7) and enact resolution adopting budget for period July 1, 2018 - June 30, 2018.	May 24 at 12:00 p.m.
File copy of Adopted Budget with County Clerk and OR Dept. of Revenue together with copies of notices and Adoption Resolution (ORS 294.930 (2))	



Financial Reports

- [January 2018 Financial Analysis](#)
- [January 2018 Financial Reports](#)
- [January 2018 A/R Aging Report](#)
- [January 2018 Checklist](#)
- [February 2018 Financial Analysis](#)
- [February 2018 Financial Reports](#)
- [February 2018 A/R Aging Report](#)
- [February 2018 Checklist](#)

Qlife – Financial Analysis for January Financial Statements

Financial Statements

The financial statements through January are presented. The information is unaudited and meant for Management use.

Operations Fund

As of the end of January, Utility Service Charges are at 61.1% of budget execution. This is slightly ahead of the straight-line budget assumption of 58.3%. This translates to about \$18,250 ahead of the budget projection at this point in time.

Receivables as of 1/31/18 have a balance of \$21,950. The current portion is \$14,910 and there is a balance in Over 120 Days overdue of \$7,040. This is the same amount that has been reported in December and January meetings. The issue has not been resolved as of the date of these statements. Restating the case, both customers have paid invoices since this date in a timely manner and these appear to be over confusion in the descriptions of the invoices during the change over from City to County processing. Even if the overdue invoices are removed from revenue, the fund is still \$11,210 ahead of budgetary expectations.

Expenses in total have a budget execution of only 44.1% This in an increase over the December balance of \$25,972. Straight-line assumption of expenses should put expenses at about 58.3% of budget execution. Highlighted items to address:

- Administrative costs are only \$9,687. This is a budget execution of 17.9%. This is not an accurate cost as the County has not fully billed for time associated with Qlife as of 1/31/18 for the current fiscal year. Primarily missing is the time from Finance department staff. This is expected to be addressed in February.
- Rent (to the City) is budgeted at \$7,752 for the fiscal year and no payments have been made as of 1/31/18. It has been budgeted as:
 - 1 room in City Hall \$141/mth
 - 2nd room in City Hall \$121/mth
 - 3rd additional room \$176/mth
 - Covered storage at City PW facility \$209/mth
 - Totals \$646/mth
- Pole Connection Fees decreases by \$12,150 as the costs of Easements had been in this line. These costs have been reclassified as Capital Outlay and placed in the Easements line item. This was not a decreased costs, just a reclassified cost.
- Telephone costs had \$192 improperly applied – this was actually for Wifi service in the Maupin Fund. This entry was done as of 1/31/18.

The fund is in good shape and progressing as planned.

Capital Fund

Revenues for the Capital Fund are progressing. The transfer from the Operations fund is as planned. However, there is no transfer from the Maupin fund yet due to no available revenue in the fund. Additionally, although budgeted at \$19,000, there has been no connection charges revenue for the Capital Fund. This puts the overall budget at 54.2% of revenue execution. Transfers from the Operations Fund are at 58.3%

Expenses are at 0.7% of the budget execution. The total of \$8,355 has been expended with \$4,041 on Primary Systems and \$3,634 on Secondary Line Extension. The Primary system would be at \$15,429 but 11,388 for the Maupin Wifi was incorrectly coded to this line. This has been moved as of 1/31/18 to the Maupin fund.

The fund is in good shape and following the plan. The only difficulty is the possible transfer to Maupin fund and the time to recover that expense. The fund will be able to recover and is not at risk at this time.

Maupin Fund

The only revenue in the fund remains the state grant already received and remains at 43.3% budget execution for the grant. No amounts have been transferred in at this point and will not be until directed otherwise by the Board.

The Maupin fund expenses have grown to 26.8% of budget execution (only 1.8% increase from the December report). The Primary system is up to \$162,391 and Equipment is at \$3,148. The majority of the amounts in these accounts has been paid to Commstructure Consulting. The Contracted Services line has an expense of \$11,667 – this is to set up the Wifi service in Maupin as required by a grant and the maintenance payments on the system. This costs had been recorded before but in the wrong line items – part was in Capital – Primary Systems (\$11,388) and Operations – Telephone (\$192).

As a fund, the Maupin fund has not yet started receiving sustainable revenues. The fund needs to spend capital fund to be able to have an asset to use for revenue. Currently, the only revenues are a grant and potentially a transfer in.

Summary

Each fund has a separate summary above. Taken as a whole, the organization is in good shape but the Maupin Fund will need to be resolved. Until a resolution regarding the Maupin fund is made, it will remain difficult to analyze.

Qlife Monthly Report

Operations Fund - January 2018

Filters

Fd	600
Cat	(Multiple Items)

Data				
				Current Year Budget Executed
Account	Current Budget	Current Actual YTD	YTD	Executed
Revenue				
Qlife Operations				
Qlife-R				
Qlife-R				
INVESTMENT EARNINGS-R				
INTEREST EARNED	3,600	-		0.0%
INVESTMENT EARNINGS-R Total	3,600	-		0.0%
MISCELLANEOUS-R				
MISC RECEIPTS	200	1,200		600.0%
MISCELLANEOUS-R Total	200	1,200		600.0%
CHARGES FOR SERVICES-R				
UTILITY SERVICE CHARGES	658,347	402,065		61.1%
CONNECT CHARGES	1,000	1,700		170.0%
CHARGES FOR SERVICES-R Total	659,347	403,765		61.2%
PASS-THROUGH PAYMENTS-R				
E-RATE REIMBURSEMENTS	50,000	-		0.0%
PASS-THROUGH PAYMENTS-R Total	50,000	-		0.0%
Qlife-R Total	713,147	404,965		56.8%
Qlife-R Total	713,147	404,965		56.8%
Qlife Operations Total	713,147	404,965		56.8%
Revenue Total	713,147	404,965		56.8%
Expense				
Qlife Operations				
Qlife-E				
Qlife-E				
MATERIALS & SERVICES-E				
ADMINISTRATIVE COST	54,000	9,687		17.9%
ADVERTISING & PROMOTIONS	1,500	244		16.3%
BLDG REPAIR & MAINT	1,600	-		0.0%
CONTR SRVCS - AUDIT CONTRACT	7,050	3,650		51.8%
CONTR SRVCS - OTHER	3,000	3,673		122.4%
DUES & SUBSCRIPTIONS	1,300	2,740		210.7%
EQUIPMENT - NON CAPITAL	-	1,339		#DIV/0!
GENERAL GRANTS	2,000	2,000		100.0%
INSURANCE & BONDS	21,000	1,600		7.6%
LEGAL NOTICES & PUBLISHING	400	-		0.0%
MEALS LODGING & REGISTRATION	2,000	209		10.5%
MISC EXPENDITURES	650	3,495		537.7%
NETWORK COMPONENTS	5,000	593		11.9%

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

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
POSTAGE	200	134	66.9%
SUPPLIES - OFFICE	135	101	74.9%
TAXES/PERMITS/ASSESSMENTS	400	315	78.8%
TELEPHONE	420	374	89.0%
TRAINING & EDUCATION	700	-	0.0%
UTILITIES - WALNUT ST	700	467	66.8%
RENT - OFFICE	7,752	-	0.0%
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	4,032	44.8%
ESD E-RATE PASS THROUGH	50,000	-	0.0%
OUTSIDE PLANT MAINTENANCE	43,000	7,741	18.0%
CONTRACTED SVCS - ENGINEERING	50,000	21,158	42.3%
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	68,000	28,344	41.7%
POLE CONNECTION FEES	10,500	4,795	45.7%
RIGHT OF WAY FEES	19,750	13,775	69.7%
SCHOLARSHIP	2,000	2,000	100.0%
MATERIALS & SERVICES-E Total	362,057	112,465	31.1%
CAPITAL OUTLAY-E			
EASEMENTS	-	18,000	#DIV/0!
EQUIPMENT - CAPITAL	20,000	-	0.0%
CAPITAL OUTLAY-E Total	20,000	18,000	90.0%
TRANSFERS OUT-E	392,898	229,191	58.3%
Qlife-E Total	774,955	359,656	46.4%
Qlife-E Total	774,955	359,656	46.4%
Qlife Operations Total	774,955	359,656	46.4%
Expense Total	774,955	359,656	46.4%

Qlife Monthly Report

Capital Fund - January 2018

Filters

Fd	601
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Revenue			
Qlife Capital			
Qlife-R			
Qlife-R			
INVESTMENT EARNINGS-R			
INTEREST EARNED	1,072	-	0.0%
INVESTMENT EARNINGS-R Total	1,072	-	0.0%
TRANSFERS IN-R			
TRANSFER FROM QLIFE OPERATING FUND	392,898	229,191	58.3%
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	0.0%
TRANSFERS IN-R Total	402,898	229,191	56.9%
CHARGES FOR SERVICES-R			
CONNECT CHARGES	19,000	-	0.0%
CHARGES FOR SERVICES-R Total	19,000	-	0.0%
Qlife-R Total	422,970	229,191	54.2%
Qlife-R Total	422,970	229,191	54.2%
Qlife Capital Total	422,970	229,191	54.2%
Revenue Total	422,970	229,191	54.2%
Expense			
Qlife Capital			
Qlife-E			
Qlife-E			
MATERIALS & SERVICES-E	31,000	680	2.2%
CAPITAL OUTLAY-E			
BUILDINGS	232,000	-	0.0%
PRIMARY SYSTEMS	196,000	4,041	2.1%
SECONDARY LINE EXTENSION	75,000	3,634	4.8%
CAPITAL OUTLAY-E Total	503,000	7,675	1.5%
TRANSFERS OUT-E	220,000	-	0.0%
RESERVE FOR FUTURE EXPENDITURES-E	464,600	-	0.0%
Qlife-E Total	1,218,600	8,355	0.7%
Qlife-E Total	1,218,600	8,355	0.7%
Qlife Capital Total	1,218,600	8,355	0.7%
Expense Total	1,218,600	8,355	0.7%

Qlife Monthly Report

Maupin Fund - January 2018

Filters

Fd	602
Cat	(Multiple Items)

Data			
Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Revenue			
Qlife - Maupin			
Qlife-R			
Qlife-R			
INTERGOV'T REV - NON SINGLE AUDIT-R			
STATE GRANT	386,581	167,381	43.3%
INTERGOV'T REV - NON SINGLE AUDIT-R Total	386,581	167,381	43.3%
MISCELLANEOUS-R	6,000	-	0.0%
TRANSFERS IN-R	220,000	-	0.0%
CHARGES FOR SERVICES-R			
UTILITY SERVICE CHARGES	4,000	-	0.0%
CHARGES FOR SERVICES-R Total	4,000	-	0.0%
Qlife-R Total	616,581	167,381	27.1%
Qlife-R Total	616,581	167,381	27.1%
Qlife - Maupin Total	616,581	167,381	27.1%
Revenue Total	616,581	167,381	27.1%
Expense			
Qlife - Maupin			
Qlife-E			
Qlife-E			
MATERIALS & SERVICES-E			
ADMINISTRATIVE COST	14,160	-	0.0%
INSURANCE & BONDS	1,000	-	0.0%
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	648	32.4%
CONTRACTED SVCS - ENGINEERING	-	279	#DIV/0!
POLE CONNECTION FEES	1,050	-	0.0%
CONTRACTED SVCS - WIFI	20,400	11,667	57.2%
BROADBAND SUPPORT	14,352	-	0.0%
MATERIALS & SERVICES-E Total	52,962	12,594	23.8%
CAPITAL OUTLAY-E			
EQUIPMENT - CAPITAL	-	3,148	#DIV/0!
PRIMARY SYSTEMS	-	162,391	#DIV/0!
SECONDARY LINE EXTENSION	573,875	433	0.1%
CAPITAL OUTLAY-E Total	573,875	165,972	28.9%
TRANSFERS OUT-E	10,000	-	0.0%
RESERVE FOR FUTURE EXPENDITURES-E	28,320	-	0.0%
Qlife-E Total	665,157	178,565	26.8%
Qlife-E Total	665,157	178,565	26.8%
Qlife - Maupin Total	665,157	178,565	26.8%
Expense Total	665,157	178,565	26.8%

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

Fund	Total Receivable	Current	30-59 Days	60-89 Days	90-119 Days	Over 120 Days
600	21,950.00	14,910.00	-	-	-	7,040.00
601	-	-	-	-	-	-
602	-	-	-	-	-	-

Check Listing 1/1/18 to 1/31/18

Check Date	Check	Vendor Name	Amount	Invoice	Accounts	Description
1/2/2018	5052	OREGON STATE, SECRETARY OF STATE	\$150.00	FY16-17 Filing Fee	600.60.6000.52398	Filing fee for audit documents
1/5/2018	5053	COMMSTRUCTURE CONSULTING LLC	\$7,708.17	2017-0481 2017-0842 2017-0840 2017-0843	600.60.6000.52477 602.60.6000.53313 600.60.6000.52477 600.60.6000.52477	Misc Conflick Review Maupin Expansion On call tech Osp Insight
1/5/2018	5054	GORGE NETWORKS	\$49.00	I-1564787	600.60.6000.52122	Monthly maintenance Contract
1/5/2018	5055	JOSEPH FRANELL	\$652.14	007	600.60.6000.52409	December 2017 Consulting
1/5/2018	5056	WASCO COUNTY	\$5,725.68	122717	600.60.6000.52398	Time for Tyler & Tawny
1/5/2018	5057	WASCO COUNTY, CLERK	\$315.00	148	600.60.6000.52350	St Petersburg/LSN Easment records (s)
1/12/2018	5058	MOBLEY, KEITH A	\$666.00	123017	600.60.6000.52406	Legal Counsel Qlife/1432-14-7
1/26/2018	5059	NORTHERN WASCO COUNTY PUD	\$52.50	1/8/2018	600.60.6000.52882	Electrical Service Acct # 64236-001 1112 Cherry Heights
8						

Qlife – Financial Analysis for February Financial Statements

Financial Statements

The financial statements through February are presented. The information is unaudited and meant for Management use.

Operations Fund

As of the end of January, Utility Service Charges are at 68.6% of budget execution. This is slightly ahead of the straight-line budget assumption of 66.6%. This translates to about \$13,167 ahead of the budget projection at this point in time.

Interest has been recorded – this had not been recorded for the fiscal year before. The interest to the Operations fund is only \$1,151 for the fiscal year to date – only 32% of budget execution. While this seems low, it is due to the allocation percentage based on cash balances. The majority of the interest earned is in the Capital fund as that fund is where the majority of the cash resides.

Receivables as of 2/28/18 have a balance of \$15,590. The entire balance is current and the Over 120 Days invoices have been resolved.

Expenses have a total budget execution of 57.7% - however, this percentage is skewed due to transfers out executing at 66.7% (straight-line budget execution) while Materials & Services is executing at 46.2%.

- Administrative costs are only \$9,687. This is a budget execution of 17.9%. This is due to not entering the County administrative payment. This was supposed to be caught up in February, but did not happen. As the end of February, this costs should be \$36,000.
- The E-Rate Pass Through will not be occurring as the revenue will not be coming through. If this is taken into consideration and the Administration fee adjusted to what it should be, the effective budget execution rate is 62% - still under the expected straight-line rate of 66.7%.
- Right of Way (ROW) fees are paid on 3% of Utility Service Charges. This may be an overpayment as the 3% paid to The Dalles should only be for service in The Dalles. Finance will have to identify which charges this effects – to this point this data does not seem to have been considered in FY18. The budget execution on this account is at 77.8%.

The fund is in good shape and progressing as planned.

Capital Fund

The Capital Fund revenues are in good shape, overall budget execution is at 64.3%. Why this is not at or exceeding 66.7% is due to no Connection Charges and no Transfer From Maupin Fund. However, since interest was allocated for the fiscal year to date, the budget execution has been exceeded by almost 10 times already. This is due primarily to the large balance in the LGIP fund. The interest allocated as of February 28th is \$10,177. The amount budgeted for the fiscal year is \$1,072.

Expenses are at 2.2% of budget execution currently. Nothing seems out of the ordinary or plan. This will increase if transfers are made to the Maupin Fund.

The fund is in good shape and following the plan.

Maupin Fund

The only revenue in the fund remains the state grant already received and remains at 43.3% budget execution for the grant. No amounts have been transferred in at this point and will not be until directed otherwise by the Board. However, when the interest was allocated, there is a cash balance in the Maupin fund and this resulted in an allocation for the fiscal year to date of \$1,458. This is the only new revenue added to the fund for February.

The expense budget execution has increased to 27.0% - a whole 0.2% increase from January. This will change once the project starts to move.

As of the February report, the Maupin fund has not started receiving sustainable revenues or made significant progress on the expense side to expend capital to create the assets to generate the sustainable revenues.

Summary

Each fund has a separate summary above. Taken as a whole, the organization is in good shape, but the Maupin Fund will need to be resolved. As of the end of February, this is the biggest hurdle for the organization to overcome.

Qlife Monthly Report

Operations Fund - February 2018

Filters

Fd	600
Cat	(Multiple Items)

Data				
				Current Year Budget Executed
Account	Current Budget	Current Actual YTD	YTD	Executed
Revenue				
Qlife Operations				
Qlife-R				
Qlife-R				
INVESTMENT EARNINGS-R				
INTEREST EARNED	3,600	1,151		32.0%
INVESTMENT EARNINGS-R Total	3,600	1,151		32.0%
MISCELLANEOUS-R				
MISC RECEIPTS	200	1,200		600.0%
MISCELLANEOUS-R Total	200	1,200		600.0%
CHARGES FOR SERVICES-R				
UTILITY SERVICE CHARGES	658,347	451,420		68.6%
CONNECT CHARGES	1,000	1,700		170.0%
CHARGES FOR SERVICES-R Total	659,347	453,120		68.7%
PASS-THROUGH PAYMENTS-R				
E-RATE REIMBURSEMENTS	50,000	-		0.0%
PASS-THROUGH PAYMENTS-R Total	50,000	-		0.0%
Qlife-R Total	713,147	455,471		63.9%
Qlife-R Total	713,147	455,471		63.9%
Qlife Operations Total	713,147	455,471		63.9%
Revenue Total	713,147	455,471		63.9%
Expense				
Qlife Operations				
Qlife-E				
Qlife-E				
MATERIALS & SERVICES-E				
ADMINISTRATIVE COST	54,000	9,687		17.9%
ADVERTISING & PROMOTIONS	1,500	244		16.3%
BLDG REPAIR & MAINT	1,600	-		0.0%
CONTR SRVCS - AUDIT CONTRACT	7,050	3,650		51.8%
CONTR SRVCS - OTHER	3,000	3,673		122.4%
DUES & SUBSCRIPTIONS	1,300	3,025		232.7%
EQUIPMENT - NON CAPITAL	-	1,504		#DIV/0!
GENERAL GRANTS	2,000	2,000		100.0%
INSURANCE & BONDS	21,000	15,628		74.4%
LEGAL NOTICES & PUBLISHING	400	-		0.0%
MEALS LODGING & REGISTRATION	2,000	481		24.1%
MISC EXPENDITURES	650	3,495		537.7%
NETWORK COMPONENTS	5,000	593		11.9%

Qlife Monthly Report Operations Fund - February 2018

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
POSTAGE	200	134	66.9%
SUPPLIES - OFFICE	135	101	74.9%
TAXES/PERMITS/ASSESSMENTS	400	315	78.8%
TELEPHONE	420	313	74.5%
TRAINING & EDUCATION	700	-	0.0%
UTILITIES - WALNUT ST	700	520	74.3%
RENT - OFFICE	7,752	3,876	50.0%
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	4,554	50.6%
ESD E-RATE PASS THROUGH	50,000	-	0.0%
OUTSIDE PLANT MAINTENANCE	43,000	14,738	34.3%
CONTRACTED SVCS - ENGINEERING	50,000	24,418	48.8%
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	68,000	41,704	61.3%
POLE CONNECTION FEES	10,500	15,088	143.7%
RIGHT OF WAY FEES	19,750	15,373	77.8%
SCHOLARSHIP	2,000	2,000	100.0%
MATERIALS & SERVICES-E Total	362,057	167,114	46.2%
CAPITAL OUTLAY-E			
EASEMENTS	-	18,000	#DIV/0!
EQUIPMENT - CAPITAL	20,000	-	0.0%
CAPITAL OUTLAY-E Total	20,000	18,000	90.0%
TRANSFERS OUT-E	392,898	261,932	66.7%
Qlife-E Total	774,955	447,046	57.7%
Qlife-E Total	774,955	447,046	57.7%
Qlife Operations Total	774,955	447,046	57.7%
Expense Total	774,955	447,046	57.7%

Qlife Monthly Report

Capital Fund - February 2018

Filters				
Fd	601			
Cat	(Multiple Items)			
Data				
Account	Current Budget	Current Actual YTD	Current Year Budget Executed	
Revenue				
Qlife Capital				
Qlife-R				
Qlife-R				
INVESTMENT EARNINGS-R				
INTEREST EARNED	1,072	10,177	949.4%	
INVESTMENT EARNINGS-R Total	1,072	10,177	949.4%	
TRANSFERS IN-R				
TRANSFER FROM QLIFE OPERATING FUND	392,898	261,932	66.7%	
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	0.0%	
TRANSFERS IN-R Total	402,898	261,932	65.0%	
CHARGES FOR SERVICES-R				
CONNECT CHARGES	19,000	-	0.0%	
CHARGES FOR SERVICES-R Total	19,000	-	0.0%	
Qlife-R Total	422,970	272,109	64.3%	
Qlife-R Total	422,970	272,109	64.3%	
Qlife Capital Total	422,970	272,109	64.3%	
Revenue Total	422,970	272,109	64.3%	
Expense				
Qlife Capital				
Qlife-E				
Qlife-E				
MATERIALS & SERVICES-E	31,000	4,068	13.1%	
CAPITAL OUTLAY-E				
BUILDINGS	232,000	-	0.0%	
PRIMARY SYSTEMS	196,000	18,462	9.4%	
SECONDARY LINE EXTENSION	75,000	3,733	5.0%	
CAPITAL OUTLAY-E Total	503,000	22,195	4.4%	
TRANSFERS OUT-E	220,000	-	0.0%	
RESERVE FOR FUTURE EXPENDITURES-E	464,600	-	0.0%	
Qlife-E Total	1,218,600	26,263	2.2%	
Qlife-E Total	1,218,600	26,263	2.2%	
Qlife Capital Total	1,218,600	26,263	2.2%	
Expense Total	1,218,600	26,263	2.2%	

Qlife Monthly Report

Maupin Fund - February 2018

Filters

Fd	602
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Revenue			
Qlife - Maupin			
Qlife-R			
Qlife-R			
INTERGOV'T REV - NON SINGLE AUDIT-R			
STATE GRANT	386,581	167,381	43.3%
INTERGOV'T REV - NON SINGLE AUDIT-R Total	386,581	167,381	43.3%
INVESTMENT EARNINGS-R			
INTEREST EARNED	-	1,458	#DIV/0!
INVESTMENT EARNINGS-R Total	-	1,458	#DIV/0!
MISCELLANEOUS-R	6,000	-	0.0%
TRANSFERS IN-R	220,000	-	0.0%
CHARGES FOR SERVICES-R			
UTILITY SERVICE CHARGES	4,000	-	0.0%
CHARGES FOR SERVICES-R Total	4,000	-	0.0%
Qlife-R Total	616,581	168,839	27.4%
Qlife-R Total	616,581	168,839	27.4%
Qlife - Maupin Total	616,581	168,839	27.4%
Revenue Total	616,581	168,839	27.4%
Expense			
Qlife - Maupin			
Qlife-E			
Qlife-E			
MATERIALS & SERVICES-E			
ADMINISTRATIVE COST	14,160	-	0.0%
INSURANCE & BONDS	1,000	-	0.0%
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	648	32.4%
CONTRACTED SVCS - ENGINEERING	-	279	#DIV/0!
POLE CONNECTION FEES	1,050	-	0.0%
CONTRACTED SVCS - WIFI	20,400	11,813	57.9%
BROADBAND SUPPORT	14,352	-	0.0%
MATERIALS & SERVICES-E Total	52,962	12,740	24.1%
CAPITAL OUTLAY-E			
EQUIPMENT - CAPITAL	-	3,148	#DIV/0!
PRIMARY SYSTEMS	-	163,212	#DIV/0!
SECONDARY LINE EXTENSION	573,875	433	0.1%
CAPITAL OUTLAY-E Total	573,875	166,793	29.1%
TRANSFERS OUT-E	10,000	-	0.0%
RESERVE FOR FUTURE EXPENDITURES-E	28,320	-	0.0%
Qlife-E Total	665,157	179,532	27.0%
Qlife-E Total	665,157	179,532	27.0%

Qlife Monthly Report
Maupin Fund - February 2018

Account	Current Budget	Current Actual YTD	Current Year Budget Executed
Qlife - Maupin Total	665,157	179,532	27.0%
Expense Total	665,157	179,532	27.0%

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

Fund	Total Receivable	Current	30-59 Days	60-89 Days	90-119 Days	Over 120 Days
600	15,590.00	15,590.00	-	-	-	-
601	-	-	-	-	-	-
602	-	-	-	-	-	-

Checks issued Febrary 2018 - 2/1/18 - 2/28/18

Check Date	Check Number	Vendor Name	Amount	Pay to name	Invoice	Description
2/2/2018	5060	AMERY, JOHN	\$6,379.53	JOHN AMERY	1090 1091 1092 1093 1094	Dec Retainer Cascade Ortho GN-27 Colubia Phototech GN-26 Qlife Oversight Dec Google PO 388707
2/2/2018	5061	BOHN'S OFFICE SUPPLIES	\$13.34	BOHN'S OFFICE SUPPLIES	51003	Design of Christmas file
2/2/2018	5062	CENTURY LINK	\$144.54	CENTURY LINK	11801008	Annual Pole Rent
2/2/2018	5063	GRAYBAR	\$407.01	GRAYBAR	1233117	Supplies for Maupin Build UT
2/2/2018	5064	MERINA & COMPANY	\$1,500.00	MERINA & COMPANY	11475	Final billing for Audited statements
2/2/2018	5065	RAGE GRAPHIX & DESIGN	\$132.00	RAGE GRAPHIX & DESIGN	8474	Qlife banner for conference
2/9/2018	5066	CITY OF THE DALLES	\$5,448.00	CITY OF THE DALLES	6303843	3rd & 4th qtr 2017 rent
2/9/2018	5067	COMMSTRUCTURE CONSULTING LLC	\$2,060.70	COMMSTRUCTURE CONSULTING LLC	2018-0088 2018-0086 2018-0084 2018-0087 2018-0055	OSP Insight Misc/Conflict review On Call Tech Assistance NJUNS/Joint Use Insitu - 211 Webber
2/9/2018	5068	GORGE NETWORKS	\$82.31	GORGE NETWORKS	I-1570265	Telephone
2/9/2018	5069	MOBLEY, KEITH A	\$522.00	KEITH A MOBLEY	13018	Legal Counsel for January 2018
2/9/2018	5070	NORTH SKY COMMUNICATIONS	\$3,444.00	NORTH SKY COMMUNICATIONS	46445	Job 1388072 MR-18-PORT1
2/16/2018	5071	CLASS ACT CATERING AND CAFE	\$121.80	CLASS ACT CATERING AND CAFE	161	Qlife Board Meeting Lunch
2/16/2018	5072	GRAYBAR	\$596.02	GRAYBAR	9302285857	Supplies for Fiber repair - St Mary's
2/16/2018	5073	OREGON GOVERNMENT ETHICS	\$285.07	OREGON GOVERNMENT ETHICS	AIE07309	Annual Oregon Ethics Commission
2/23/2018	5074	CITY OF THE DALLES	\$1,598.00	CITY OF THE DALLES	6303930	Row fees for January 2018
2/23/2018	5075	GPR DATA INC	\$1,145.00	GPR DATA INC	5338	Big Eddy Substation field collection time for data & mobilization
2/23/2018	5076	NORTHERN WASCO COUNTY PUD	\$52.50	NORTHERN WASCO COUNTY PUD	20818	1112 Cherry Heights
2/23/2018	5077	SPECIAL DISTRICTS INSURANCE SE	\$14,028.00	SPECIAL DISTRICTS INSURANCE SE	33P50008-442	Insurance: General, Auto, Excess Liability, Property, Earthquake, Flood, Crime



Discussion: NATAO Membership

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- [2018 NATAO Promotions](#)
- [NATAO Membership Application](#)

About NATOA

The Mission of NATOA is to support and serve the communications interests and needs of local governments. We are a professional association made up of individuals and organizations responsible for - or advising those responsible for - communications policies and services in local governments throughout the country.

Welcome!

NATOA is the premier local government professional association that provides support to our members on the many local, state, and federal communications laws, administrative rulings, judicial decisions, and technology issues impacting the interests of local governments. We offer a wide range of advocacy services to individual and agency members representing cities, towns, counties and commissions across the country. NATOA actively analyzes and addresses emerging issues in areas such as local government communications and internet policy; broadband planning best practices; cable franchising; wireless zoning; new technology initiatives and advancements; and operation of public, education and government (PEG) access channels.

Our membership is predominately composed of local government agencies, local government staff and public officials, as well as consultants, attorneys, and engineers who consult local governments on their telecommunications needs. Our government members have responsibilities that range from cable administration, telecommunications franchising, rights-of-way management and governmental access programming to information technologies and INET planning and management. We have members from not-for-profit organizations whose needs and interests are complementary to those of NATOA's members and we have members who are vendors to local governments, and telecommunications providers of all types of services to and for local governments.

NATOA offers a variety of services and programs to meet the professional needs of its members

while serving as the primary information source for membership. Professional positions most benefiting from NATOA membership include, but are not limited to:

- City/Town/County Manager/Administrator
- Elected or Public Official
- Executive Director
- Board or Council President and Executive Committee
- City/County/Special District Attorney
- Cable Administrator
- Chief Information Officer/Information Technology Manager
- Telecommunications Specialist
- Planning & Zoning Director
- Planners
- Local Government Planning/Siting Manager
- Consultant to Local Governments
- Public Works Director and Rights-of-Way Management Manager
- Engineer
- Public Information Manager
- PEG Production Manager
- PEG Station Manager
- Camera Operator
- Information Systems Manager
- Economic Development Manager

We hope that you will explore this site and enjoy.

Please feel free to [contact us](#) if you require any information you are unable to locate within this site.



NATOA 2018 Membership Promotion GET 3 FREE eNATOAs!

Bring a friend to NATOA and you both win! You get 3 eNATOAs of your choosing free AND the new member receives a 50% discount on their first year of membership dues. So who can you find? If you are a local franchise authority, how about your government attorney's office, planning and zoning, public works and even your elected officials. And don't forget neighboring communities. If you are not an LFA, others in your office, clients and associates. You are our BEST ambassadors. The strength and sustainability of NATOA depends on you.

How? When filling out the membership form, the new member must identify the sponsoring member. It is easy just have the applicant write the sponsor's name next to the NATOA logo at the top of the form. If filling out the form on line, email us with the name of the sponsor.

NOTE - A "new" member is someone who was not a member (individual or agency) in 2016 or 2017.



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NATOa 2018 MEMBERSHIP APPLICATION: SMALL AGENCY PROMOTION

Please provide the following information: Primary Member

Name: _____ Title: _____
Agency/Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____ Web Address: _____

Please provide the following information for your government:

Population: _____ Subscriber Base: _____
Cable Operator(s): _____
Franchise Expiration (Mo/Yr): _____
Telecommunications Providers: _____
PEG Channels: P _____ E _____ G _____ Does your community have an INET? _____

Agency Members — Please list up to two additional members and include contact information.

1st Additional: _____
2nd Additional: _____

\$100 Per Person Cost for Additional Benefits. List names for which additional benefits are being sought:

All memberships expire December 31, 2018.	DUES	ASSESSMENT
<input type="checkbox"/> Agency–Population 0 - 10,000	\$100	\$375
<input type="checkbox"/> Agency–Population 10,001 - 25,000	\$200	\$375

Payment Information: Membership Type: _____
Dues Amount: \$ _____ Annual Assessment Amount: \$ _____ Amount Enclosed \$ _____

Payment Method

- Check: *Mail checks to NATOa, PO Box 826127, Philadelphia, PA 19182-6127*
- Credit Card (Visa, MC, AmEx) *Fax form to (703) 997-7080 or mail to 3213 Duke Street, Suite 695, Alexandria, VA 22314*

Card No. _____ Exp. Date _____
Name on Card _____ CCV Code _____
Signature of Cardholder _____
How did you hear about NATOa? _____



Discussion: Vacant and Filled Positions

- [City of The Dalles: Resolution 18-008 – Joe Barcott](#)

RESOLUTION NO. 18-008

**A RESOLUTION CONCURRING WITH THE
MAYOR'S APPOINTMENTS OF JOE BARCOTT TO THE
QUALITYLIFE BUDGET COMMITTEE**

WHEREAS, there is a vacant terms on the QualityLife (QLife) Budget Committee; and

WHEREAS, the Mayor has elected to appoint Joe Barcott to the QLife Budget Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. The City Council concurs with the appointments of:

Joe Barcott to the QLife Budget Committee with term expiring 06/30/20.

Section 2. This Resolution shall be effective March 12, 2018

PASSED AND ADOPTED THIS 12th DAY OF MARCH 2018.

Voting Yes, Councilors: Brown, Miller, McGlothlin, Elliott, Long-Curtiss
Voting No, Councilors: —
Absent, Councilors: —
Abstaining, Councilors: —

AND APPROVED BY THE MAYOR THIS 12th DAY OF MARCH 2018

SIGNED:

Stephen E. Lawrence

Stephen E. Lawrence, Mayor

ATTEST:

Izetta Grossman

Izetta Grossman, City Clerk



Maupin Update

- [Project Update from Dan McNeely \(Commstructure\) and Lynn Ewing \(City of Maupin\)](#) – *no materials submitted (return to agenda)*
- [Published Advertisement for Bids](#)
- [Work Order #15 – Amendment 3](#)



QualityLife Intergovernmental Agency

ADVERTISEMENT FOR BIDS

CONTRACT NO. 2018-01 Q-LIFE NETWORK - MAUPIN EXPANSION FTTx

Separate sealed bids for **CONTRACT NO. 2018-01: Q-LIFE NETWORK - MAUPIN EXPANSION FTTx** will be received by the **Q-LIFE NETWORK**, hereinafter referred to as **Q-LIFE**, at the office of the **County Clerk, Wasco County Courthouse, 511 Washington Street, The Dalles, OR 97058** as follows:

2:00 PM Pacific Standard Time on Thursday, April 12, 2018

The bids will then be publicly opened and read aloud. Bids must be submitted on the Cost Forms furnished by Q-Life and shall bear the signature of the Bidder. First Tier Subcontractor Disclosure Forms must be submitted by **4:00 PM** the same date at said office.

This project is a revised scope of the original Q-Life Network – Maupin Expansion FTTx project. The work to be performed shall consist of furnishing all labor, equipment and materials necessary for the installation of fiber optic cable infrastructure consisting of aerial and underground segments meeting or exceeding the specifications set forth in the bid documents.

This project will entail the installation of Fiber to the Premise (FTTx) network throughout the City of Maupin, Oregon and immediate surrounding area. New aerial and underground infrastructure will be constructed, with fiber optic cable distribution laterals spliced into an existing fiber optic cable backbone. Multiport Service Terminals (MSTs) will be placed strategically to facilitate fiber optic service connections to future subscribers as detailed, per the drawings. In addition, service connections will be constructed to facilitate initial connectivity to nine (9) strategic commercial and governmental sites identified as high priority in Maupin.

The project bid pricing is structured with four (4) independent work functions as follows:

- ❖ Aerial Infrastructure
- ❖ Building Entry & Facility Connection
- ❖ Underground Infrastructure
- ❖ Splicing, Termination and Testing

Q-Life may award multiple and separate Contracts as set forth in this Advertisement for Bids and in accordance with Q-Life's public contracting rules. This notice to prospective Bidders that multiple Contracts may be Awarded shall not preclude Q-Life from Awarding a single Contract.

Bidders must register and obtain Solicitation Documents online at the following link:

<https://www.commstructureconsulting.com/bid-opportunities>

Bidder must submit the name of the person ordering or obtaining the Solicitation Documents and the name of the Entity intending to use them. (Q-Life will add the name of the Entity intending



QualityLife Intergovernmental Agency

to use the Solicitation Documents to the list of Bid Plan Holders.)

Bidders can also view Solicitation Documents at the following locations by appointment only:

- **Q-Life Network (Wasco County)** - 511 Washington Street - The Dalles, OR 97058
 - County Clerk – (541) 506-2550
- **Commstructure Consulting, LLC** – 811 Railroad Avenue – Oregon City, OR 97045
 - Dan McNeely - (971) 266-4432

The Bidders are welcome and highly encouraged to attend a non-mandatory pre-proposal meeting to discuss the project scope in detail, outline the revisions from the original RFB and share information specific to the preparation and submittal of bids. The meeting will be held at **11:00 AM on March 27, 2018 at The Wasco County Courthouse – 511 Washington Street, The Dalles, Oregon in the Deschutes Conference Room - Basement Level**

Bidders must be pre-qualified to provide communications infrastructure construction services in accordance with the laws of the State of Oregon. Prequalification forms must be received by **2:00 PM on March 27, 2018** at the office of the County Clerk, Wasco County Courthouse, 511 Washington Street, The Dalles, OR 97058. If you have pre-qualified with Q-Life on other projects within the last 2 years, pre-qualification is not required for this project.

The attention of Bidders is particularly called to the requirements as to the disclosure of First Tier Subcontractors contained in Exhibit 1 – Part 00100 - General Conditions of the bid package.

The attention of Bidders is also particularly called to the requirements for Prevailing Wage rates to be paid under the contract contained in Exhibit 1 – Part 00100 - General Conditions of the bid package.

Q-Life reserves the right to reject any and all proposals not in compliance with all prescribed proposal procedures and requirements, and may reject any or all proposals upon a finding by Q-Life that it is in the public interest to do so. Q-Life also reserves the right to waive any informality in connection with said proposals. No proposal may be withdrawn after the time set for the proposal opening or before the award of the Contract, unless the award is delayed for a period exceeding 60 days.

Bids will be considered and a Contract awarded within 30 Calendar Days from the date of Bid Opening, unless an extension beyond that time is agreed to by both parties and acknowledged in writing by the Bidder.

Q-Life Network

Tyler Stone - Administrator

PUBLISHING DATE: March 15, 2018



**WORK ORDER NO. 15
AMENDMENT NO. 3
TO AGREEMENT FOR PROFESSIONAL SERVICES**

BETWEEN

Q-Life
c/o Wasco County Administrator
511 Washington Street #101
The Dalles, Oregon 97058

and

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

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

Date: March 12, 2018

Project: Maupin Expansion – Design, Permitting and Construction Project Management

Contract Price:

Original Work Order:	\$	<u>100,000.00</u>
Amendment NO. 1:	\$	<u>50,000.00</u>
Amendment NO. 2:	\$	<u>15,000.00</u>
This Amendment:		<u>15,000.00</u>
Total to Date:	\$	<u>180,000.00</u>

Time of Completion:

Original Work Orders:	<u>December 31, 2016</u>
Amendment NO. 1:	<u>June 30, 2017</u>
Amendment NO. 2:	<u>December 31, 2017</u>
Amendment NO. 3:	<u>September 31, 2018</u>
Revised Date:	<u>September 31, 2018</u>

Description of Amendment:

This Amendment is for additional project management, coordination of design modifications and cost reducing efforts due to original bids for the Maupin project exceeding the project budget and cancellation of all bids received. The Amendment also includes provisions for Administration of Bid Process; Construction Observation; Post-Inspection; Permitting Close-Out; and As-Built Records in OSP Insight.

The following is a breakdown and summary for the additional scope of work:

- ❖ Coordination with City of Maupin Crews
Q-Life and The City of Maupin, assisted by Commstructure, identified a portion of the underground conduit placement that the City of Maupin agreed to install per the existing project design drawings
- ❖ Revision of the Project Design and Construction Drawings
The project as designed has been revised to reflect new conduit to be placed by the city of Maupin to be treated as existing conduit and the elimination of the Level 3 interconnect scope of work
- ❖ Continued Stakeholder Coordination and Negotiation – Commstructure has represented Q-Life and played an integral role in the communications, coordination and negotiations between stakeholders associated with this project. This ongoing support has resulted in consumption of remaining budget from the prior Amendments to date.

- ❖ Revision of the RFP Documents
The original RFP Documents will be updated and revised throughout to instruct bidders to account for the additional existing conduit. The RFP will also be revised to award portions of the project to one or more Contractors with scope awarded separately as follows:
 - Underground Construction
 - Aerial Construction
 - Building Entry / Facility Connections
 - Splicing & Termination

- ❖ Administration of Bid Process – Commstructure will assist with Advertising, Hosting and Administering the RFP process including the following services:
 - Advertisement of bids and notification to bidders
 - Host pre-bid meeting, addendum and clarifications
 - Receipt and review of bids for compliance, comparison and analysis of bids received
 - Make award recommendation and provide Construction Contract Administration in cooperation with Q-Life and Wasco County

- ❖ Construction Observation, Post Inspection, Permitting Close-Out & As-Built – Commstructure will provide the following services during construction and upon completion of construction:
 - Construction Observation, Post-Inspection, Reporting & Final Acceptance
 - Receive as-built red-line data from contractor upon project completion
 - Prepare, submit and close out all joint-use pole permitting applications and make-ready NJUNS tickets for post-construction inspection
 - OSP Insight As-Built, Data Entry and Updates

This amendment increases the contract value of the Work Order and Amendments from the original estimated **\$ 165,000.00 to \$ 180,000.00** to cover the additional and remaining scope work with anticipated completion in 3Q 2018.

This amendment will utilize the most current Commstructure Hourly Rate Schedule that was updated and revised in 2016. The Original Work Order No. 15 including Amendments No. 1 and No. 2 have been invoiced to date under the former rate schedule.

Approved By:

Q-LIFE

COMMSTRUCTURE CONSULTING, LLC

By: _____

By: Barbara Anton

Title: _____

Title: Owner / CFO

Date: _____

Date: March 12, 2018



Executive Session
