



AGENDA

QLife Regular Board Meeting

Thursday, June 27, 2019 | 12:00 pm

Wasco County Courthouse, 511 Washington Street, The Dalles, Oregon
Deschutes Room – BO8

- 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 23, 2019 Minutes](#)
- 12:00 [Financial Report](#) – Mike Middleton
 - [Financial Report, Analysis and Reconciliation](#)
- 12:10 [Action Items](#)
 - [FY20 Budget Hearing](#) – Mike Middleton
- 12:15 [Discussion Items](#)
 - [Aristo Technical Management Report](#) – John Amery
 - [September Board Meeting](#) – Stephanie Krell
- 12:20 [Port Build Update](#) – Dan McNeely
 - [Prevailing Wage Reports](#)
 - [Professional Underground Change Order #3](#)
 - [Applied Archaeological Research Quote](#)
- 12:30 [Lone Pine Update](#) – Tyler Stone
- 12:35 [St. Mary's Update](#) – John Amery
- 12:40 [Maupin Update](#) – Dan McNeely
- 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; \(2\)\(h\) Consult with counsel regarding litigation.](#)

Old/New Business

Next Board Meeting Date: Thursday, July 25, 2019 at 12:00 PM

Adjourn

**Agenda subject to change*

**Executive Session held as needed*

An executive session may, in the discretion of the presiding officer, be called based on one or more of the following: ORS 192.660 (2)(a) Consider employment issues; (2)(e) Real property; (2)(f) Consider exempt records or information; (2)(g) Competitive trade or commerce negotiations; (2)(h) Consult with counsel re litigation; (2)(m)(D) & (E) Discuss information regarding security of telecom systems and data transmission.



Consent Agenda

- [May 23, 2019 Minutes](#)



MINUTES

QLife Regular Board Meeting
Thursday, May 23, 2019
511 Washington St, Deschutes Conference Room

Call to Order President Hege calls the meeting to order at 12:11 PM

Roll Call Tyler Stone, Stephanie Krell, Scott Hege, Dale Lepper, Darcy Long-Curtiss, Mayor Lynn Ewing, John Amery, Keith Mobley, Carrie Pipinich, Erik Orton (via Skype) and Dan McNeely (via Skype).

Changes to the Agenda

- Change Order #1 and #2 for the Port Build/Chenoweth Expansion
- IRU Draft
- Underground utilities in the City of The Dalles

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

Approval of the Consent Agenda

President Hege wants confirmation that the remaining grant funds are clear to be used for Mayor Ewing's proposed security system. Mayor Ewing confirms that the grant guidelines allow the funds to be used in that way. Mr. Stone adds that grant monitoring has been difficult due to the transference between entities but staff are digging into the dollars spent. A full account will be coming to the Board shortly.

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

Financial Report

Mr. Mike Middleton is absent from the meeting and unable to present to the Board. President Hege asks the Board if they have any questions to pass along to Mr. Middleton but there are none.

Discussion Items

Aristo Technical Management Report

Mr. Amery presents his report to the Board. The damaged fiber around E. 15th and Jefferson is still in a holding pattern. The failing fiber, known as the St. Mary's Project, is splicing in live customers in phases with the first switchovers scheduled for the following Tuesday and Wednesday. Mr. Amery believes that misconfigurations beyond QLife have been causing the difficulties experienced with the electronics but has been stable for 10 days. Mr. Stone adds that there is a short-term resolution to move those customers over to a dark fiber connection so that the customers are able to monitor drops on their side. Also, we have involved the Wasco County IT department to track down leads and resolve the problem.

Northern Wasco PUD Pole Attachment Letter

Mr. Stone notifies the Board that in addition to the NWPUD audit letter that was previously received, they are also raising annual pole attachment fees. He mentions that during the audit, he believes that they will find non-compliance in all parties and informs the Board that there is a new person working in the pole attachment position. Mr. Stone had a meeting with him and the area manager to resolve the audit issues. The Board asked Mr. Mobley to prepare a letter to declare that per our contract, we are not required to pay pole attachment fees but warns that this may create waves.

Mayor Ewing believes that there is pressure coming down on all public utility companies and PUD's and they have been notified that any hazards must be remedied. Mr. Stone remarks that QLife has been a good partner and any hazard concerns from other attachers should not be made a QLife issue.

Mr. Mobley presents the drafted letter to the Board which he will mail to NWPUD and Wasco Electric and adds that he suspects broadband providers in other cities are likely experiencing these same issues. Ms. Long-Curtiss remarks that she supports the letter, that the message is firm and we have administrative rules backing us. She believes the letter will encourage them to come to the table for a discussion.

President Hege wonders about the original agreement between QLife and NWPUD. Mr. Stone informs him that it was an agreement signed at the inception of QLife and can email a copy to the Board for review. Mr. Mobley notes that Mr. Amery found that Oregon Administrative Laws do not require entities like QLife to follow the same attachment fee schedule which should encourage a conversation with NWPUD.

President Hege asks about Mr. Stone's expectations of this conversation, best case and worst case scenarios. Mr. Stone explains that the best case scenario is QLife and NWPUD can come to an agreement, worst case scenario is they respond by demanding QLife remove all attachments from their poles. Ms. Long-Curtiss adds that NWPUD has a new board member coming on which means there could be changes on the horizon and thinks former board member, Mr. Smith was adamant about collecting fees. It is possible that the new board member may feel differently. President Hege wonders if Roger Kline is aware that we are sending this letter and Mr. Stone mentions that he wanted approval from the Board before speaking to Mr. Kline personally.

President Hege gives authority to Mr. Stone to meet with Mr. Kline and report back to the Board.

Oregon Connections Conference

Ms. Krell reminds the Board that QLife would like to send one or two representatives to the conference in October and mentions that they have released the names of the keynote speakers. No one is able to commit at this time and Ms. Long-Curtiss states that she is unavailable.

South County Fiber Proposal

Mr. Stone announces that he is preparing for a funding ask in Salem to build out the main line into South County from Maupin to Tygh Valley, Wamic and Pine Hollow. He purposefully left QLife's name out and instead is asking on behalf of Wasco County. If funding is approved, which Mr. Stone is uncertain of, Wasco County will contract with QLife for the build. Mr. Mobley remarks that funding through Regional Solutions worked well in Maupin so he believes we may have success. Ms. Pipinich adds that she wanted assurance that both the Board and the County were interested in pursuing this project before beginning public outreach.

President Hege wonders how much the build will cost and Mr. Stone notes that an OPC will be requested from Commstructure with support from the Board. President Hege wants to know if the plan would mimic Maupin with fiber to the home and Mr. Stone clarifies that after we received an OPC, we can see what a build out to neighborhoods looks like but wants QLife to stay away from fiber to the home because the hope is other ISP's will lease to our fiber and connect to residences.

Mr. Stone asks the Board to approve exploration of the project and order an OPC from Commstructure. Ms. Long-Curtiss stresses the projects that we take on now, will set the stage for future projects and believes that South County will only continue to grow. She also adds that when opportunities arise, it benefits QLife to have infrastructure already in place. Mr. Lepper agrees that it is in QLife's best interest to keep building projects in pieces.

The Board approves Mr. Stone to order an OPC from Commstructure for a South County build from Maupin.

City of The Dalles Underground Utilities

Ms. Long-Curtiss notifies the Board that The Dalles City Council is pursuing grants to study the downtown corridor underground utilities. She suggested the city planning director work with Mr. Stone to see if any project timelines overlap. Mr. Stone adds that he has spoken to City Manager, Julie Krueger, about future planning as well.

Port Build/Chenoweth Expansion Updates

Mr. Orton and Mr. McNeely call in to the meeting via Skype and Mr. Stone updates the board on the Port Build project. He notes that the day before, the contractor ran 700 feet of fiber before it unexpectedly stopped. The contractor ceased work so that they did not damage any fiber and Mr. Stone went out on sight. Mr. Stone and the contractor decided that River Road would need to be torn up to complete running the fiber. Also, there is a 25 foot space between our vaults that runs along a culturally sensitive area which requires a full SHPO permit application, tribal oversight and archaeological monitoring.

The contractor has put together a change order which will add \$50K to the project budget and puts the project cost above the prevailing wage threshold. Mr. Stone reminds the board that we have \$128K to complete the project, a \$14K credit from Gorge Net and \$12K from the customer which will use up and go slightly over budget. Mr. McNeely adds that the contractor has been easy to work with and is ready to continue. Mr. Stone asks the Board to accept the change order to continue the project.

President Hege wonders why the contractor did not know that they would encounter these challenges and Mr. Stone explains that it is a very long run between vaults. Mr. Amery adds that at the time the vaults were put in, the Board did not want to overspend by adding an extra vault which is the primary reason for challenge. Mr. Orton informs the Board that even with this unexpected increase, the budget is still in line with the Commstructure OPC. All Board members accept the change order to continue the project.

Lone Pine Expansion Updates

Mr. Stone informs the Board that Crestline is moving a public utility easement as part of one of their projects which creates an opportunity to partner with them on the Lone Pine project. He adds that he is also working closely with Mr. Lepper on two possible paths and the CCO to help fund the build to the MCMC segment. Mr. Stone says that MCMC is also working with a consultant to apply for USAC funding specifically for new construction which will save \$75K on the project if approved. He adds that MCMC's service rate reimbursement may also be updated to current rates which will double the revenue QLife receives from them. Mr. Lepper says that the consultant feels confident that the funding request will be approved.

President Hege wonders about MCMC's timeline and Mr. Lepper informs him that the completion of the urgent care space has been pushed back until November. Ms. Long-Curtiss asks about Crestline's timeline and if that will impact the build and Mr. Stone says that their timeline will not impact the build.

St. Mary's Backbone Updates

Mr. Amery informs the Board that the project is in the final stages. He has submitted a schedule to ODOT for crossing but splicing has not been completed yet and will coordinate with Cody at Northsky.

Maupin Updates

Mr. McNeely discusses Work Order 15, Amendment 5 which has been presented in the board packet and mentioned in last month's meeting. The amendment details an extension on coordination for work around Grant Alley and the Civic Center which required unanticipated resources and trips to Maupin.

[[Ms. Long-Curtiss moves to approve Work Order #15, Amendment 5. Mr. Lepper seconds the motion, which passes unanimously.]]

Executive Session

The Board enters into Executive Session at 1:21 PM

The Board exits Executive Session at 1:55 PM

The meeting is adjourned at 1:55 PM

The next regularly scheduled board meeting is set for Thursday, June 27, 2019.

These minutes were approved by the QLife Board on _____.

Lee Weinstein, Secretary



Financial Reports

- [May Financial Report](#)
- [May Financial Analysis](#)
- [April Reconciliations](#)
- [May Reconciliations](#)

Qlife Monthly Report Operations Fund - April 2019

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
Revenue						
Qlife Operations						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	2,000	806	1,442	40.3%	40.1%	(635.86)
INVESTMENT EARNINGS-R Total	2,000	806	1,442	40.3%	40.1%	(635.86)
MISCELLANEOUS-R						
MISC RECEIPTS	200	1,586	1,200	793.0%	600.0%	386.00
MISCELLANEOUS-R Total	200	1,586	1,200	793.0%	600.0%	386.00
CHARGES FOR SERVICES-R						
UTILITY SERVICE CHARGES	669,147	544,232	551,493	81.3%	83.8%	(7,261.38)
CONNECT CHARGES	1,000	100	1,700	10.0%	170.0%	(1,600.00)
CHARGES FOR SERVICES-R Total	670,147	544,332	553,193	81.2%	83.9%	(8,861.38)
PASS-THROUGH PAYMENTS-R	-	-	-	#DIV/0!	0.0%	-
Qlife-R Total	672,347	546,724	555,835	81.3%	77.9%	(9,111.24)
Qlife-R Total	672,347	546,724	555,835	81.3%	77.9%	(9,111.24)
Qlife Operations Total	672,347	546,724	555,835	81.3%	77.9%	(9,111.24)
Revenue Total	672,347	546,724	555,835	81.3%	77.9%	(9,111.24)
Expense						
Qlife Operations						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						
ADMINISTRATIVE COST	55,350	41,513	40,500	75.0%	75.0%	1,012.84

**Qlife Monthly Report
Operations Fund - April 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year	Prior Year	Current FY - Prior FY YTD
				Budget Executed	Budget Executed	
ADVERTISING & PROMOTIONS	1,500	1,240	2,837	82.7%	189.2%	(1,597.50)
BLDG REPAIR & MAINT	1,600	-	-	0.0%	0.0%	-
CONTR SRVCS - AUDIT CONTRACT	6,000	4,000	3,650	66.7%	51.8%	350.00
CONTR SRVCS - OTHER	15,100	1,110	7,998	7.4%	266.6%	(6,888.20)
CONTRACTED SERVICES	-	-	-	#DIV/0!	#DIV/0!	-
DUES & SUBSCRIPTIONS	3,000	1,576	3,525	52.5%	271.1%	(1,948.49)
EQUIPMENT - NON CAPITAL	5,000	-	1,504	0.0%	#DIV/0!	(1,504.00)
GENERAL GRANTS	2,000	2,000	3,000	100.0%	150.0%	(1,000.00)
INSURANCE & BONDS	21,000	16,087	15,242	76.6%	72.6%	845.00
LEGAL NOTICES & PUBLISHING	400	334	24	83.4%	6.0%	309.50
MEALS LODGING & REGISTRATION	2,000	2,152	904	107.6%	45.2%	1,248.64
MISC EXPENDITURES	1,000	1,907	299	190.7%	45.9%	1,608.48
NETWORK COMPONENTS	5,000	-	730	0.0%	14.6%	(729.53)
POSTAGE	200	106	312	52.8%	156.1%	(206.44)
SUPPLIES - OFFICE	200	80	260	40.2%	192.7%	(179.76)
TAXES/PERMITS/ASSESSMENTS	400	785	515	196.3%	128.8%	270.07
TELEPHONE	420	456	381	108.6%	90.8%	75.07
TRAINING & EDUCATION	700	-	-	0.0%	0.0%	-
UTILITIES - WALNUT ST	800	518	684	64.7%	97.7%	(166.19)
RENT - OFFICE	7,752	3,203	3,876	41.3%	50.0%	(672.75)
CONTR SRVCS - LEGAL COUNSEL CONTR	9,000	3,870	5,148	43.0%	57.2%	(1,278.00)
OUTSIDE PLANT MAINTENANCE	20,000	6,701	23,255	33.5%	54.1%	(16,554.73)
CONTRACTED SVCS - ENGINEERING	20,000	59,587	30,354	297.9%	60.7%	29,233.22
CONTRACTED SVCS - NETWORK SYSTEM MANAGEMENT	51,000	69,490	47,262	136.3%	69.5%	22,227.79
POLE CONNECTION FEES	10,500	12,392	15,088	118.0%	143.7%	(2,696.54)
RIGHT OF WAY FEES	20,075	12,014	20,442	59.8%	103.5%	(8,427.95)
SCHOLARSHIP	2,000	-	2,000	0.0%	100.0%	(2,000.00)
EASEMENTS - NON-CAPITAL	1,000	-	-	0.0%	#DIV/0!	-
MATERIALS & SERVICES-E Total	262,997	241,120	229,789	91.7%	73.6%	11,330.53
CAPITAL OUTLAY-E						
EASEMENTS	-	-	18,000	#DIV/0!	#DIV/0!	(18,000.00)
EQUIPMENT - CAPITAL	20,000	-	-	0.0%	0.0%	-
CAPITAL OUTLAY-E Total	20,000	-	18,000	0.0%	90.0%	(18,000.00)
TRANSFERS OUT-E	372,800	310,667	327,415	83.3%	83.3%	(16,748.30)
Qlife-E Total	655,797	551,786	575,204	84.1%	79.3%	(23,417.77)

**Qlife Monthly Report
Operations Fund - April 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Qlife-E Total	655,797	551,786	575,204	84.1%	79.3%	(23,417.77)
Qlife Operations Total	655,797	551,786	575,204	84.1%	79.3%	(23,417.77)
Expense Total	655,797	551,786	575,204	84.1%	79.3%	(23,417.77)

Qlife Monthly Report Capital Fund - April 2019

Filters

Fd	601
Cat	(Multiple Items)

Data

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
Revenue						
Qlife Capital						
Qlife-R						
Qlife-R						
INVESTMENT EARNINGS-R						
INTEREST EARNED	1,072	24,293	13,676	2266.1%	1275.7%	10,617.28
INVESTMENT EARNINGS-R Total	1,072	24,293	13,676	2266.1%	1275.7%	10,617.28
TRANSFERS IN-R						
TRANSFER FROM QLIFE OPERATING FUND	372,800	310,667	327,415	83.3%	83.3%	(16,748.30)
TRANSFER FROM QLIFE MAUPIN FUND	10,000	-	-	0.0%	0.0%	-
TRANSFERS IN-R Total	382,800	310,667	327,415	81.2%	81.3%	(16,748.30)
CHARGES FOR SERVICES-R						
CONNECT CHARGES	19,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R Total	19,000	-	-	0.0%	0.0%	-
Qlife-R Total	402,872	334,960	341,091	83.1%	80.6%	(6,131.02)
Qlife-R Total	402,872	334,960	341,091	83.1%	80.6%	(6,131.02)
Qlife Capital Total	402,872	334,960	341,091	83.1%	80.6%	(6,131.02)
Revenue Total	402,872	334,960	341,091	83.1%	80.6%	(6,131.02)
Expense						
Qlife Capital						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E	23,000	(4,470)	4,068	-19.4%	13.1%	(8,538.00)
CAPITAL OUTLAY-E						
BUILDINGS	-	-	-	#DIV/0!	0.0%	-

**Qlife Monthly Report
Capital Fund - April 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
EQUIPMENT - CAPITAL	80,000	-	-	0.0%	#DIV/0!	-
PRIMARY SYSTEMS	600,000	118,464	22,055	19.7%	11.3%	96,409.10
SECONDARY LINE EXTENSION	200,000	2,354	3,756	1.2%	5.0%	(1,402.04)
CAPITAL OUTLAY-E Total	880,000	120,818	25,811	13.7%	5.1%	95,007.06
TRANSFERS OUT-E	200,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	224,666	-	-	0.0%	0.0%	-
Qlife-E Total	1,327,666	116,348	29,879	8.8%	2.5%	86,469.06
Qlife-E Total	1,327,666	116,348	29,879	8.8%	2.5%	86,469.06
Qlife Capital Total	1,327,666	116,348	29,879	8.8%	2.5%	86,469.06
Expense Total	1,327,666	116,348	29,879	8.8%	2.5%	86,469.06

Qlife Monthly Report Maupin Fund - April 2019

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
Revenue						
Qlife - Maupin						
Qlife-R						
Qlife-R						
INTERGOV'T REV - NON SINGLE AUDIT-R						
STATE GRANT	190,000	494,069	167,381	260.0%	43.3%	326,688.26
INTERGOV'T REV - NON SINGLE AUDIT-R Total	190,000	494,069	167,381	260.0%	43.3%	326,688.26
INVESTMENT EARNINGS-R						
INTEREST EARNED	-	1,396	1,812	#DIV/0!	#DIV/0!	(416.93)
INVESTMENT EARNINGS-R Total	-	1,396	1,812	#DIV/0!	#DIV/0!	(416.93)
MISCELLANEOUS-R	-	-	-	#DIV/0!	0.0%	-
TRANSFERS IN-R	200,000	-	-	0.0%	0.0%	-
CHARGES FOR SERVICES-R						
CITY OF MAUPIN	546,000	-	-	0.0%	#DIV/0!	-
UTILITY SERVICE CHARGES	-	-	-	#DIV/0!	0.0%	-
CITY OF MAUPIN FRANCHISE FEES	1,600	-	-	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	547,600	-	-	0.0%	0.0%	-
Qlife-R Total	937,600	495,465	169,193	52.8%	27.4%	326,271.33
Qlife-R Total	937,600	495,465	169,193	52.8%	27.4%	326,271.33
Qlife - Maupin Total	937,600	495,465	169,193	52.8%	27.4%	326,271.33
Revenue Total	937,600	495,465	169,193	52.8%	27.4%	326,271.33
Expense						
Qlife - Maupin						
Qlife-E						
Qlife-E						
MATERIALS & SERVICES-E						

**Qlife Monthly Report
Maupin Fund - April 2019**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current Year Budget Executed	Prior Year Budget Executed	Current FY - Prior FY YTD
ADMINISTRATIVE COST	14,160	494	-	3.5%	0.0%	494.07
INSURANCE & BONDS	1,000	-	-	0.0%	0.0%	-
CONTR SRVCS - LEGAL COUNSEL CONTR	2,000	2,106	648	105.3%	32.4%	1,458.00
CONTRACTED SVCS - ENGINEERING	-	1,815	279	#DIV/0!	#DIV/0!	1,536.25
POLE CONNECTION FEES	1,050	-	-	0.0%	0.0%	-
CONTRACTED SVCS - WIFI	1,000	384	11,909	38.4%	58.4%	(11,524.76)
BROADBAND SUPPORT	-	-	-	#DIV/0!	0.0%	-
MATERIALS & SERVICES-E Total	19,210	4,799	12,836	25.0%	24.2%	(8,036.44)
CAPITAL OUTLAY-E						
EQUIPMENT - CAPITAL	-	-	3,148	#DIV/0!	#DIV/0!	(3,147.50)
PRIMARY SYSTEMS	600,000	542,143	169,914	90.4%	#DIV/0!	372,229.39
SECONDARY LINE EXTENSION	-	-	433	#DIV/0!	0.1%	(433.00)
CAPITAL OUTLAY-E Total	600,000	542,143	173,494	90.4%	30.2%	368,648.89
TRANSFERS OUT-E	10,000	-	-	0.0%	0.0%	-
RESERVE FOR FUTURE EXPENDITURES-E	59,160	-	-	0.0%	0.0%	-
Qlife-E Total	688,370	546,942	186,330	79.5%	28.0%	360,612.45
Qlife-E Total	688,370	546,942	186,330	79.5%	28.0%	360,612.45
Qlife - Maupin Total	688,370	546,942	186,330	79.5%	28.0%	360,612.45
Expense Total	688,370	546,942	186,330	79.5%	28.0%	360,612.45

Qlife Monthly Report
Accounts Receivable - April 2019
Accounts Receivable Summary

Fund	Total Receivable	Current	30-59 Days	60-89 Days	90-119 Days	Over 120 Days
600	45,445.78	26,240.00	-	-	-	19,205.78
601	-	-	-	-	-	-
602	-	-	-	-	-	-
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

Qlife – Financial Analysis for May 2019 Financial Statements

The financial statements for May are presented. The information is unaudited and meant for Management use. As a metric, the year is 11/12 or 91.6% complete for a straight-line comparison of actual budget execution. For some expense/revenues, a straight-line assumption is not relevant but it is a good place to start the analysis.

Operations Fund

Operations Fund

Revenues for the Operations fund are proceeding according to the budget plan. Current budget execution of Utility Service Charges is 90.7%. While this is not up to the 91.6% expected straight-line, it is close. Annualized, the difference could be about \$6K – this is less than in prior months. Utility Service Charges are \$344 more than last fiscal year at this time. Looking at all revenues, the total is \$1,494 less than last year at this date. This is a gain on from April of \$7,703 for the month of May.

Accounts receivable are at \$49,541. Of this, \$30K is current and the remaining \$19K is over 120 days. The entirety of the delinquent amount (\$19K) is to one client and is in collection procedures. This has been an issue since last fiscal year. As of June 17th, all of the billings from the May billing remain outstanding. The amounts are still considered current.

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

Overall Expense expenditures are at a budget execution of 91.4%. Transfers are at 91.7% and will finish on budget. The issue to be aware of is the level of expense in the Materials & Services area. The budget is executed to 97.9% as of May 31st. This leaves \$5,609 available in June 2019. Due to the structure of the budget, the additional \$20,000 budgeted for capital equipment but not spent will increase the appropriation available when looked at as limited by the legal level of control. (The budget is appropriated at the Fund/Department level so the total appropriation for M&S and Capital are grouped together.) Any and all expenses in this fund need to be carefully considered before committed. As of 6/17/19 there have been not additional M&S or Capital costs out of the Operation (General) fund. The last Right Of Way payment to The Dalles was for the February revenue. This should be just under \$1,700 per month. This means there is a potential \$6,800 expense that will need to be recorded by June 30th. The invoices have not shown up in Finance and staff are researching to see where this has gone.

Transfers Out are being completed as budgeted and this will continue through the end of the fiscal year.

Overall, the fund is doing well, although the expense appropriation will be tight. Close attention will be paid to the expenses and Finance is resolving where the invoice/expense is for the Right Of Way expense.

Capital Fund

Revenues for the Capital fund are strong and consistent. Budget execution is at 91.5%. The monthly transfer in from the Operations fund is right on target. The transfer from Maupin will not be happening anytime soon as discussed previously. The project will need to be completed before any real income is seen here. This is no change from prior months' reports. Additionally the Connect Charges have not happened.

As briefly mentioned in the Operations section, interest is doing well past budget expectations. Currently the amount is \$26,942. The budgeted amount is \$1,072. So, Capital Interest revenue is only 2,513.3% of the budget in the 11th fiscal month. \$29K in interest by June 30th is the likely ending amount.

Expenses have continued increasing – currently budget execution is up to 18.2%. This will stay low until there is progress on moving forward on other projects.

The fund is in good shape overall and the fund balance continues to grow. This is unchanged from the prior months. The Maupin project is finishing up and should start to generate revenue soon. This will enable repayment to the Capital Fund although this will not happen until after fiscal year 2020.

Maupin Fund

The only revenue growth in the last month has been a small amount of interest. Revenues are anticipated for when the project is completed and the system can work to be self-sufficient.

Expenses are executed to 80.2% - this is \$552,280. The project is complete, all that remains is ensuring all the final invoices are received. May only added \$5,338 to the total expenses.

With the significant slowing of expense invoices, there is strong fiscal evidence the project is finishing. The intent is to start generating revenue soon. It has been indicated the residents are getting signed up for service so the franchise fees should start to flow. These will be the first steps to getting the Maupin fund to be self-supporting.

Summary

The organization is in good shape overall. Currently, the Maupin project is not stressing the other funds and only stressing itself. All expenditures are within budget authority.

The only concern at this point is how close the expenses are to the appropriation in the Operations (General) Fund. This is due to the contracted service amounts coming in significantly higher than planned. It will be increased further with the resolution of the Right Of Way (ROW) fees with The Dalles. A budget change is not needed. The costs in contracted services could be moved to the Capital Fund if necessary. While this is not in line with the plan and intent, the expenses would be appropriate in the Capital Fund.

The reconciliations are up to date. The reconciliations for April & May are included in this packet.

April 2019 Bank Reconciliation

Mike 5/20/19

	Main Checking						LGIP Account					
	Bank	Eden 600	Eden 601	Eden 602	Eden Total		Bank	*.11403 Eden 600	Eden 601	Eden 602	Eden	
Begininng Balance	504,404.42	56,745.37	462,881.41	(15,222.36)	504,404.42	Debit	Beginning Balance	1,265,136.12	36,155.83	1,166,433.39	62,546.90	1,265,136.12
Credits	-						Deposits					
Deposits	38,050.00	48,943.13	32,741.50	-	81,684.63	Debit	Dividends/Interest	2,859.56	82.93	2,636.51	140.12	2,859.56
Withdrawals	-						Withdrawals					
Checks	88,456.23	77,135.91	54,270.30	744.51	132,150.72	Credit	Other Decreases					
Ending Balance	453,998.19	28,552.59	441,352.61	(15,966.87)	453,938.33		Ending Balance	1,267,995.68	36,238.76	1,169,069.90	62,687.02	1,267,995.68
Deposits in Transit	-						Ending GL	1,267,995.68	101,264.39			
Outstanding Checks	\$59.86				-		LGIP Variance	-	2.9%	92.2%	4.9%	
Adjusted Balance	453,938.33	28,552.59	441,352.61	(15,966.87)	453,938.33							
Variance	-											
Platt Electric	5234		\$59.86									
					\$59.86							

May 2019 Bank Reconciliation

Mike 6/10/19

	Main Checking						LGIP Account				
	Bank	Eden 600	Eden 601	Eden 602	Eden Total		Bank	Eden 600	Eden 601	Eden 602	Eden
Begininng Balance	453,998.19	28,552.59	441,352.61	(15,966.87)	453,938.33	Beginning Balance	1,267,995.68	36,238.76	1,169,069.90	62,687.02	1,267,995.68
Credits	-	-	-	-	-	Deposits			62,832.14		62,832.14
Deposits	60,085.00	61,759.83	32,741.50	62,832.14	157,333.47	Debit Dividends/Interest	2,961.55	85.88	2,730.55	145.12	2,961.55
Withdrawals	-	44,624.00	67,315.42	32.50	111,971.92	Withdrawals				62,832.14	62,832.14
Checks	14,714.29	-	-	-	-	Credit Other Decreases					
Ending Balance	499,368.90	45,688.42	406,778.69	46,832.77	499,299.88	Ending Balance	1,270,957.23	36,324.64	1,234,632.59	0.00	1,270,957.23
Deposits in Transit	-					Ending GL	1,270,957.23				
Outstanding Checks	\$69.02				-						
Adjusted Balance	499,299.88	45,688.42	406,778.69	46,832.77	499,299.88	LGIP Variance	-	2.9%	92.2%	4.9%	
Checking Variance	-										
Gorge Networks	5244		\$69.02								
			\$69.02								



Action Items

- [FY20 Approved Budget](#)
- [FY20 Appropriation Resolution Detail](#)
- [Order 19-005 FY20 Appropriation Resolution](#)

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

ADOPTED BUDGET FISCAL YEAR 2020

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QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET MESSAGE

FISCAL YEAR 2020

I am pleased to present to you the QLife Proposed Budget for the Fiscal Year 2020. This budget covers the period of July 1st, 2019 to Jun 30th 2020.

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 will be completed in fiscal year 2019 (FY19), making fiscal year 2020 (FY20) the first full year of operating off of revenues generated by the system.

This narrative explains the proposed Qlife budget for FY20. 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 will be the first fiscal year of operations.

The Proposed Budget totals \$2,855,182 combined for all three (3) funds. This decrease over the budget for FY19 is \$689,648. This is due to the Maupin project's scheduled completion in April 2019. This has decreased the budget significantly (\$1,011,504) for the Maupin fund as the capital expenses have been paid and now the project will be operating off of revenues generated.

Fund	FY19 Budget	FY20 Budget	Difference	%
General Fund	760,147	764,260	4,113	0.5%
<i>The operations fund is primarily for operation in The Dalles area</i>				
Capital Fund	1,718,649	2,036,392	317,743	18.5%
<i>The capital fund is used for system expansion in The Dalles area</i>				
Maupin Fund	1,066,034	54,530	(1,011,504)	-94.9%
<i>The Maupin fund is used to provide service in the Maupin area</i>				
Grand Total	3,544,830	2,855,182	(689,648)	-19.5%

Financial Health

The General (Operations) Fund for The Dalles area is in good shape. The projected resources are \$764,260 for FY20. This includes a Beginning Fund Balance of \$96,952. Normal operations are \$315,890 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 decreasing the planned transfers to the Capital Fund by \$45,780. This transfer is still \$327,020 in FY20 and represents 49.1% of all the Utility Service Charges collected. This is while still maintaining a healthy fund balance totaling 28.9% of the operating and capital costs of the fund.

The Capital Fund starts FY20 with \$1,665,172 in Beginning Fund Balance. Another \$327,020 will be transferred in from the General (Operations) Fund. This puts the total resources of the fund at \$2,036,392. There is a small transfer budgeted to move to the Maupin Fund, but this is only \$30,000 and will only be utilized if warranted and with the approval of the Qlife Board. The remaining \$1,066,108 is split between Contingency and Reserve for System Improvements. (Both of these are effectively “Contingency” budgets, the reserved funds are just serve a more focused purpose.) The fund remains healthy and continues to grow.

The Maupin Fund will have the first year of functioning on self-generated revenues. Total resources are \$54,530 and this includes a potential transfer of \$30,000 from the Capital Fund. It is not planned to utilize this and will only be done if deemed necessary by the Qlife Board. Effectively, the transfer covers most of the Contingency and Reserve for WIFI. (As above, the reserve account is a focused “Contingency” type account.) Resources and requirements are significantly reduced due to the completion of the primary system project. The resources of this fund will have to grow to be able to generate a return on the investment. Currently, the Maupin Fund has received \$156,655 from the Capital Fund. More had been budgeted but was never utilized. As of April 2019, the total of all expenses to date for the Maupin Fund since creation are \$946,446, of which 16.6% was funded by the General Fund. (This total includes more than the Maupin Fiber project. There was a sizable grant to provide WIFI service that remains to be served. This is included in the FY20 budget.)

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 \$327,020 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 Capital Fund to the Maupin Fund serves a different purpose. This transfer will only be executed if determined to be required the Qlife Board – it is in essence a “just in case” funding for the contingency budget in the Maupin Fund. No transfer is scheduled at this time for the Maupin Fund to repay the funds transferred in from the Capital Fund. This will come in future fiscal periods as the Maupin Fund grows. A summary is shown below.

From Fund	To Fund	Amount	Purpose
General	Capital	\$ 327,050	Fund capital expenses of the system
Capital	Maupin	\$ 30,000	To fund the Contingency funds if determined necessary by the Qlife Board
Maupin	Capital	\$ -	No funds of the \$156,665 transferred in since inception will be repaid in FY20

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 more focused in 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 \$50,000 – the same as FY19. This is 14.8% of the budgeted operating cost of the fund. This is nearly two (2) months of expenses. This is considered adequate at this point by management.

The Capital Fund has a contingency of \$390,983 and a reservation for \$675,125 – the total is \$1,066,108. The reservation is dedicated to system improvements.

The Maupin Fund contingency is \$7,500 and a reservation for \$28,320 – the total is \$35,820. 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 and the remaining two (2) are in the reservation.

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 \$940,284 for capital outlay in FY20. This starts with \$80,000 for a generator replacement. The primary system has \$660,284 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 \$200,000 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>
St. Mary's	\$371,000
Pon Beta	\$50,000
East Bisector	\$186,000

Downtown Bypass	\$76,000
Co-location Space – Big Eddy	\$232,000
Downtown Metro Loop	\$120,000
<u>Decrease to Balance Fund</u>	<u>(\$374,716)</u>
Total Primary System	<u>\$660,284</u>

Not all the primary system projects will be executed in FY20 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, but these are currently budgeted in the 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 a minimal amount (\$1,000) budgeted for capital outlay in FY20. There are funds in contingency and reservation to transfer in if necessary, but it is not expected. The \$1,000 is not dedicated to any specific item but rather for needs of the primary system. The project is completing in FY19 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	660,284
	Secondary Line Extension	200,000
Total Capital Fund		940,284
Maupin Fund	Primary System	1,000
Total Capital Outlay		961,284.00

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 (noncapital and capital), Pass-Through, Transfer In/Out, Reserve, Contingency and Unappropriated.

Qlife FY20 Budget Summary for Resolution
 Budget by Fund-Department

Fund	Department/Classification	Budget Revenue/ Resources	Budget Expense/ Requirements
GENERAL (OPERATIONS)	OPERATIONS	764,260	335,890
	TRANSFERS	-	327,020
	CONTINGENCY	-	50,000
	UNAPROPRIATED	-	51,350
TOTAL GENERAL		764,260	764,260
CAPITAL	OPERATIONS	1,709,372	940,284
	TRANSFERS	327,020	30,000
	CONTINGENCY	-	1,066,108
	UNAPPROPRIATED	-	-
TOTAL CAPITAL		2,036,392	2,036,392
MAUPIN	OPERATIONS	24,530	18,710
	TRANSFERS	30,000	-
	CONTINGENCY	-	35,820
	UNAPPROPRIATED	-	-
TOTAL MAUPIN		54,530	54,530
Total Appropriation		2,855,182	2,855,182
Unappropriated - for us in Future fiscal periods		-	51,350
Appropriated For FY20 Use		2,855,182	2,803,832

Qlife Budget Detail General (Operating) Fund

Fund	General Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
Revenue								
Revenue								
600.60.6000.400.000 - BEGINNING FUND BALANCE	231,823	157,296	108,640	87,800	96,952	96,652	96,652	
600.60.6000.414.500 - UTILITY SERVICE CHARGES	648,860	601,430	661,043	669,147	655,764	665,460	665,460	
600.60.6000.414.501 - CONNECT CHARGES	4,200	2,000	1,700	1,000	100	1,000	1,000	
600.60.6000.417.104 - INTEREST EARNED	4,950	11,053	1,613	2,000	847	948	948	
600.60.6000.421.241 - MISC RECEIPTS	3,933	108	4,003	200	1,586	200	200	
600.60.6000.422.132 - E-RATE REIMBURSEMENTS	41,290	-	-	-	-	-	-	
Revenue Total	935,056	771,887	776,999	760,147	755,249	764,260	764,260	
Expense								
Materials & Services								
600.60.6000.52101 - ADVERTISING & PROMOTIONS	500	673	2,837	1,500	1,500	1,500	1,500	
600.60.6000.52111 - DUES & SUBSCRIPTIONS	1,433	1,616	3,525	3,000	2,000	3,000	3,000	
600.60.6000.52113 - INSURANCE & BONDS	7,317	19,586	15,242	21,000	18,000	21,000	21,000	
600.60.6000.52115 - LEGAL NOTICES & PUBLISHING	296	209	36	400	400	400	400	
600.60.6000.52116 - POSTAGE	-	120	359	200	180	200	200	
600.60.6000.52120 - RENT - OFFICE	7,752	7,752	7,752	7,752	7,752	7,752	7,752	
600.60.6000.52122 - TELEPHONE	412	421	450	420	550	500	500	
600.60.6000.52148 - GENERAL GRANTS	2,000	2,000	3,000	2,000	2,000	2,000	2,000	
600.60.6000.52151 - SCHOLARSHIP	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
600.60.6000.52350 - TAXES/PERMITS/ASSESSMENTS	-	-	415	400	785	800	800	
600.60.6000.52370 - MISC EXPENDITURES	674	120	832	1,000	2,000	1,000	1,000	
600.60.6000.52398 - ADMINISTRATIVE COST	31,793	38,221	54,500	55,350	55,350	58,671	58,671	
600.60.6000.52401 - CONTRACTED SERVICES	-	-	-	-	325	-	-	
600.60.6000.52406 - CONTR SRVCS - LEGAL CONUNSEL CONTR	12,480	6,846	9,162	9,000	6,000	6,000	6,000	
600.60.6000.52409 - CONTR SRVCS - OTHER	12,278	10,723	7,998	15,100	8,000	15,100	15,100	
600.60.6000.52412 - CONTR SRVCS - AUDIT CONTRACT	4,750	6,600	3,650	6,000	4,000	4,200	4,200	
600.60.6000.52477 - CONTRACTED SVSC - ENGINEERING	35,210	45,796	37,174	20,000	64,587	50,000	50,000	
600.60.6000.52479 - CONTRACTED SVSC - NETWORK SYSTEM MGMT	71,845	56,972	55,870	51,000	78,490	71,000	71,000	
600.60.6000.52480 - POLE CONNECTION FEES	8,447	4,650	15,088	10,500	15,000	12,392	12,392	
600.60.6000.52481 - RIGHT OF WAY FEES	19,466	18,043	23,730	20,075	20,075	20,075	20,075	
600.60.6000.52502 - NETWORK COMPONENTS	1,597	-	730	5,000	2,000	5,000	5,000	
600.60.6000.52601 - EQUIPMENT - NON CAPITAL		1,304	1,504	5,000	1,000	5,000	5,000	
600.60.6000.52701 - TRAINING & EDUCATION	195	325	514	700	500	700	700	

Qlife Budget Detail General (Operating) Fund

Fund	General Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
600.60.6000.52711 - MEALS, LODGING & REGISTRATION	1,973	518	1,546	2,000	1,656	5,000	5,000	
600.60.6000.52801 - BLDG REPAIR & MAINT	247	315	-	1,600	200	1,600	1,600	
600.60.6000.52808 - OUTSIDE PLANT MAINTENANCE	7,226	32,424	23,255	20,000	8,500	20,000	20,000	
600.60.6000.52882 - UTILITIES - ELECTRICITY	454	619	737	800	690	800	800	
600.60.6000.52910 - SUPPLIES - OFFICE	295	178	361	200	107	200	200	
600.60.6000.52608 - EASEMENTS - NON-CAPITAL			-	1,000	-	-	-	
Capital Outlay								
600.60.6000.53301 - EQUIPMENT - CAPITAL	1,688	-	-	20,000	2,000	20,000	20,000	
600.60.6000.53403 - EASEMENTS	-	-	18,000	-	-	-	-	
Transfer								
600.60.6000.55601 - TRANSFER TO QLIFE CAPITAL	504,140	405,391	392,898	372,800	372,800	327,020	327,020	
Pass-Through								
600.60.6000.52399 - ESD E-RATE PASS THROUGH	41,290	-	-	-	-	-	-	
Contingency								
600.60.6000.57600 - CONTINGENCY	-	-	-	50,000	-	50,000	50,000	
Unappropriated								
600.60.6000.59000 - UNAPPROPRIATED	-	-	-	54,350	-	51,350	51,350	
Expense Total	777,758	663,422	683,164	760,147	678,447	764,260	764,260	

Qlife Budget Detail Capital Fund

Fund	Capital Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
Revenue								
Revenue								
601.60.6000.400.000 - BEGINNING FUND BALANCE	377,826	870,111	1,011,310	1,315,777	1,391,871	1,665,172	1,665,172	
601.60.6000.414.501 - CONNECT CHARGES	13,569	5,100	-	19,000	-	19,000	19,000	
601.60.6000.417.104 - INTEREST EARNED	-	625	17,542	1,072	25,285	25,200	25,200	
601.60.6000.450.600 - TRANSFER FROM QLIFE OPERATING FUND	504,140	405,391	392,898	372,800	372,800	327,020	327,020	
601.60.6000.450.602 - TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	10,000	-	-	-	
Revenue Total	895,535	1,281,227	1,421,750	1,718,649	1,789,956	2,036,392	2,036,392	
Expense								
Materials & Services								
601.60.6000.52477 - CONTRACTED SVSC - ENGINEERING	1,085	10,961	4,068	11,000	(4,470)	-	-	
601.60.6000.52478 - CONTRACTED SVSC - CUSTOMER CONNECTIONS	1,354	-	-	4,000	-	-	-	
601.60.6000.52651 - EQUIPMENT - REPAIR & MAINTENANCE	-	11,344	-	8,000	-	-	-	
Capital Outlay								
601.60.6000.53101 - BUILDINGS	-	-	-	-	-	-	-	
601.60.6000.53301 - EQUIPMENT - CAPITAL	-	302	-	80,000	-	80,000	80,000	
601.60.6000.53313 - PRIMARY SYSTEM	2,263	89,581	22,055	600,000	250,000	660,284	660,284	
601.60.6000.53314 - SECONDARY LINE EXTENSION	20,722	1,074	3,756	200,000	5,000	200,000	200,000	
601.60.6000.53315 - POLE MAKE READY	-	-	-	-	-	-	-	
Transfer								
601.60.6000.55602 - TRANSFER TO QLIFE MAUPIN	-	156,655	-	200,000	-	30,000	30,000	
Contingency								
601.60.6000.57601 - CONTINGENCY	-	-	-	390,983	-	390,983	390,983	
Distribution								
601.60.6000.56001 - DISTRIBUTION TO SPONSORS	-	-	-	-	-	-	-	
Reserve								
601.60.6000.58001 - RESERVE FOR SYSTEM IMPROVEMENTS	-	-	-	224,666	-	675,125	675,125	
601.60.6000.58002 - RESERVE FOR EXPANSION	-	-	-	-	-	-	-	
Unappropriated								
601.60.6000.59000 - UNAPPROPRIATED	-	-	-	-	-	-	-	
Expense Total	25,424	269,917	29,879	1,718,649	250,530	2,036,392	2,036,392	

Qlife Budget Detail Maupin Fund

Fund	Maupin Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
Revenue								
Revenue								
602.60.6000.400.000 - BEGINNING FUND BALANCE	-	13,620	139,176	128,434	117,048	17,110	17,110	
602.60.6000.412.674 - STATE GRANT	-	80,427	186,227	190,000	494,069	-	-	
602.60.6000.412.700 - PRIVATE SECTOR GRANTS	87,880	-	-	-	-	-	-	
602.60.6000.414.500 - UTILITY SERVICE CHARGES	-	-	-	-	-	-	-	
602.60.6000.417.104 - INTEREST EARNED	-	25	2,188	-	1,475	60	60	
602.60.6000.421.241 - MISC RECEIPTS	-	-	-	-	-	-	-	
602.60.6000.450.600 - TRANSFER FROM QLIFE OPERATING FUND	-	-	-	200,000	-	-	-	
602.60.6000.450.601 - TRANSFER FROM QLIFE CAPITAL FUND	-	156,655	-	220,000	-	30,000	30,000	
602.60.6000.490.490 - LOAN PROCEEDS	-	-	-	-	-	-	-	
602.60.6000.414.306 - CITY OF MAUPIN FLOW THROUGH GRANT 1	-	-	-	546,000	-	-	-	
602.60.6000.414.505 - CITY OF MAUPIN - GORGE.NET RECEIPTS	-	-	-	-	-	3,360	3,360	
602.60.6000.414.506 - CITY OF MAUPIN - LSN RECEIPTS	-	-	-	-	-	4,000	4,000	
Revenue Total	87,880	250,727	327,591	1,284,434	612,592	54,530	54,530	
Expense								
Materials & Services								
602.60.6000.52113 - INSURANCE & BONDS	-	-	-	1,000	-	-	-	
602.60.6000.52398 - ADMINISTRATIVE COST	26,678	-	-	14,160	494	-	-	
602.60.6000.52406 - CONTR SVCS - LEGAL CONUNSEL CONTR	-	1,845	648	2,000	2,500	2,500	2,500	
602.60.6000.52476 - CONTRACTED SVSC - WIFI	-	-	11,909	1,000	500	14,160	14,160	
602.60.6000.52477 - CONTRACTED SVSC - ENGINEERING	-	-	19,125	-	2,000	-	-	
602.60.6000.52480 - POLE CONNECTION FEES	-	-	-	1,050	-	1,050	1,050	
602.60.6000.52651 - EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	-	-	-	-	
602.60.6000.52882 - UTILITIES - ELECTRICITY	-	-	-	-	-	-	-	
602.60.6000.52883 - UTILITIES - NATURAL GAS	-	-	-	-	-	-	-	
602.60.6000.54278 - CONTRACTED SVSC - CUSTOMER CONNECTIONS	-	-	-	-	-	-	-	
Capital Outlay								
602.60.6000.53101 - BUILDINGS	-	-	-	-	-	-	-	
602.60.6000.53301 - EQUIPMENT - CAPITAL	17,097	-	3,148	-	4,148	-	-	
602.60.6000.53313 - PRIMARY SYSTEM	30,486	109,707	175,281	600,000	557,143	1,000	1,000	
602.60.6000.53314 - SECONDARY LINE EXTENSION	-	-	433	-	-	-	-	
602.60.6000.53315 - POLE MAKE READY	-	-	-	-	-	-	-	
Transfer								

Qlife Budget Detail Maupin Fund

Fund	Maupin Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
602.60.6000.55601 - TRANSFER TO QLIFE CAPITAL	-	-	-	10,000	-	-	-	-
Contingency								
602.60.6000.57602 - CONTINGENCY	-	-	-	377,664	-	7,500	7,500	-
Reserve								
602.60.6000.58004 - RESERVE FOR WIFI	-	-	-	59,160	-	28,320	28,320	-
Unappropriated								
602.60.6000.59000 - UNAPPROPRIATED	-	-	-	-	-	-	-	-
Expense Total	74,261	111,552	210,543	1,066,034	566,785	54,530	54,530	-

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.400.000

BEGINNING FUND BALANCE

Account Definition:

Resouces carried over from the prior fiscal period

FY14 Actual: 93,154

FY15 Actual: 180,966

FY16 Actual: 231,823

FY17 Actual: 157,296

FY18 Actual: 108,640

FY19 Budgeted: 87,800

FY19 Projected: 96,952

FY20 Proposed: 96,652

FY20 Approved: 96,652

FY20 Adopted:

Budget Notes:

Projected FY19 Ending Fund Balance as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.414.500	UTILITY SERVICE CHARGES

Account Definition:

Charges for service

FY14 Actual:	575,730
FY15 Actual:	622,155
FY16 Actual:	648,860
FY17 Actual:	601,430
FY18 Actual:	661,043
FY19 Budgeted:	669,147
FY19 Projected:	655,764
FY20 Proposed:	665,460
FY20 Approved:	665,460
FY20 Adopted:	

Budget Notes:

March 2019 = \$55,455; set as base 12*55,455= \$665,460

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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

FY14 Actual:	3,600
FY15 Actual:	3,150
FY16 Actual:	4,200
FY17 Actual:	2,000
FY18 Actual:	1,700
FY19 Budgeted:	1,000
FY19 Projected:	100
FY20 Proposed:	1,000
FY20 Approved:	1,000
FY20 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 2020 (FY20)

Account Number	Account Title
600.60.6000.417.104	INTEREST EARNED

Account Definition:

Interest on bank accounts

FY14 Actual:	568
FY15 Actual:	1,505
FY16 Actual:	4,950
FY17 Actual:	11,053
FY18 Actual:	1,613
FY19 Budgeted:	2,000
FY19 Projected:	847
FY20 Proposed:	948
FY20 Approved:	948
FY20 Adopted:	

Budget Notes:

Estimate based on principal

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account 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

FY14 Actual:	134
FY15 Actual:	5,637
FY16 Actual:	3,933
FY17 Actual:	108
FY18 Actual:	4,003
FY19 Budgeted:	200
FY19 Projected:	1,586
FY20 Proposed:	200
FY20 Approved:	200
FY20 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 2020 (FY20)

Account Number

Account Title

600.60.6000.422.132

E-RATE REIMBURSEMENTS

Account Definition:

This is not processed through Qlife anymore

FY14 Actual: 36,936

FY15 Actual: 13,075

FY16 Actual: 41,290

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

This flowthrough is not processed through Qlife anymore

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52101

ADVERTISING & PROMOTIONS

Account Definition:

Advertising and promotional spending

FY14 Actual: 1,055

FY15 Actual: 529

FY16 Actual: 500

FY17 Actual: 673

FY18 Actual: 2,837

FY19 Budgeted: 1,500

FY19 Projected: 1,500

FY20 Proposed: 1,500

FY20 Approved: 1,500

FY20 Adopted:

Budget Notes:

Keep the budget the same: This line is for costs to advertise and promote the Qlife system

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account 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

FY14 Actual:	25
FY15 Actual:	255
FY16 Actual:	1,433
FY17 Actual:	1,616
FY18 Actual:	3,525
FY19 Budgeted:	3,000
FY19 Projected:	2,000
FY20 Proposed:	3,000
FY20 Approved:	3,000
FY20 Adopted:	

Budget Notes:

Base on FY18 Actual; Special Districts Association of Oregon & Oregon Joint Use Association

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52113	INSURANCE & BONDS

Account Definition:

Insurance costs for insuring the agency property

FY14 Actual:	5,665
FY15 Actual:	5,730
FY16 Actual:	7,317
FY17 Actual:	19,586
FY18 Actual:	15,242
FY19 Budgeted:	21,000
FY19 Projected:	18,000
FY20 Proposed:	21,000
FY20 Approved:	21,000
FY20 Adopted:	

Budget Notes:

Cover higher insurance in FY18; Calendar year 2017 premium = \$14,260 (\$6,505 of which is property insurance); \$1,600 Pole Attachment Bond for PUD; Project for FY18 - Liability \$7,940; Property \$6,505; Pole Attachment Bond \$1,600; buffer for increases \$4,

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52115

LEGAL NOTICES & PUBLISHING

Account Definition:

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

FY14 Actual: 240

FY15 Actual: 116

FY16 Actual: 296

FY17 Actual: 209

FY18 Actual: 36

FY19 Budgeted: 400

FY19 Projected: 400

FY20 Proposed: 400

FY20 Approved: 400

FY20 Adopted:

Budget Notes:

Keep the budget the same; For the publication of legal notices - specifically meeting notices and request for bids in the paper and other places

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account 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.

FY14 Actual: 112

FY15 Actual: 113

FY16 Actual:

FY17 Actual: 120

FY18 Actual: 359

FY19 Budgeted: 200

FY19 Projected: 180

FY20 Proposed: 200

FY20 Approved: 200

FY20 Adopted:

Budget Notes:

Keep the budget the same; Postage for mailings and normal mailing costs.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52120 RENT - OFFICE

Account Definition:

Rent for space

FY14 Actual: 7,752

FY15 Actual: 7,752

FY16 Actual: 7,752

FY17 Actual: 7,752

FY18 Actual: 7,752

FY19 Budgeted: 7,752

FY19 Projected: 7,752

FY20 Proposed: 7,752

FY20 Approved: 7,752

FY20 Adopted:

Budget Notes:

Rent of City Hall space. One room \$141/month; second room \$121/month; third addition \$176/month; covered storage at City PW facility \$209/month = \$646/month

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52122 TELEPHONE

Account Definition:

Telephone service

FY14 Actual: 410

FY15 Actual: 376

FY16 Actual: 412

FY17 Actual: 421

FY18 Actual: 450

FY19 Budgeted: 420

FY19 Projected: 550

FY20 Proposed: 500

FY20 Approved: 500

FY20 Adopted:

Budget Notes:

Keep the budget the same; This covers the cost for phone service and monthly maintenance contract with Gorge Networks

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52148	GENERAL GRANTS

Account Definition:

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

FY14 Actual:	2,000
FY15 Actual:	2,000
FY16 Actual:	2,000
FY17 Actual:	2,000
FY18 Actual:	3,000
FY19 Budgeted:	2,000
FY19 Projected:	2,000
FY20 Proposed:	2,000
FY20 Approved:	2,000
FY20 Adopted:	

Budget Notes:

Grant for school robotics program - Paid to Northern Wasco County School District

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52151 SCHOLARSHIP

Account Definition:

Two scholarships to the CGCC Foundation to award

FY14 Actual: 2,000

FY15 Actual: 2,000

FY16 Actual: 2,000

FY17 Actual: 2,000

FY18 Actual: 2,000

FY19 Budgeted: 2,000

FY19 Projected: 2,000

FY20 Proposed: 2,000

FY20 Approved: 2,000

FY20 Adopted:

Budget Notes:

Scholarship paid to CGCC Foundation for two \$1,000 scholarships

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52350

TAXES/PERMITS/ASSESSMENTS

Account Definition:

Permits & assements tied to projects and property

FY14 Actual:

FY15 Actual: 228

FY16 Actual:

FY17 Actual:

FY18 Actual: 415

FY19 Budgeted: 400

FY19 Projected: 785

FY20 Proposed: 800

FY20 Approved: 800

FY20 Adopted:

Budget Notes:

Increased the FY20 budget to match the FY19 actuals; Payments for filing Audit paperwork with state, Oregon Ethics Assessment, Public Utility Commission of Oregon and Bureau of Labor and Industries; Related to St Mary's project currently

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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.

FY14 Actual:	460
FY15 Actual:	3,889
FY16 Actual:	674
FY17 Actual:	120
FY18 Actual:	832
FY19 Budgeted:	1,000
FY19 Projected:	2,000
FY20 Proposed:	1,000
FY20 Approved:	1,000
FY20 Adopted:	

Budget Notes:

This expense is for items that do not fit into a different expense line. It should be kept to a minimum and new categories of expense that will be used repeated should look to have a line created that fits

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52398	ADMINISTRATIVE COST

Account Definition:

Wasco County fee for administering the Qlife program

FY14 Actual:	15,909
FY15 Actual:	29,113
FY16 Actual:	31,793
FY17 Actual:	38,221
FY18 Actual:	54,500
FY19 Budgeted:	55,350
FY19 Projected:	55,350
FY20 Proposed:	58,671
FY20 Approved:	58,671
FY20 Adopted:	

Budget Notes:

Compensation to County for Administrative support; FY18 level + 2.5% increase for wages; also includes the Cost of Labor adjustment;

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52399

ESD E-RATE PASS THROUGH

Account Definition:

This is not processed through Qlife anymore

FY14 Actual: 36,936

FY15 Actual: 13,075

FY16 Actual: 41,290

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

This flowthrough is not processed through Qlife anymore

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52401

CONTRACTED SERVICES

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.)

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected: 325

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Keep the budget to \$0; this is a general contracted service line - it is preferred to use the more specific lines below.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52406

CONTR SRVCS - LEGAL COUNSEL CONTR

Account Definition:

Legal services

FY14 Actual: 4,110

FY15 Actual: 4,630

FY16 Actual: 12,480

FY17 Actual: 6,846

FY18 Actual: 9,162

FY19 Budgeted: 9,000

FY19 Projected: 6,000

FY20 Proposed: 6,000

FY20 Approved: 6,000

FY20 Adopted:

Budget Notes:

Legal services - based on FY19 actual usage

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52409	CONTR SRVCS - OTHER

Account Definition:

Tree trimming, OSP Insight and Joe Fannel

FY14 Actual:

FY15 Actual: 6,887

FY16 Actual: 12,278

FY17 Actual: 10,723

FY18 Actual: 7,998

FY19 Budgeted: 15,100

FY19 Projected: 8,000

FY20 Proposed: 15,100

FY20 Approved: 15,100

FY20 Adopted:

Budget Notes:

\$3000 Tree trimming; \$2,100 OSP Insight estimate; \$10,000 Joe Fannel

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52412

CONTR SRVCS - AUDIT CONTRACT

Account Definition:

Annual audit

FY14 Actual: 6,350

FY15 Actual: 5,500

FY16 Actual: 4,750

FY17 Actual: 6,600

FY18 Actual: 3,650

FY19 Budgeted: 6,000

FY19 Projected: 4,000

FY20 Proposed: 4,200

FY20 Approved: 4,200

FY20 Adopted:

Budget Notes:

Expected audit fees

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52477

CONTRACTED SVSC - ENGINEERING

Account Definition:

Engineering services not tied to a project

FY14 Actual: 17,577

FY15 Actual: 17,356

FY16 Actual: 35,210

FY17 Actual: 45,796

FY18 Actual: 37,174

FY19 Budgeted: 20,000

FY19 Projected: 64,587

FY20 Proposed: 50,000

FY20 Approved: 50,000

FY20 Adopted:

Budget Notes:

Engineering not related to projects; If the Engineering is tied to a project, it should be in the Capital fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52479

CONTRACTED SVSC - NETWORK SYSTEM MGMT

Account Definition:

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

FY14 Actual: 61,126

FY15 Actual: 60,847

FY16 Actual: 71,845

FY17 Actual: 56,972

FY18 Actual: 55,870

FY19 Budgeted: 51,000

FY19 Projected: 78,490

FY20 Proposed: 71,000

FY20 Approved: 71,000

FY20 Adopted:

Budget Notes:

\$2,000 per month for Basic Services + \$67/hour during regular business and \$140/hour outside normal hours. Historically, Basic Service \$24,000. Network System Management should be tied to projects whenever possible and be in the Capital fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52480

POLE CONNECTION FEES

Account Definition:

Cost paid to attach to poles

FY14 Actual: 8,653

FY15 Actual: 10,335

FY16 Actual: 8,447

FY17 Actual: 4,650

FY18 Actual: 15,088

FY19 Budgeted: 10,500

FY19 Projected: 15,000

FY20 Proposed: 12,392

FY20 Approved: 12,392

FY20 Adopted:

Budget Notes:

Used the FY19 actual cost; this is the fee paid annually for the connection to the poles.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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

FY14 Actual:	17,272
FY15 Actual:	18,645
FY16 Actual:	19,466
FY17 Actual:	18,043
FY18 Actual:	23,730
FY19 Budgeted:	20,075
FY19 Projected:	20,075
FY20 Proposed:	20,075
FY20 Approved:	20,075
FY20 Adopted:	

Budget Notes:

Fee of 3% of customer revenues for The Dalles due to being in The Dalles

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52502

NETWORK COMPONENTS

Account Definition:

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

FY14 Actual: 1,190

FY15 Actual:

FY16 Actual: 1,597

FY17 Actual:

FY18 Actual: 730

FY19 Budgeted: 5,000

FY19 Projected: 2,000

FY20 Proposed: 5,000

FY20 Approved: 5,000

FY20 Adopted:

Budget Notes:

Keep the budget the same; Network components needed that are not tied to a capital project

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52601	EQUIPMENT - NON CAPITAL

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 1,304

FY18 Actual: 1,504

FY19 Budgeted: 5,000

FY19 Projected: 1,000

FY20 Proposed: 5,000

FY20 Approved: 5,000

FY20 Adopted:

Budget Notes:

Network equipment that does not meet the definition of capital (capital is over \$5K and useful life exceeds 3 years)

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account 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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 1,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Non-Capital Easements

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52701

TRAINING & EDUCATION

Account Definition:

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

FY14 Actual:

FY15 Actual: 130

FY16 Actual: 195

FY17 Actual: 325

FY18 Actual: 514

FY19 Budgeted: 700

FY19 Projected: 500

FY20 Proposed: 700

FY20 Approved: 700

FY20 Adopted:

Budget Notes:

Keep the budget the same; costs for training session not including lodging, meals and travel

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52711

MEALS, LODGING & REGISTRATION

Account Definition:

Meals, lodging and registration for conferences, training and education

FY14 Actual: 1,031

FY15 Actual: 1,254

FY16 Actual: 1,973

FY17 Actual: 518

FY18 Actual: 1,546

FY19 Budgeted: 2,000

FY19 Projected: 1,656

FY20 Proposed: 5,000

FY20 Approved: 5,000

FY20 Adopted:

Budget Notes:

For conferences; increased in FY20 as for the next 3 years the conference will be in Ashland; it was in Hood River. This will increase costs

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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.)

FY14 Actual:

FY15 Actual:

FY16 Actual: 247

FY17 Actual: 315

FY18 Actual:

FY19 Budgeted: 1,600

FY19 Projected: 200

FY20 Proposed: 1,600

FY20 Approved: 1,600

FY20 Adopted:

Budget Notes:

Keep the budget the same; repairs & maintenance on buildings

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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

FY14 Actual:	16,816
FY15 Actual:	14,733
FY16 Actual:	7,226
FY17 Actual:	32,424
FY18 Actual:	23,255
FY19 Budgeted:	20,000
FY19 Projected:	8,500
FY20 Proposed:	20,000
FY20 Approved:	20,000
FY20 Adopted:	

Budget Notes:

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

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52882	UTILITIES - ELECTRICITY

Account Definition:

Electricity bill

FY14 Actual:	532
FY15 Actual:	504
FY16 Actual:	454
FY17 Actual:	619
FY18 Actual:	737
FY19 Budgeted:	800
FY19 Projected:	690
FY20 Proposed:	800
FY20 Approved:	800
FY20 Adopted:	

Budget Notes:

Based on trending - to pay electrical bills

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52910	SUPPLIES - OFFICE

Account Definition:

Office supplies such as paper, toner, binders, etc

FY14 Actual:

FY15 Actual: 72

FY16 Actual: 295

FY17 Actual: 178

FY18 Actual: 361

FY19 Budgeted: 200

FY19 Projected: 107

FY20 Proposed: 200

FY20 Approved: 200

FY20 Adopted:

Budget Notes:

Keep the same as last fiscal year. This is for general office supplies

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.53301	EQUIPMENT - CAPITAL

Account Definition:

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

FY14 Actual:

FY15 Actual: 5,692

FY16 Actual: 1,688

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 20,000

FY19 Projected: 2,000

FY20 Proposed: 20,000

FY20 Approved: 20,000

FY20 Adopted:

Budget Notes:

Item #3 of the agencies 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 2020 (FY20)

Account Number Account Title

600.60.6000.53403 EASEMENTS

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 18,000

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Not budgeting Easements in FY20 - should be in FY23 again; There are 5 easments totalling \$18,000 every 5 years

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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

FY14 Actual:	321,933
FY15 Actual:	382,905
FY16 Actual:	504,140
FY17 Actual:	405,391
FY18 Actual:	392,898
FY19 Budgeted:	372,800
FY19 Projected:	372,800
FY20 Proposed:	327,020
FY20 Approved:	327,020
FY20 Adopted:	

Budget Notes:

Transfer \$27,251.67/mth to Qlife Capital fund from Operations Fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.57600	CONTINGENCY

Account Definition:

Funds budgeted for unplanned costs that arise

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 50,000

FY19 Projected:

FY20 Proposed: 50,000

FY20 Approved: 50,000

FY20 Adopted:

Budget Notes:

The target is at least 10% of the monthly operating expenses, this more - 15%

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.59000	UNAPPROPRIATED

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 54,350

FY19 Projected:

FY20 Proposed: 51,350

FY20 Approved: 51,350

FY20 Adopted:

Budget Notes:

The target is 3 months average spending. That is 82,472. The average is \$27,491 per month. At this time putting in 15.6%. The purpose is to ensure operating funds are available for future fiscal periods.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.400.000

BEGINNING FUND BALANCE

Account Definition:

Resouces carried over from the prior fiscal period

FY14 Actual:	141,124
FY15 Actual:	183,319
FY16 Actual:	377,826
FY17 Actual:	870,111
FY18 Actual:	1,011,310
FY19 Budgeted:	1,315,777
FY19 Projected:	1,391,871
FY20 Proposed:	1,665,172
FY20 Approved:	1,665,172
FY20 Adopted:	

Budget Notes:

Projected ending Fund balance for FY19 as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account 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.

FY14 Actual:	19,415
FY15 Actual:	17,607
FY16 Actual:	13,569
FY17 Actual:	5,100
FY18 Actual:	
FY19 Budgeted:	19,000
FY19 Projected:	
FY20 Proposed:	19,000
FY20 Approved:	19,000
FY20 Adopted:	

Budget Notes:

Based on trending - should be \$6,000 per new customer. This amount is just slightly about 3 new customers. None had occurred in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.417.104	INTEREST EARNED

Account Definition:

Interest on bank accounts

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 625

FY18 Actual: 17,542

FY19 Budgeted: 1,072

FY19 Projected: 25,285

FY20 Proposed: 25,200

FY20 Approved: 25,200

FY20 Adopted:

Budget Notes:

Interest earned on accounts. LGIP is generating this due to current rates at 2.75%

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account 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

FY14 Actual: 321,933

FY15 Actual: 382,905

FY16 Actual: 504,140

FY17 Actual: 405,391

FY18 Actual: 392,898

FY19 Budgeted: 372,800

FY19 Projected: 372,800

FY20 Proposed: 327,020

FY20 Approved: 327,020

FY20 Adopted:

Budget Notes:

Transfer \$27,251.67/mth to Qlife Capital fund from Operations Fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account 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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 10,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Annual repayment from franchise fees; none scheduled in FY20 as the fund needs time to recover; When the Maupin fund starts to repay the Capital Fund - it will show here.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.52477

CONTRACTED SVSC - ENGINEERING

Account Definition:

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

FY14 Actual:	904
FY15 Actual:	4,735
FY16 Actual:	1,085
FY17 Actual:	10,961
FY18 Actual:	4,068
FY19 Budgeted:	11,000
FY19 Projected:	- 4,470
FY20 Proposed:	
FY20 Approved:	
FY20 Adopted:	

Budget Notes:

The Capital Fund is focused on Capital type costs. If not capital, it should be in the Operations fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.52478

CONTRACTED SVSC - CUSTOMER CONNECTIONS

Account Definition:

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

FY14 Actual:

FY15 Actual: 1,016

FY16 Actual: 1,354

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 4,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

The Capital Fund is focused on Capital type costs. If not capital, it should be in the Operations fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.52651

EQUIPMENT - REPAIR & MAINTENANCE

Account Definition:

Noncapital repair & maintenance - in the capital fund all expenses should be out of the capital lines - started budgeting \$0 in FY20

FY14 Actual: 15,722

FY15 Actual: 913

FY16 Actual:

FY17 Actual: 11,344

FY18 Actual:

FY19 Budgeted: 8,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

The Capital Fund is focused on Capital type costs. If not capital, it should be in the Operations fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

601.60.6000.53101 BUILDINGS

Account Definition:

Capital outlay for structures

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No buildings in the current budget capital plan

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.53301	EQUIPMENT - CAPITAL

Account Definition:

Capital outlay for equipment

FY14 Actual: 14,360

FY15 Actual:

FY16 Actual:

FY17 Actual: 302

FY18 Actual:

FY19 Budgeted: 80,000

FY19 Projected:

FY20 Proposed: 80,000

FY20 Approved: 80,000

FY20 Adopted:

Budget Notes:

Generator Replacement

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.53313	PRIMARY SYSTEM

Account Definition:

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

FY14 Actual:	1,516
FY15 Actual:	7,149
FY16 Actual:	2,263
FY17 Actual:	89,581
FY18 Actual:	22,055
FY19 Budgeted:	600,000
FY19 Projected:	250,000
FY20 Proposed:	660,284
FY20 Approved:	660,284
FY20 Adopted:	

Budget Notes:

\$371K St Mary's; \$50K Pon Beta; \$186K East Bisector; \$76K Downtown Bypass; \$232K Co-location Space - Big Eddy; \$120K Downtown Metro Loop; -\$375K to bring to \$660K and balance

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.53314

SECONDARY LINE EXTENSION

Account Definition:

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

FY14 Actual: 35,038

FY15 Actual: 62,527

FY16 Actual: 20,722

FY17 Actual: 1,074

FY18 Actual: 3,756

FY19 Budgeted: 200,000

FY19 Projected: 5,000

FY20 Proposed: 200,000

FY20 Approved: 200,000

FY20 Adopted:

Budget Notes:

New connects that require a line extension will add value to system and need to be capitalized. As needed - no specific projects identified

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account 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

FY14 Actual: 2,809

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Should be part of the Capital project

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.55602	TRANSFER TO QLIFE MAUPIN

Account Definition:

Transfer of resources to Maupin Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 156,655

FY18 Actual:

FY19 Budgeted: 200,000

FY19 Projected:

FY20 Proposed: 30,000

FY20 Approved: 30,000

FY20 Adopted:

Budget Notes:

Up to \$30K is set as a "just in case" funding transfer. It is not anticipated to be needed.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.56001

DISTRIBUTION TO SPONSORS

Account Definition:

Distribution of resources to agency sponsors (Wasco County & The Dalles)

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No planned distribution in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

601.60.6000.57601 CONTINGENCY

Account Definition:

Funds budgeted for unplanned costs that arise

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 390,983

FY19 Projected:

FY20 Proposed: 390,983

FY20 Approved: 390,983

FY20 Adopted:

Budget Notes:

For FY20 unanticipated needs

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.58001

RESERVE FOR SYSTEM IMPROVEMENTS

Account Definition:

Funds budgeted for system improvements not expected to be expended in the current FY

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 224,666

FY19 Projected:

FY20 Proposed: 675,125

FY20 Approved: 675,125

FY20 Adopted:

Budget Notes:

Board Priority #9: Create a reserve for future expansion, modernization or replacement of systems; This is a specific "contingency" type fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.58002

RESERVE FOR EXPANSION

Account Definition:

Funds budgeted for system expansion not expected to be expended in the current FY

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No planned reserve in FY18

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.59000

UNAPPROPRIATED

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

There is no unappropriated fund balance in the Capital fund.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.400.000

BEGINNING FUND BALANCE

Account Definition:

Resouces carried over from the prior fiscal period

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 13,620

FY18 Actual: 139,176

FY19 Budgeted: 128,434

FY19 Projected: 117,048

FY20 Proposed: 17,110

FY20 Approved: 17,110

FY20 Adopted:

Budget Notes:

Projected Beginning Balance FY20 - assuming project completes in April 2019 with fully expending budget

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.412.674 STATE GRANT

Account Definition:

Grants and legislative appropriations

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 80,427

FY18 Actual: 186,227

FY19 Budgeted: 190,000

FY19 Projected: 494,069

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No state grants are expected in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.412.700

PRIVATE SECTOR GRANTS

Account Definition:

Grants from the private sector

FY14 Actual:

FY15 Actual:

FY16 Actual: 87,880

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No private sector grants are expected in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.306

CITY OF MAUPIN FLOW THROUGH GRANTS 1&2

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 546,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No grant funds inf FY20 planned

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.500

UTILITY SERVICE CHARGES

Account Definition:

Charges for service - not planned to be utilized at this point, see specific revenue lines below

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Base Utility Service Charges - Not used currently as specific lines created for Gorge.net and LSN

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account 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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed: 3,360

FY20 Approved: 3,360

FY20 Adopted:

Budget Notes:

Gorge.net projected revenue updated as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.506

CITY OF MAUPIN - LSN RECEIPTS

Account Definition:

Revenues due from LSN

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed: 4,000

FY20 Approved: 4,000

FY20 Adopted:

Budget Notes:

LSN projected revenue updated as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.417.104	INTEREST EARNED

Account Definition:

Interest on bank accounts

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 25

FY18 Actual: 2,188

FY19 Budgeted:

FY19 Projected: 1,475

FY20 Proposed: 60

FY20 Approved: 60

FY20 Adopted:

Budget Notes:

Planned lower cash balance means significantly less interest

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.421.241 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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

In FY18 budgeted franchise fee here - moved to own line in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.450.600

TRANSFER FROM QLIFE OPERATING FUND

Account Definition:

Transfer of resources from the General Fund to the Maupin Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 200,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No transfers from the Operations Fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.450.601

TRANSFER FROM QLIFE CAPITAL FUND

Account Definition:

Transfer of resources from the Capital Fund to the Maupin Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 156,655

FY18 Actual:

FY19 Budgeted: 220,000

FY19 Projected:

FY20 Proposed: 30,000

FY20 Approved: 30,000

FY20 Adopted:

Budget Notes:

"Just in case" funding for a safety net from the Capital fund. Is not anticipated to be used.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.490.490	LOAN PROCEEDS

Account Definition:

Resouces received from a loan

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Not really loan to Qlife - State issued bonds and gave awards so no payback look to State Grant line

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52113

INSURANCE & BONDS

Account Definition:

Insurance costs for insuring the agency property

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 1,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Insurance and Bond costs should be recorded here. Due to the resource limits on the fund, this is not anticipated to be spent in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.52398	ADMINISTRATIVE COST

Account Definition:

Wasco County fee for administering the Qlife program

FY14 Actual:

FY15 Actual:

FY16 Actual: 26,678

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 14,160

FY19 Projected: 494

FY20 Proposed:

FY20 Approved:

FY20 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 2020 (FY20)

Account Number

Account Title

602.60.6000.52406

CONTR SRVCS - LEGAL COUNSEL CONTR

Account Definition:

Legal services

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 1,845

FY18 Actual: 648

FY19 Budgeted: 2,000

FY19 Projected: 2,500

FY20 Proposed: 2,500

FY20 Approved: 2,500

FY20 Adopted:

Budget Notes:

Legal Counsel contracted service

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52476

CONTRACTED SVSC - WIFI

Account Definition:

Maintain the WIFI service in Maupin

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 11,909

FY19 Budgeted: 1,000

FY19 Projected: 500

FY20 Proposed: 14,160

FY20 Approved: 14,160

FY20 Adopted:

Budget Notes:

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

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52477

CONTRACTED SVSC - ENGINEERING

Account Definition:

Engineering services not tied to a project

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 19,125

FY19 Budgeted:

FY19 Projected: 2,000

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No engineering budgeted as system maintenance is up to LSN

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52480

POLE CONNECTION FEES

Account Definition:

Cost paid to attach to poles

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 1,050

FY19 Projected:

FY20 Proposed: 1,050

FY20 Approved: 1,050

FY20 Adopted:

Budget Notes:

Expected costs for connections to poles

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52651

EQUIPMENT - REPAIR & MAINTENANCE

Account Definition:

Noncapital equipment repair & maintenance

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52882

UTILITIES - ELECTRICITY

Account Definition:

Electricity bill

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52883

UTILITIES - NATURAL GAS

Account Definition:

Natural Gas bill

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.53101 BUILDINGS

Account Definition:

Capital outlay for structures

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.53301	EQUIPMENT - CAPITAL

Account Definition:

Capital outlay for equipment

FY14 Actual:

FY15 Actual:

FY16 Actual: 17,097

FY17 Actual:

FY18 Actual: 3,148

FY19 Budgeted:

FY19 Projected: 4,148

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.53313	PRIMARY SYSTEM

Account Definition:

Capital outlay for the Primary sytem to extend/expand

FY14 Actual:

FY15 Actual:

FY16 Actual: 30,486

FY17 Actual: 109,707

FY18 Actual: 175,281

FY19 Budgeted: 600,000

FY19 Projected: 557,143

FY20 Proposed: 1,000

FY20 Approved: 1,000

FY20 Adopted:

Budget Notes:

Minimal amount - for work on the Primary system

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.53314

SECONDARY LINE EXTENSION

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 433

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

All project should be Primary system as all is included there

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.53315

POLE MAKE READY

Account Definition:

Cost to make poles ready - should actually be part of the project

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.54278

CONTRACTED SVSC - CUSTOMER CONNECTIONS

Account Definition:

Contracted services to create customer connections

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.55601

TRANSFER TO QLIFE CAPITAL

Account Definition:

Transfer of resouces to Capital Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 10,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Will need to repay the funds transferred in from the Capital fund. It will not be starting in FY20 - wait for fund to generating revenue

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.57602	CONTINGENCY

Account Definition:

Funds budgeted for unplanned costs that arise

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 377,664

FY19 Projected:

FY20 Proposed: 7,500

FY20 Approved: 7,500

FY20 Adopted:

Budget Notes:

Base Contingency for unanticipated costs

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.58004	RESERVE FOR WIFI

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 59,160

FY19 Projected:

FY20 Proposed: 28,320

FY20 Approved: 28,320

FY20 Adopted:

Budget Notes:

Two years of support for the WIFI service based on the 3 year grant requirement - 1 year is budgeted in the expenses

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.59000

UNAPPROPRIATED

Account Definition:

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

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Funds set aside for use in future fiscal periods

Fund	Department/Classification	Budget Revenue/ Resources	Budget Expense/ Requirements
GENERAL (OPERATIONS)	OPERATIONS	764,260	335,890
	TRANSFERS	-	327,020
	CONTINGENCY	-	50,000
	UNAPROPRIATED	-	51,350
TOTAL GENERAL		764,260	764,260
CAPITAL	OPERATIONS	1,709,372	940,284
	TRANSFERS	327,020	30,000
	CONTINGENCY	-	1,066,108
	UNAPPROPRIATED	-	-
TOTAL CAPITAL		2,036,392	2,036,392
MAUPIN	OPERATIONS	24,530	18,710
	TRANSFERS	30,000	-
	CONTINGENCY	-	7,500
	UNAPPROPRIATED	-	28,320
TOTAL MAUPIN		54,530	54,530
Total Appropriation		2,855,182	2,855,182
Unappropriated - for us in Future fiscal periods		-	79,670
Appropriated For FY20 Use		2,855,182	2,775,512



QualityLife Intergovernmental Agency

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as
"Qlife Network"

RESOLUTION NO. 19-005

A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2019-2020, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.

WHEREAS, the City of The Dalles and Wasco County have approved the Agency's Budget for Fiscal Year 2019-2020;

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 2019-2020 Qlife budget for the amounts and purposes shown in the attached detail for the Fiscal Year beginning July 1st, 2019 as follows: the total appropriated amount for use in Fiscal Year 2019-2020 is \$2,775,512; the total amount reserved for future expenditure is \$79,670 for a total budget of \$2,855,182.

Section 2. Making Appropriations. The amounts for the Fiscal Year beginning on July 1st, 2019 are detailed in the attached document.

Section 3. Effective Date. This Resolution shall be effective as of 12:01 AM, July 1st, 2019.

The above Resolution Statements were approved and declared adopted on this 27th day of June, 2019.

Voting Yes, Board Members: _____

Voting No, Board Members: _____

Absent, Board Members: _____

Abstaining, Board Members: _____

ATTEST

QLIFE BOARD



Discussion Items

- [Aristo Technical Management Report](#)
- [September Board Meeting Dates](#)
 - [September 19 or October 3](#)

Aristo Networks LLC
Technical Management Report
By
John Amery
06/26/2019

Items of Discussion:

- Damaged QLIFE fiber in the region around E. 15th and Jefferson.
 - Working on vegetation control plan
- Failing Fiber project (SW section previously referred to as St. Marys)
 - Working on final splicing.
- Efforts are currently being made to improve OSPInsight quality of documentation. - ongoing
- Electronics
 - After moving one customer connection off QLIFE electronics we have not experienced any additional issues.



Port Build/Chenoweth Expansion Updates

- [Prevailing Wage Reports](#)
- [Professional Underground Change Order #3](#)
- [AAR Quote](#)

AMENDED PAYROLL FORM

(based upon BOLI WH-38 with Payroll Number, Column 2a, & Columns 8a-8d added to address federal Davis-Bacon Act requirements)

PAYROLL/CERTIFIED STATEMENT FORM FOR USE IN COMPLYING WITH ORS 279C.845* AND FEDERAL LABOR STANDARDS PROVISIONS

PRIME CONTRACTOR [] SUBCONTRACTOR [X] PAYROLL NO. 1

Business Name (DBA): Professional Underground Services Phone: CCB Registration Number: 156231
Project Name: Q Life Chenoweth Expansion Project Type of Work: Utility
Street Address: 90185 Zumwalt Street Eugene, OR 97402 Project Location: The Dalles
Mailing Address: PO Box 2641 Eugene, OR 97402 Project County: Wasco

Date Pay Period Began: 05/19/19 Date Pay Period Ended: 05/25/19
THIS SECTION FOR PRIME CONTRACTORS ONLY THIS SECTION FOR SUBCONTRACTORS ONLY

Public Contracting Agency Name: Subcontract \$99,699.00
Phone: Prime Contractor Business Name Q-Life Network
Date Contract Specifications First Advertised for Bid: Prime Contractor Phone: 541-506-2550
Contract Amount: Prime Contractor's CCB Registration Number:
Date You Began Work on the 5/20/2019

Table with 11 main columns: (1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE; (2) TRADE CLASSIFICATION; (2a) # OF EXEMPTIONS; (3) DAY AND DATE (SU-SA); (4) TOTAL HOURS; (5) BASE HOURLY RATE OF PAY; (6) HOURLY FRINGE BENEFIT AMOUNTS PAID AS WAGES TO EMPLOYEE; (7) GROSS AMOUNT EARNED; (8) FICA; (8a) FEDERAL WITHHOLDING TAX; (8b) STATE WITHHOLDING TAX; (8c) OTHER TAX; (8d) OTHER; (9) NET WAGES PAID FOR WEEK; (10) HOURLY FRINGE BENEFITS PAID TO BENEFIT PARTY, PLAN, FUND, OR PROGRAM; (11) NAME OF BENEFIT PARTY, PLAN, FUND, OR PROGRAM.

* Although this form has not been officially approved by the US. Department of Labor, it is designed to meet the requirements of both the state PWR law and the federal Davis-Bacon Act.
** Social Security Number is required only for Davis-Bacon projects. (Last four numbers ONLY)

CERTIFIED STATEMENT

Date: 5/30/2019
 I, Amanda Pfleger, Administrative Assistant
 (NAME OF SIGNATORY PARTY) (TITLE)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by:
Professional Underground Services Inc. on the
 (CONTRACTOR, SUBCONTRACTOR OR SURETY)
Q Life Chenoweth Expansion; that during the payroll period commencing
 (BUILDING OR WORK)
 on the 19th day of May, 2019 and ending the 25th day of
 (MONTH) (YEAR)

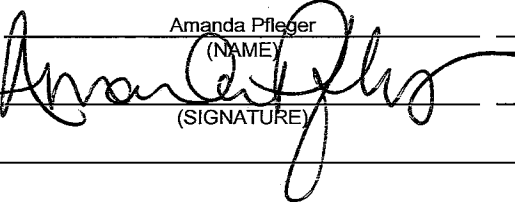
May, 2019 all persons employed on said project have been paid the
 (MONTH) (YEAR)
 full weekly wages earned, that no rebates have been or will be made either directly or indirectly
 to or on behalf of said Professional Underground Services from the
 (CONTRACTOR, SUBCONTRACTOR OR SURETY)

full weekly wages earned by any person, and that no deductions have been made either directly
 or indirectly from the full wages earned by any person, other than permissible deductions as
 specified in ORS 652.610, and as defined in Regulations, Part 3 (29 CRF Subtitle A), issued by
 the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat.
 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:
Regence Blue Shield Blue Cross of Oregon

(2) That any payrolls otherwise under this contract required to be submitted for the above period
 are correct and complete; that the wage rates for workers contained therein are not less than the
 applicable wage rates contained in any wage determination incorporated into the contract; that
 the classifications set forth therein for each worker conform with work performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
 apprenticeship program registered with a state apprenticeship agency recognized by the Bureau
 of Apprenticeship and Training, United States Department of Labor, or if no such recognized
 agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United
 States Department of Labor.

I HAVE READ THIS CERTIFIED STATEMENT; KNOW THE CONTENTS THEREOF AND IT IS
 TRUE TO MY KNOWLEDGE.

Amanda Pfleger Administrative Assistant
 (NAME) (TITLE)
 (SIGNATURE)
05/30/19
 (DATE)

In addition to completing (1) - (3), if your project is subject to the federal Davis-
 Bacon Act requirements, complete the following section as well:

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer or mechanic listed
 in the above referenced payroll, payments of fringe benefits as listed in the
 contract have been or will be made to appropriate programs for the benefit of
 such employees, except as noted in Section 4(c) below.

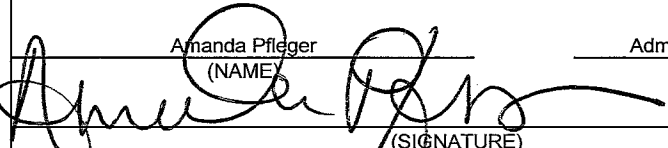
(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid,
 as indicated on the payroll, an amount not less than the sum of the applicable
 basic hourly wage rate plus the amount of the required fringe benefits as listed in
 the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

Amanda Pfleger Administrative Assistant
 (NAME) (TITLE)
 (SIGNATURE)

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT
 THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE
 SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES
 CODE.

FILE THIS FORM WITH THE CONTRACTING AGENCY
NOTE TO CONTRACTORS: YOU MUST ATTACH COPIES OF THIS FORM TO EACH OF YOUR PAYROLL SUBMISSIONS ON THIS PROJECT.
INSTRUCTIONS AND ADDITIONAL FORMS ARE AVAILABLE ON OUR WEBSITE: WWW.OREGON.GOV/BOLI.

AMENDED PAYROLL FORM

(based upon BOLI WH-38 with Payroll Number, Column 2a, & Columns 8a-8d added to address federal Davis-Bacon Act requirements)

PAYROLL/CERTIFIED STATEMENT FORM
FOR USE IN COMPLYING WITH ORS 279C.845*
AND FEDERAL LABOR STANDARDS PROVISIONS

PRIME CONTRACTOR SUBCONTRACTOR PAYROLL NO. 2

Business Name (DBA): Professional Underground Services Phone: CCB Registration Number: 156231

Project Name: Q Life Chenoweth Expansion Project Type of Work: Utility

Street Address: 90185 Zumwalt Street Eugene, OR 97402 Project Location: The Dalles

Mailing Address: PO Box 2641 Eugene, OR 97402 Project County: Wasco

Date Pay Period Began: 05/26/19 Date Pay Period Ended: 06/01/19

THIS SECTION FOR PRIME CONTRACTORS ONLY

THIS SECTION FOR SUBCONTRACTORS ONLY

Public Contracting Agency Name: Subcontract \$99,699.00
Phone: Prime Contractor Business Name Q-Life Network
Date Contract Specifications First Advertised for Bid: Prime Contractor Phone: 541-506-2550
Contract Amount: Prime Contractor's CCB Registration Number:
Date You Began Work on the 5/20/2019

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE**	(2) TRADE CLASSIFICATION (INCLUDE GROUP # & APPRENTICESHIP STEP IF APPLICABLE)	(2a) # OF EXEMPTIONS	(3) DAY AND DATE							(4) TOTAL HOURS	(5) BASE HOURLY RATE OF PAY	(6) HOURLY FRINGE BENEFIT AMOUNTS PAID AS WAGES TO EMPLOYEE	(7) GROSS AMOUNT EARNED	(8) FICA	(8a) FEDERAL WITHHOLDING TAX	(8b) STATE WITHHOLDING TAX	(8c) OTHER TAX	(8d) OTHER	(9) NET WAGES PAID FOR WEEK	(10) HOURLY FRINGE BENEFITS PAID TO BENEFIT PARTY, PLAN, FUND, OR PROGRAM	(11) NAME OF BENEFIT PARTY, PLAN, FUND, OR PROGRAM
			SU	M	T	W	TH	F	SA												
			26	27	28	29	30	31	1												
Clayton White 3780 Concord St. Eugene, OR 97402	Laborer Group 2		OT			2.00	2.00			4.00	46.22	13.82	1,400.54	95.51	233.03	118.72	22.34	46.83	1,024.11		
			ST		5.00	8.00	8.00	5.00			26.00										30.81
xxx-xx-5461 Joshua Higdon 37240 Row River Rd. Dorena, OR 97434	Laborer Group 2		OT		0.50	2.00	2.00			4.50	46.22	13.82	1,385.94	97.09	134.13	104.98	22.71	78.88	1,128.15		
			ST		3.50	8.00	8.00	5.50			25.00										30.81
xxx-xx-7385	Laborer Group 2		OT								46.22	13.82									
			ST																		30.81
	Laborer Group 2		OT								46.22	13.82									
			ST																		30.81
Andrew Sayles 94115 Horton Rd Blachly, OR 97412	Power Equipment Operator Group 4		OT		1.50	2.00	2.00			5.50	58.51	14.60	1,715.56	118.14	294.66	150.17	27.63	57.72	1,257.24		
			ST		3.50	8.00	8.00	5.00			24.50										39.01
xxx-xx-2748 Lorenzo Parker 755 Audel Ave Eugene, OR 97404	Power Equipment Operator Group 4		OT		1.00	2.00	2.00			5.00	58.51	14.60	1,732.81	118.58	182.11	132.65	27.73	134.52	1,317.02		
			ST		4.00	8.00	8.00	5.50			25.50										39.01
xxx-xx-7752																					

* Although this form has not been officially approved by the US. Department of Labor, it is designed to meet the requirements of both the state PWR law and the federal Davis-Bacon Act.

** Social Security Number is required only for Davis-Bacon projects. (Last four numbers ONLY)

CERTIFIED STATEMENT

Date: 6/6/2019
 I, Amanda Pfleger, Administrative Assistant
 (NAME OF SIGNATORY PARTY) (TITLE)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by:
Professional Underground Services Inc. on the
 (CONTRACTOR, SUBCONTRACTOR OR SURETY)
Q Life Chenoweth Expansion; that during the payroll period commencing
 (BUILDING OR WORK)
 on the 26th day of May, 2019 and ending the 1st day of
 (MONTH) (YEAR)
June, 2019 all persons employed on said project have been paid the
 (MONTH) (YEAR)

full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Professional Underground Services from the
 (CONTRACTOR, SUBCONTRACTOR OR SURETY)

full weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as specified in ORS 652.610, and as defined in Regulations, Part 3 (29 CRF Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:
Regence Blue Shield Blue Cross of Oregon

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for workers contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each worker conform with work performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a state apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a state, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

I HAVE READ THIS CERTIFIED STATEMENT; KNOW THE CONTENTS THEREOF AND IT IS TRUE TO MY KNOWLEDGE.

Amanda Pfleger Administrative Assistant
 (NAME) (TITLE)
 (SIGNATURE)
06/06/19
 (DATE)

In addition to completing (1) - (3), if your project is subject to the federal Davis-Bacon Act requirements, complete the following section as well:

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.


(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

Amanda Pfleger Administrative Assistant
 (NAME) (TITLE)
 (SIGNATURE)

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

FILE THIS FORM WITH THE CONTRACTING AGENCY
NOTE TO CONTRACTORS: YOU MUST ATTACH COPIES OF THIS FORM TO EACH OF YOUR PAYROLL SUBMISSIONS ON THIS PROJECT.
INSTRUCTIONS AND ADDITIONAL FORMS ARE AVAILABLE ON OUR WEBSITE: WWW.OREGON.GOV/BOLI.

PROFESSIONAL UNDERGROUND SERVICES, INC. CCB#156231

PO Box 2641
Eugene, OR 97402

Office (541)343-2238
Fax (541)343-2843



06/03/19

Q Life Networks
511 Washington St.
The Dalles Oregon,97058

Attn: Tyler Stone

Mr. Stone,

I received a call from Dan McNealy this afternoon asking if would supply you with a price to lower the existing 2" Steel pipe in place and add a single 4" duct loaded with 3 each 1.25" HDPE. Depth of conduit would be dependent on rock, but we would be trying to get 24"-36" of cover, we would dig a ditch and side cast the spoils to be placed back in the ditch once the conduits are laid.

Our Price for this work is \$4,232.00

I understand that there will probably be an archaeologist looking at the spoils pile when we are digging, I have 8 hours on site plus Mob from Eugene Oregon to complete this project so if we are delayed due to the Archaeologists activities I will need to go to a crew rate of \$182.00 Per hour for men and equipment on prevailing wage rates. If rock is encountered and you need us to hammer it to achieve more depth, we will do that at \$18.00 Per foot.

Thank You

Barry Primley – 360-702-7994

Fwd: Q-Life Chenoweth Expansion - Port Build // River Rd and River Trail Way in The Dalles



Randy Reeve <rreeve@reevesherwood.com>

5/12/2019 10:58 PM

To: Dan McNeely

Here is the archy quote

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Aimee Finley <aimee@aar-crm.com>

Date: 5/10/19 1:13 PM (GMT-08:00)

To: Randy Reeve <rreeve@reevesherwood.com>

Cc: Bill Roulette <bill@aar-crm.com>

Subject: RE: Q-Life Chenoweth Expansion - Port Build // River Rd and River Trail Way in The Dalles

Randy,

As we've been discussing yesterday and today, there will be a small (70-foot-long) reroute of the Q-Life fiber optic cable in The Dalles. The new section will pass through part of site 35WS352, instead of on a built up road prism as originally designed. To address the cultural resource needs of the project, AAR will conduct the following tasks:

- Preparing a SHPO permit application: \$2,000.00 (this will take in the ballpark of 45 days)
- Preparing a letter report addendum describing the project changes and CR recommendations: \$1,850.00
- Archaeological monitoring (daily rate): \$1,000 per 10 hour day (prorated for shorter or extended days)

We are available to start on the permit application and report addendum next week, so that they can be moving through the review process concurrently. I can prepare a more formal cost proposal for you if one is needed, but these are the costs that will be included. It is possible that additional work may be required by the various tribes or others who will review our permit application. We can provide costs for any additional work requirements should they arise.

Let me know if you need a formal proposal and I can get you one next week.

Aimee

From: Randy Reeve [mailto:rreeve@reevesherwood.com]

Sent: Thursday, May 9, 2019 2:44 PM

To: Aimee Finley; Bill Roulette

Subject: Fwd: Q-Life Chenoweth Expansion - Port Build // River Rd and River Trail Way in The Dalles

Aimee,

Thanks for talking to me about this.

Let me know if this work will be a problem and if you need to do anything like monitor during construction. I think this is in or near the parking lot that the port ? created for the river walk. But im not on my computer so i can't google earth it.



Lone Pine Updates



St. Mary's Backbone Updates



Maupin Updates



Executive Session
