



AGENDA
QLife Regular Board Meeting

Thursday, July 27, 2017

12:00 pm

Wasco County Courthouse, 511 Washington Street, The Dalles Oregon
Deschutes Room – B08

12:00 Call to Order

12:00 Approval of Agenda

12:05 [Consent Agenda](#) (*items of a routine nature: minutes, documents, items previously discussed*)

- [June 22, 2017 Minutes](#)
- [Financial Documents](#) – Mike Middleton and Angie Wilson
- [Technical Management Report](#) – John Amery
- [Administrative Report](#) – Tyler Stone
- [NESC Compliance Report](#) - Commstructure
- [Scholarship Renewal](#) – Tawny Cramer
- [Oregon Telecommunications Conference Sponsorship](#) – Tawny Cramer

12:10 [Discussion Items](#)

- [Proposed Financial Process Changes](#) – Mike Middleton
- [Work Order #15 – Amendment No. 2](#) – Commstructure

12:35 [Maupin Project Update](#) – Erik Orton and Dan McNeely

12:50 [Executive Session: \(2\)\(g\) Competitive trade or commerce negotiations and \(2\)\(m\)\(E\) Discuss information regarding security of telecom systems and data transmission.](#)

- [Contract 2017-01 Maupin Expansion FTTx Bid Review](#) – Commstructure
- [Contract 2017-02 Maintenance and Line Extension](#) – Tyler Stone and John Amery
- [Pricing Structure Discussion and Suggestions](#) – Joseph Franell
- [Customer Outage Report](#) – John Amery

Old/New Business

Next Meeting Dates: Regular Board Meeting – August 24, 2017 at 12:00 pm

Adjourn

**Agenda subject to change*

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



Consent Agenda July 27, 2017

- [June 22, 2017 Minutes](#)
- [Financial Documents](#)
- [Technical Management Report](#)
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TO: QLife Board
 Tyler Stone, QLife Administrator
 FR: Angie Wilson, Finance Director
 RE: Financial Report for QLIFE – June 2017

BANKING:

QLife monies are deposited into a separate bank checking account. QLife also has a Local Government Investment Pool (LGIP) account where excess funds are maintained in order to earn some interest.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

100% of the year has passed. Total Cash available is \$1,275,403.34

Each fund exceptions narrative has four possible paragraphs; 1 - is the beginning balance, 2 - is new revenues, 3 - is expenditures and 4 - if present, is budget changes.

OPERATIONS (600):

BUDGET COMPARISONS

| | July 1, 2016 to June 30, 2017 | | | |
|--------------------------------|-------------------------------|------------|------------|-------------|
| | Budget | Actual | Percentage | |
| Beginning Balance | \$ 152,496 | \$ 157,296 | 103.2% | * see below |
| Revenues | \$ 731,180 | \$ 615,491 | 87.5% | |
| Expenditures | \$ 478,285 | \$ 220,942 | 78.4% | |
| Transfers to Capital/Debt Fund | \$ 405,391 | \$ 405,391 | 100% | |
| Revenues Less Expenses | \$ 0 | \$ 146,454 | | |

Cash at Month End \$ 115,247.29

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited. The Beginning Balance is \$4,800 more than budgeted.*
- 2) Revenues:
 - a) At 92% of the year, we have received 87.3% of the budgeted charges for services revenue.
- 3) Expenditures:
- 4) Budget Changes: Budget changes have been made to reflect current Expenditures and transfers to Capital/Debt Fund. These adjustment were made by resolution no. 17-001

| | |
|---------------------------|--------------------------|
| From Contingency | \$ 28,400 to 00 |
| From Interfund Transfers | \$ 433,491 to \$ 405,391 |
| To Materials and Services | \$ 289,785 to \$ 346,285 |

CAPITAL (601):

BUDGET COMPARISONS

| | July 1, 2016 to June 30, 2017 | | | |
|------------------------------|-------------------------------|---------------|-------------------|-------------|
| | Budget | Actual | Percentage | |
| Beginning Balance | \$ 861,965 | \$ 870,111 | 101.0% | * see below |
| Transfers In | \$ 405,391 | \$ 405,391 | 100% | |
| Revenues | \$ 30,000 | \$ 5,725 | 17% | |
| M&S / Capital Outlay / Other | \$ 1,297,356 | \$ 261,383 | 20.2% | |
| Debt Expenditures | \$ 00 | \$ 0 | 0.0% | |
| Revenues Less Expenses | \$ 0 | \$ 1,019,844 | | |
| Cash at Month End | \$ 1,014,766.22 | | | |

Exceptions:

- 1) **Beginning Balance:** * *The Beginning Balance figures used here have been audited.*
Beginning Balance is \$8,145.84 more than budgeted.
- 2) **Revenues:** .
- 3) **Expenditures:** Maintenance and Supplies is 16.9 to budget
- 4) **Budget Changes:** Proposed budget changes have been made
Interfund Transfer Revenue from \$433,491 to \$405,391
Distribution to Sponsors from \$159,456 to \$106,356
Material and Services from \$ 23,000 to \$ 48,000
- 5) **Budget Change:** Budget Committee meeting on April 28th, 2016 to approve the FY16/17 budget. States that we are to put in budget to transfer from Capitol fund to Maupin Fund, in the amount of 156,655.00. This was done in June 2017, by the direction of Tyler Stone.

MAUPIN (602):

BUDGET COMPARISONS

| | July 1, 2016 to June 30, 2017 | | | |
|------------------------|-------------------------------|---------------|-------------------|-------------|
| | Budget | Actual | Percentage | |
| Beginning Balance | \$ 199,135 | \$ 13,620 | 6.8% | * see below |
| Revenues | \$ 255,345 | \$ 80,453 | 33.3% | |
| Transfers In | \$ 156,655 | \$ 156,655 | 100.0% | |
| Expenditures | \$ 572,865 | \$ 105,338 | 18.4% | |
| Revenues Less Expenses | \$ 0 | \$ 149,189 | | |
| Cash at Month End | \$ 145,389.83 | | | |

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.* The Beginning Balance is \$165,515.07 less than budgeted. This was due to grant funds not being received as anticipated in FY15/16.
- 2) Revenues: Three (3) drawdowns have been submitted and approved for the Maupin Grant. Maupin received the drawdowns and has repaid QLife in the amount of \$45,662.00.
- 3) Expenditures: The Legal Services line item has been over-expended by \$1,845.00.
- 4) Budget Changes: Budget Committee meeting on April 28th, 2016 to approve the FY16/17 budget. States that we are to put in budget to transfer from Capitol fund to Maupin Fund, in the amount of 156,655.00. This was done in June 2017, by the direction of Tyler Stone.

CITY OF THE DALLES
COMBINED CASH INVESTMENT
JUNE 30, 2017

COMBINED CASH ACCOUNTS

CASH ALLOCATION RECONCILIATION

| | |
|--|--------------|
| 600 ALLOCATION TO QUALITYLIFE AGENCY F | 115,247.29 |
| 601 ALLOCATION TO QLIFE CAPITAL FUND | 1,014,766.22 |
| 602 ALLOCATION TO MAUPIN FUND | 145,389.83 |
| | _____ |
| TOTAL ALLOCATIONS TO OTHER FUNDS | 1,275,403.34 |
| | _____ |
| ZERO PROOF IF ALLOCATIONS BALANCE | 1,275,403.34 |
| | _____ |

CITY OF THE DALLES
BALANCE SHEET
JUNE 30, 2017

QUALITYLIFE AGENCY FUND

ASSETS

| | | |
|--------------------|---------------------------|---------------|
| 600-0000-101.00-00 | CASH AND INVESTMENTS | 115,247.29 |
| 600-0000-115.00-00 | ACCOUNTS RECEIVABLE | 31,187.47 |
| 600-0000-115.20-00 | ACCRUED ACCOUNTS RECBL | .00 |
| 600-0000-115.90-00 | ALLOWANCE-DOUBTFUL ACCTS | .00 |
| 600-0000-126.00-00 | INTERGOVT RECEIVABLE | .00 |
| 600-0000-126.90-00 | DEFERRED CREDIT /LSN | .00 |
| 600-0000-141.00-00 | INVENTORIES-MAT'L/SUPPLY | .00 |
| 600-0000-161.00-00 | LAND | .00 |
| 600-0000-162.00-00 | BUILDINGS | .00 |
| 600-0000-163.00-00 | IMPRVMTS OTHER THAN BLDGS | 2,063,876.40 |
| 600-0000-163.50-00 | SOFTWARE LICENSES | 7,011.35 |
| 600-0000-164.10-00 | FURNITURE & FIXTURES | .00 |
| 600-0000-164.20-00 | OFFICE EQUIPMENT | .00 |
| 600-0000-164.40-00 | VEHICLES | .00 |
| 600-0000-164.90-00 | OTHER EQUIPMENT | .00 |
| 600-0000-165.00-00 | PLANT IN SERVICE | .00 |
| 600-0000-166.00-00 | WORK IN PROGRESS | 75,173.75 |
| 600-0000-169.00-00 | ACCUMULATED DEPRECIATION | (670,833.16) |
| 600-0000-175.00-00 | NOTES RECIEVABLE | .00 |
| | | 1,621,663.10 |

LIABILITIES AND EQUITY

LIABILITIES

| | | |
|--------------------|---------------------------|---------------|
| 600-0000-201.00-00 | VOUCHERS PAYABLE | .00 |
| 600-0000-201.10-00 | ACCOUNTS PAYABLE (MAJE) | .00 |
| 600-0000-203.00-00 | AR SYSTEM/OVERPYMT/CREDIT | .00 |
| 600-0000-205.00-00 | NOTES PAYABLE | .00 |
| 600-0000-206.00-00 | RETAINAGE PAYABLE | .00 |
| 600-0000-207.00-00 | INTERGOVT PAYABLE | .00 |
| 600-0000-208.00-00 | DUE TO OTHER FUNDS | .00 |
| 600-0000-209.00-00 | ACCRUED INTEREST PAYABLE | .00 |
| 600-0000-210.00-00 | LONG TERM DEBT | .00 |
| 600-0000-220.00-00 | OFFSET BEGINNING BALANCE | (157,296.43) |
| 600-0000-226.00-00 | CAPITAL LEASES | .00 |
| 600-0000-229.00-00 | CUSTOMER DEPOSITS | .00 |
| 600-0000-242.00-00 | ENCUMBRANCES | .00 |
| 600-0000-243.00-00 | RESERVE ACCOUNTS | .00 |
| 600-0000-243.01-00 | RESERVE FOR ENCUMBRANCES | .00 |
| | | (157,296.43) |

FUND EQUITY

| | | |
|--------------------|---------------------------|--------------|
| 600-0000-253.00-00 | FUND BALANCE-UNRESERVED | .00 |
| 600-0000-261.00-00 | CONTRIB CAPITAL-GOVT | .00 |
| 600-0000-264.00-00 | CONTRIB CAPITAL-INTERGOVT | .00 |
| 600-0000-265.00-00 | GAAP TRANSACTIONS | .00 |
| 600-0000-279.00-00 | RETAINED EARNINGS | 1,689,858.56 |
| 600-0000-279.99-00 | EQUITY TRANSFER | (57,151.11) |

CITY OF THE DALLES
BALANCE SHEET
JUNE 30, 2017

QUALITYLIFE AGENCY FUND

| | | |
|---------------------------------|-------------------|----------------------------|
| FUND BALANCE: | | |
| REVENUE OVER EXPENDITURES - YTD | <u>146,454.08</u> | |
| BALANCE - CURRENT DATE | | <u>146,454.08</u> |
| TOTAL FUND EQUITY | | <u>1,778,959.53</u> |
| TOTAL LIABILITIES AND EQUITY | | <u><u>1,621,663.10</u></u> |

CITY OF THE DALLES
BALANCE SHEET
JUNE 30, 2017

QLIFE CAPITAL FUND

ASSETS

| | | | |
|--------------------|------------------------|--------------|---------------------|
| 601-0000-101.00-00 | CASH AND INVESTMENTS | 1,014,766.22 | |
| 601-0000-115.00-00 | ACCOUNTS RECEIVABLE | 5,100.00 | |
| 601-0000-115.20-00 | ACCRUED ACCOUNTS RECBL | .00 | |
| 601-0000-130.00-00 | DUE FROM OTHER FUNDS | .00 | |
| | TOTAL ASSETS | | <u>1,019,866.22</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|--------------------|---------------------------|---------------|---------------|
| 601-0000-201.00-00 | VOUCHERS PAYABLE | .00 | |
| 601-0000-201.10-00 | ACCOUNTS PAYABLE (MAJE) | .00 | |
| 601-0000-203.00-00 | AR SYSTEM/OVERPYMT/CREDIT | .00 | |
| 601-0000-205.00-00 | NOTES PAYABLE | .00 | |
| 601-0000-206.00-00 | RETAINAGE PAYABLE | .00 | |
| 601-0000-220.00-00 | OFFSET BEGINNING BALANCE | (870,110.84) | |
| 601-0000-242.00-00 | ENCUMBRANCES | .00 | |
| 601-0000-243.00-00 | RESERVE ACCOUNTS | .00 | |
| 601-0000-243.01-00 | RESERVE FOR ENCUMBRANCES | .00 | |
| | TOTAL LIABILITIES | | (870,110.84) |

FUND EQUITY

| | | | |
|--------------------|---------------------------------|---------------------|---------------------|
| 601-0000-253.00-00 | FUND BALANCE-UNRESERVED | 870,132.84 | |
| | FUND BALANCE: | | |
| | REVENUE OVER EXPENDITURES - YTD | <u>1,019,844.22</u> | |
| | BALANCE - CURRENT DATE | <u>1,019,844.22</u> | |
| | TOTAL FUND EQUITY | | <u>1,889,977.06</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>1,019,866.22</u> |

CITY OF THE DALLES
 BALANCE SHEET
 JUNE 30, 2017

MAUPIN FUND

ASSETS

| | | | |
|--------------------|------------------------|------------|-------------------|
| 602-0000-101.00-00 | CASH AND INVESTMENTS | 145,389.83 | |
| 602-0000-115.00-00 | ACCOUNTS RECEIVABLE | .00 | |
| 602-0000-115.20-00 | ACCRUED ACCOUNTS RECBL | .00 | |
| 602-0000-130.00-00 | DUE FROM OTHER FUNDS | .00 | |
| | TOTAL ASSETS | | <u>145,389.83</u> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|--------------------|---------------------------|--------------|--------------|
| 602-0000-201.00-00 | VOUCHERS PAYABLE | .00 | |
| 602-0000-201.10-00 | ACCOUNTS PAYABLE (MAJE) | .00 | |
| 602-0000-203.00-00 | AR SYSTEM/OVERPYMT/CREDIT | .00 | |
| 602-0000-205.00-00 | NOTES PAYABLE | .00 | |
| 602-0000-206.00-00 | RETAINAGE PAYABLE | .00 | |
| 602-0000-220.00-00 | OFFSET BEGINNING BALANCE | (13,619.93) | |
| 602-0000-242.00-00 | ENCUMBRANCES | .00 | |
| 602-0000-243.00-00 | RESERVE ACCOUNTS | .00 | |
| 602-0000-243.01-00 | RESERVE FOR ENCUMBRANCES | .00 | |
| | TOTAL LIABILITIES | | (13,619.93) |

FUND EQUITY

| | | | |
|--------------------|---------------------------------|-------------------|-------------------|
| 602-0000-253.00-00 | FUND BALANCE-UNRESERVED | 13,619.93 | |
| | FUND BALANCE: | | |
| | REVENUE OVER EXPENDITURES - YTD | <u>145,389.83</u> | |
| | BALANCE - CURRENT DATE | <u>145,389.83</u> | |
| | TOTAL FUND EQUITY | | <u>159,009.76</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>145,389.83</u> |

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

QUALITYLIFE AGENCY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|-----------------------------|----------------------------|------------|------------|------------|-------------------|
| <u>BEGINNING BALANCE</u> | | | | | |
| 600-0000-300.00-00 | BEGINNING BALANCE | .00 | 157,296.43 | 152,498.00 | (4,800.43) 103.2 |
| | TOTAL BEGINNING BALANCE | .00 | 157,296.43 | 152,498.00 | (4,800.43) 103.2 |
| <u>UTILITY SERVICES</u> | | | | | |
| 600-0000-344.10-00 | UTILITY SERVICE CHARGES | .00 | 601,430.00 | 676,380.00 | 74,950.00 88.9 |
| 600-0000-344.15-00 | LSN CREDITS | .00 | .00 | .00 | .00 .0 |
| 600-0000-344.20-00 | CONNECT CHARGES | .00 | 2,900.00 | 1,000.00 | (1,900.00) 290.0 |
| | TOTAL UTILITY SERVICES | .00 | 604,330.00 | 677,380.00 | 73,050.00 89.2 |
| <u>INTEREST REVENUES</u> | | | | | |
| 600-0000-361.00-00 | INTEREST REVENUES | 1,229.17 | 11,052.86 | 3,600.00 | (7,452.86) 307.0 |
| | TOTAL INTEREST REVENUES | 1,229.17 | 11,052.86 | 3,600.00 | (7,452.86) 307.0 |
| <u>OTHER MISC REVENUES</u> | | | | | |
| 600-0000-369.00-00 | OTHER MISC REVENUES | .00 | 108.00 | 200.00 | 92.00 54.0 |
| 600-0000-369.20-00 | E-RATE REIMBURSEMENT | .00 | .00 | 50,000.00 | 50,000.00 .0 |
| | TOTAL OTHER MISC REVENUES | .00 | 108.00 | 50,200.00 | 50,092.00 .2 |
| <u>SALE OF FIXED ASSETS</u> | | | | | |
| 600-0000-392.00-00 | SALE OF FIXED ASSETS | .00 | .00 | .00 | .00 .0 |
| | TOTAL SALE OF FIXED ASSETS | .00 | .00 | .00 | .00 .0 |
| | TOTAL FUND REVENUE | 1,229.17 | 772,787.29 | 883,676.00 | 110,888.71 87.5 |

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

QUALITYLIFE AGENCY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--|------------------|-------------------|-------------------|-------------------|-------------|
| <u>FINANCIAL OPERATIONS</u> | | | | | |
| 600-6000-000.31-10 ADMINISTRATIVE | .00 | 19,630.19 | 54,000.00 | 34,369.81 | 36.4 |
| 600-6000-000.31-11 FINANCIAL CONTRACT SERVICES | .00 | .00 | 7,200.00 | 7,200.00 | .0 |
| 600-6000-000.31-15 COUNTY | 3,360.00 | 4,950.00 | 5,000.00 | 50.00 | 99.0 |
| 600-6000-000.31-20 OUTSIDE PLANT MAINTENACE | 10,899.56 | 32,424.38 | 43,000.00 | 10,575.62 | 75.4 |
| 600-6000-000.31-90 OTHER SERVICES | 4,711.06 | 9,396.34 | 3,000.00 | (6,396.34) | 313.2 |
| 600-6000-000.32-10 AUDIT | .00 | 4,600.00 | 7,050.00 | 2,450.00 | 65.3 |
| 600-6000-000.32-20 LEGAL SERVICES | 1,836.00 | 6,846.00 | 9,000.00 | 2,154.00 | 76.1 |
| 600-6000-000.34-10 ENGINEERING SERVICES | 1,795.00 | 44,322.32 | 37,400.00 | (6,922.32) | 118.5 |
| 600-6000-000.34-30 NETWORK SYSTEM MANAGEMENT | .00 | 46,129.69 | 68,000.00 | 21,870.31 | 67.8 |
| 600-6000-000.34-50 SPECIAL STUDIES & REPORTS | .00 | .00 | 35,000.00 | 35,000.00 | .0 |
| 600-6000-000.41-40 ELECTRICITY | 106.07 | 618.60 | 900.00 | 281.40 | 68.7 |
| 600-6000-000.43-10 BUILDINGS AND GROUNDS | .00 | 315.00 | 1,600.00 | 1,285.00 | 19.7 |
| 600-6000-000.43-25 NETWORK EQUIPMENT | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 600-6000-000.43-87 UTILITIES LOCATES | .00 | .00 | .00 | .00 | .0 |
| 600-6000-000.44-10 OFFICE SPACE RENTAL | .00 | 5,814.00 | 7,752.00 | 1,938.00 | 75.0 |
| 600-6000-000.52-10 LIABILITY | .00 | 15,968.00 | 14,120.00 | (1,848.00) | 113.1 |
| 600-6000-000.52-30 PROPERTY | .00 | 4,344.00 | 6,218.00 | 1,874.00 | 69.9 |
| 600-6000-000.53-20 POSTAGE | 119.73 | 119.73 | 200.00 | 80.27 | 59.9 |
| 600-6000-000.53-30 TELEPHONE | 35.13 | 420.61 | 420.00 | (.61) | 100.2 |
| 600-6000-000.53-40 LEGAL NOTICES | 110.20 | 110.20 | 400.00 | 289.80 | 27.6 |
| 600-6000-000.54-00 ADVERTISING | 172.50 | 672.50 | 1,500.00 | 827.50 | 44.8 |
| 600-6000-000.57-10 PERMIT | .00 | .00 | 400.00 | 400.00 | .0 |
| 600-6000-000.58-10 TRAVEL, FOOD & LODGING | 48.85 | 517.71 | 2,000.00 | 1,482.29 | 25.9 |
| 600-6000-000.58-50 TRAINING AND CONFERENCES | .00 | 325.00 | 700.00 | 375.00 | 46.4 |
| 600-6000-000.58-70 MEMBERSHIPS/DUES/SUBSCRIP | .00 | 1,516.41 | 875.00 | (641.41) | 173.3 |
| 600-6000-000.80-10 OFFICE SUPPLIES | .00 | 127.58 | 100.00 | (27.58) | 127.6 |
| 600-6000-000.83-80 QLIFE SCHOLARSHIPS | .00 | 2,000.00 | 2,000.00 | .00 | 100.0 |
| 600-6000-000.83-90 ROBOTICS GRANTS | .00 | 2,000.00 | 2,000.00 | .00 | 100.0 |
| 600-6000-000.69-50 MISCELLANEOUS EXPENSES | 10.05 | 120.20 | 650.00 | 529.80 | 18.5 |
| 600-6000-000.69-60 POLE CONNECTION FEES | .00 | .00 | 10,500.00 | 10,500.00 | .0 |
| 600-6000-000.69-70 RIGHT OF WAY FEES | 1,613.55 | 16,349.85 | 20,300.00 | 3,950.15 | 80.5 |
| 600-6000-000.69-80 ASSETS <\$5000 | 771.25 | 1,303.90 | .00 | (1,303.90) | .0 |
| 600-6000-000.74-20 TELECOMMUNICATIONS EQUIP | .00 | .00 | 20,000.00 | 20,000.00 | .0 |
| TOTAL FINANCIAL OPERATIONS | 25,588.95 | 220,942.21 | 366,285.00 | 145,342.79 | 60.3 |
| <u>OTHER USES</u> | | | | | |
| 600-9500-000.81-90 TRANSFER TO QLIFE MAUPIN FUND | .00 | .00 | .00 | .00 | .0 |
| 600-9500-000.81-91 QLIFE CAPITAL FUND | .00 | 405,391.00 | 405,391.00 | .00 | 100.0 |
| 600-9500-000.83-10 ESD E-RATE | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 600-9500-000.88-00 CONTINGENCY | .00 | .00 | .00 | .00 | .0 |
| 600-9500-000.89-00 UNAPPROPRIATED ENDING BAL | .00 | .00 | 62,000.00 | 62,000.00 | .0 |
| TOTAL OTHER USES | .00 | 405,391.00 | 517,391.00 | 112,000.00 | 78.4 |

CITY OF THE DALLES
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2017

QUALITYLIFE AGENCY FUND

| | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEXPENDED</u> | <u>PCNT</u> |
|-------------------------------|----------------------|-------------------|---------------|-------------------|-------------|
| TOTAL FUND EXPENDITURES | 25,588.95 | 626,333.21 | 883,676.00 | 257,342.79 | 70.9 |
| NET REVENUE OVER EXPENDITURES | (24,359.78) | 146,454.08 | .00 | (146,454.08) | .0 |

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

QLIFE CAPITAL FUND

| | PERIOD-ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|--------------------------------|------------|------------|------------|-------------------|
| <u>BEGINNING BALANCE</u> | | | | | |
| 601-0000-300.00-00 | BEGINNING BALANCE | .00 | 870,110.84 | 861,965.00 | (8,145.84) 101.0 |
| | TOTAL BEGINNING BALANCE | .00 | 870,110.84 | 861,965.00 | (8,145.84) 101.0 |
| <u>FEDERAL REVENUES</u> | | | | | |
| 601-0000-331.90-00 | FEDERAL GRANTS-MISC | .00 | .00 | .00 | .00 .0 |
| | TOTAL FEDERAL REVENUES | .00 | .00 | .00 | .00 .0 |
| <u>UTILITY SERVICES</u> | | | | | |
| 601-0000-344.20-00 | CONNECT CHARGES | .00 | 5,100.00 | 30,000.00 | 24,900.00 17.0 |
| | TOTAL UTILITY SERVICES | .00 | 5,100.00 | 30,000.00 | 24,900.00 17.0 |
| <u>SOURCE 361</u> | | | | | |
| 601-0000-361.00-00 | INTEREST REVENUE | .00 | 625.36 | .00 | (625.36) .0 |
| | TOTAL SOURCE 361 | .00 | 625.36 | .00 | (625.36) .0 |
| <u>OTHER MISC REVENUES</u> | | | | | |
| 601-0000-369.00-00 | OTHER MISC REVENUES | .00 | .00 | .00 | .00 .0 |
| 601-0000-369.10-00 | ENTERPRISE ZONE PAYMENT | .00 | .00 | .00 | .00 .0 |
| | TOTAL OTHER MISC REVENUES | .00 | .00 | .00 | .00 .0 |
| <u>OPERATING TRANSFERS IN</u> | | | | | |
| 601-0000-391.40-00 | IF PMT FROM OTHER FUNDS | .00 | .00 | .00 | .00 .0 |
| 601-0000-391.90-01 | QLIFE OPERATING FUND | .00 | 405,391.00 | 405,391.00 | .00 100.0 |
| 601-0000-391.90-02 | QLIFE MAUPIN FUND | .00 | .00 | .00 | .00 .0 |
| | TOTAL OPERATING TRANSFERS IN | .00 | 405,391.00 | 405,391.00 | .00 100.0 |
| <u>PROCEEDS- LT LIABILITIES</u> | | | | | |
| 601-0000-393.10-00 | LOAN/BOND PROCEEDS | .00 | .00 | .00 | .00 .0 |
| | TOTAL PROCEEDS- LT LIABILITIES | .00 | .00 | .00 | .00 .0 |

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2017

QLIFE CAPITAL FUND

| | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>BUDGET</u> | <u>UNEXPENDED</u> | <u>PCNT</u> |
|--------------------|----------------------|-------------------|---------------|-------------------|-------------|
| TOTAL FUND REVENUE | .00 | 1,281,227.20 | 1,297,366.00 | 16,128.80 | 98.8 |

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

QLIFE CAPITAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--------------------------------------|----------------------|---------------------|---------------------|------------------------|-------------|
| <u>FINANCIAL OPERATIONS</u> | | | | | |
| 601-6000-000.34-10 | 970.00 | 10,096.42 | 31,000.00 | 20,903.58 | 32.6 |
| 601-6000-000.34-70 | .00 | .00 | 4,000.00 | 4,000.00 | .0 |
| 601-6000-000.43-86 | .00 | 11,343.59 | 13,000.00 | 1,656.41 | 87.3 |
| 601-6000-000.57-10 | .00 | .00 | .00 | .00 | .0 |
| 601-6000-000.72-20 | .00 | .00 | 232,000.00 | 232,000.00 | .0 |
| 601-6000-000.74-20 | .00 | 302.39 | .00 | (302.39) | .0 |
| 601-6000-000.76-10 | 10,724.91 | 81,911.45 | 196,000.00 | 114,088.55 | 41.8 |
| 601-6000-000.76-20 | .00 | 1,074.13 | 70,000.00 | 68,925.87 | 1.5 |
| 601-6000-000.76-30 | .00 | .00 | 5,000.00 | 5,000.00 | .0 |
| 601-6000-000.79-50 | .00 | .00 | .00 | .00 | .0 |
| 601-6000-000.79-51 | .00 | .00 | .00 | .00 | .0 |
| 601-6000-000.79-60 | .00 | .00 | .00 | .00 | .0 |
| 601-6000-000.79-90 | .00 | .00 | .00 | .00 | .0 |
| TOTAL FINANCIAL OPERATIONS | 11,694.91 | 104,727.98 | 551,000.00 | 446,272.02 | 19.0 |
| <u>OTHER USES</u> | | | | | |
| 601-9500-000.80-20 | .00 | .00 | 106,356.00 | 106,356.00 | .0 |
| 601-9500-000.81-90 | 156,655.00 | 156,655.00 | 156,655.00 | .00 | 100.0 |
| 601-9500-000.84-16 | .00 | .00 | 383,346.00 | 383,346.00 | .0 |
| 601-9500-000.84-20 | .00 | .00 | .00 | .00 | .0 |
| 601-9500-000.84-30 | .00 | .00 | .00 | .00 | .0 |
| 601-9500-000.88-00 | .00 | .00 | 100,000.00 | 100,000.00 | .0 |
| 601-9500-000.89-00 | .00 | .00 | .00 | .00 | .0 |
| TOTAL OTHER USES | 156,655.00 | 156,655.00 | 746,356.00 | 589,701.00 | 21.0 |
| TOTAL FUND EXPENDITURES | 168,349.91 | 261,382.98 | 1,297,356.00 | 1,035,973.02 | 20.2 |
| NET REVENUE OVER EXPENDITURES | (168,349.91) | 1,019,844.22 | .00 | (1,019,844.22) | .0 |

CITY OF THE DALLES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

MAUPIN FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT | |
|------------------------------|--------------------------------|------------|------------|------------|------------|-------|
| <u>BEGINNING BALANCE</u> | | | | | | |
| 602-0000-300.00-00 | BEGINNING BALANCE | .00 | 13,619.93 | 199,135.00 | 185,515.07 | 6.8 |
| | TOTAL BEGINNING BALANCE | .00 | 13,619.93 | 199,135.00 | 185,515.07 | 6.8 |
| <u>STATE GRANTS</u> | | | | | | |
| 602-0000-334.90-00 | STATE GRANTS, OTHER | 34,765.00 | 80,427.00 | 243,345.00 | 162,918.00 | 33.1 |
| | TOTAL STATE GRANTS | 34,765.00 | 80,427.00 | 243,345.00 | 162,918.00 | 33.1 |
| <u>PRIVATE SECTOR GRANTS</u> | | | | | | |
| 602-0000-336.10-00 | PRIVATE SECTOR GRANTS | .00 | .00 | .00 | .00 | .0 |
| | TOTAL PRIVATE SECTOR GRANTS | .00 | .00 | .00 | .00 | .0 |
| <u>UTILITY SERVICES</u> | | | | | | |
| 602-0000-344.20-00 | CONNECT CHARGES | .00 | .00 | .00 | .00 | .0 |
| 602-0000-344.20-01 | CUST FEES - MIDDLE MILE | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| 602-0000-344.20-02 | CUST FEES - TRNPRT/COLLOCATION | .00 | .00 | .00 | .00 | .0 |
| | TOTAL UTILITY SERVICES | .00 | .00 | 12,000.00 | 12,000.00 | .0 |
| <u>SOURCE 381</u> | | | | | | |
| 602-0000-381.00-00 | INTEREST REVENUE | .00 | 26.09 | .00 | (26.09) | .0 |
| | TOTAL SOURCE 381 | .00 | 26.09 | .00 | (26.09) | .0 |
| <u>OTHER MISC REVENUES</u> | | | | | | |
| 602-0000-369.00-00 | OTHER MISC REVENUES | .00 | .00 | .00 | .00 | .0 |
| 602-0000-369.20-00 | E-RATE REIMBURSEMENT | .00 | .00 | .00 | .00 | .0 |
| | TOTAL OTHER MISC REVENUES | .00 | .00 | .00 | .00 | .0 |
| <u>SOURCE 391</u> | | | | | | |
| 602-0000-391.90-01 | QLIFE OPERATING FUND | .00 | .00 | .00 | .00 | .0 |
| 602-0000-391.90-02 | QLIFE CAPITAL FUND | 156,655.00 | 156,655.00 | 156,655.00 | .00 | 100.0 |
| | TOTAL SOURCE 391 | 156,655.00 | 156,655.00 | 156,655.00 | .00 | 100.0 |

CITY OF THE DALLES
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2017

MAUPIN FUND

| | | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|---------------------------------|--------------------------------|---------------|------------|------------|------------|------|
| <u>PROCEEDS- LT LIABILITIES</u> | | | | | | |
| 602-0000-393.10-00 | LOAN/BOND PROCEEDS | .00 | .00 | .00 | .00 | .0 |
| | TOTAL PROCEEDS- LT LIABILITIES | .00 | .00 | .00 | .00 | .0 |
| | TOTAL FUND REVENUE | 191,420.00 | 250,728.02 | 611,135.00 | 360,406.98 | 41.0 |

CITY OF THE DALLES
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

MAUPIN FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEXPENDED | PCNT |
|--------------------------------------|-------------------|-------------------|-------------------|----------------------|-------------|
| <u>FINANCIAL OPERATIONS</u> | | | | | |
| 602-6000-000.31-10 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.31-80 | .00 | .00 | 14,160.00 | 14,160.00 | .0 |
| 602-6000-000.32-20 | .00 | 1,845.00 | .00 | (1,845.00) | .0 |
| 602-6000-000.34-10 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.34-70 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.41-30 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.41-40 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.41-50 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.43-88 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.52-10 | .00 | .00 | 1,000.00 | 1,000.00 | .0 |
| 602-6000-000.69-60 | .00 | .00 | 1,050.00 | 1,050.00 | .0 |
| 602-6000-000.72-20 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.74-20 | .00 | .00 | 235,918.00 | 235,918.00 | .0 |
| 602-6000-000.76-10 | 3,799.00 | 103,493.19 | 320,737.00 | 217,243.81 | 32.3 |
| 602-6000-000.76-20 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.76-30 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.79-50 | .00 | .00 | .00 | .00 | .0 |
| 602-6000-000.79-60 | .00 | .00 | .00 | .00 | .0 |
| TOTAL FINANCIAL OPERATIONS | 3,799.00 | 105,338.19 | 572,865.00 | 467,526.81 | 18.4 |
| <u>OTHER USES</u> | | | | | |
| 602-9500-000.81-92 | .00 | .00 | .00 | .00 | .0 |
| 602-9500-000.83-10 | .00 | .00 | .00 | .00 | .0 |
| 602-9500-000.84-10 | .00 | .00 | 28,320.00 | 28,320.00 | .0 |
| 602-9500-000.88-00 | .00 | .00 | 9,950.00 | 9,950.00 | .0 |
| TOTAL OTHER USES | .00 | .00 | 38,270.00 | 38,270.00 | .0 |
| TOTAL FUND EXPENDITURES | 3,799.00 | 105,338.19 | 611,135.00 | 505,796.81 | 17.2 |
| NET REVENUE OVER EXPENDITURES | 187,621.00 | 145,389.83 | .00 | (145,389.83) | .0 |

Aristo Networks LLC
Technical Management Report
By
John Amery
7/19/2017

Items of Discussion:

- BPA fiber re-route project
 - Project completed.



ADMINISTRATIVE REPORT

July 26, 2017

Completion of NESC Compliance Report –

Commstructure has completed and submitted QLife's 5-Year Check-In Report. QLife/Commstructure has fulfilled the intention to inspect 20% of its plant per year until 2017, in order to come into compliance with the OPUC requirements of having 100% inspection every 10 years. QLife will now revert to the standard inspection rate of 10% of the plant being inspected each year.

Included in the Consent Agenda is the NESC Compliance Report.

Oregon Telecommunications Conference Sponsorship –

The time is approaching again for the Oregon Telecommunications Conference. This year the conference will be held in Hood River at the Best Western on October 19th and 20th. In past years, QLife has chosen to sponsor this even as a *Whitewater Sponsor*, meaning that QLife donates \$500, one complimentary conference registration, exhibit space, QLife logo posted on the event website and printed materials.

QLife Administration will plan to move forward with this level of Sponsorship unless the Board expresses objection. Ms. Cramer will be passing around a sign-up sheet for all those planning to attend the event and requiring registration.

Transitioning of Finances –

Although QLife is still in the process of transitioning the finances from the City to the County, we are making great progress. We are on schedule with our billing cycles and continuing to phase out any financial responsibilities remaining with the City.

Contract 02-2017 Maintenance and Line Extensions –

The bid received for this contract will need to be reviewed by the Board today and we will need to make a decision on how to move forward.

New Quotes and Service Orders –

- New request for quote was received for 1629 E 12th Street on July 25th. Mr. Amery and Ms. Cramer will be working to get this out.

- QLife received a quote for a new service at 200 East 4th Street, this quote is also being examined in conjunction with a request for a service upgrade we received last month at 606 Court St. Mr. Amery is working with the customer to find the best solution to fulfill both requests.
- QLife received a request for an NRC at 405 E 7th. This estimate was completed by Commstructure and passed on to the ISP. The ISP submitted a bid to their customer.

- QLife Administrative Staff



Mid cycle Report to Oregon Public Utility Commission on facility inspections

OAR 860-024-011(1)(b)(A)(i)

From: Q-Life Network
John Amery, Technical Operations
PO Box 1543, The Dalles, 97058

**This is a summary of the facilities inspection activity for (Q-Life Network)
For the calendar years 2013 through 2017**

| Year | Number | Percentage |
|--------|--------|---------------|
| 2013 | 135 | 19.3% |
| 2014 | 144 | 20.6% |
| 2015 | 141 | 20.1% |
| 2016 | 151 | 21.6% |
| 2017 | 129 | 18.4% |
| | | 0.0% |
| totals | 700 | 100.0% |

Number refers to number of (poles)
that were inspected during that calendar year.



SCHOLARSHIP RENEWAL FY 17/18

July 19, 2017

Scholarship Renewal –

Every year QLife grants 2 scholarships, each in the amount of \$2,000. The first scholarship has been granted to the Columbia Gorge Community College Foundation. The granted amount of \$2,000 is broken down by CGCC into two \$1,000 scholarships and awarded to recipients in the fall. Recipients of these scholarships must be enrolled in the renewable energy technology program and maintain satisfactory academic progress set forth by CGCC. Each recipient is also asked to write a letter of appreciation to QLife after receipt of the scholarship.

The second QLife scholarship is has been awarded to NWC School District 21, and more specifically the Robotics Team. In the past the Robotics team has used this money for general expenses incurred while traveling for competition.

QLife Administration is aware that there may be more opportunity for these donations to be publicly noted and plans to look into doing a media announcement. These Scholarship amounts were accounted for in the Budget for FY 17/18 and QLife Administration will move forward with their disbursement as long as there are not objections from the Board. If anyone does have an objection, please bring it up during the Board meeting scheduled for July 27, 2017 at noon. Ms. Cramer will have check requests prepared for the Board in anticipation of these Scholarships moving forward.



2017 Conference Sponsorships

Oregon Connections: Networks of the Future

Four Levels of Sponsorship



Summit Sponsor

A \$3,000 contribution is requested.

SUMMIT Sponsors receive:

- Special recognition during the conference
- FOUR complimentary conference registrations
- Exhibit space
- Sponsor's logo posted on this website, the printed program and conference signs



Alpine Sponsor

A \$1,000 contribution is requested.

ALPINE Sponsors receive:

- THREE complimentary conference registrations
- Exhibit space
- Sponsor's logo posted on this website, the printed program and conference signs



Timberline Sponsor

A \$750 contribution is requested.

TIMBERLINE Sponsors receive:

- TWO complimentary conference registrations
- Exhibit space
- Sponsor's logo posted on this website, the printed program and conference signs



Whitewater Sponsor

A \$500 contribution is requested.

WHITEWATER Sponsors receive:

- ONE complimentary conference registration
- Exhibit space
- Sponsor's logo posted on this website, the printed program and conference signs



Discussion Items July 27, 2017

- [Proposed Financial Process Changes](#)
- [Work Order #15 – Amendment No. 2](#)



To: Qlife Board

From: Mike Middleton
Wasco County Finance Director

Re: Check Account changes

Hello,

While reviewing the processes Qlife uses to pay bills, I have two changes to propose.

Proposed Change #1

Currently the checks are dual signature checks. This is an extra complication that does not add significant security. The bank does not review checks to see if two signatures are present. This is primarily for internal control. A better control would be to provide a listing at each Board meeting of all checks processed and the invoices paid. This would provide more transparency and actually serve as a better internal control than the duplicate signature feature, especially with the second proposed change shown below.

Proposed Change #2

I would like to move to using a digital signature on the printed checks. This is standard practice for county business and actually for many organizations. While it is not a large volume of checks, the non-digital signature does cause a kink in the process. The proposed listing mentioned above – checks issued and invoices paid at each Board meeting – should alleviate concerns about knowing what is paid when.

To summarize, I would like to move to using a single digital signature on checks processed for Qlife. The process is based on the way the county already operates and is standard industry practice. A listing of all checks issued and the invoices paid will increase transparency and allow the process to be simplified.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read 'Mike Middleton', written over a horizontal line.

Mike Middleton
Wasco County Finance Director



To: Qlife Board

From: Mike Middleton
Wasco County Finance Director

Re: Banking – authority on the accounts

Hello,

In the process of moving the financial functions of Qlife from the city finance offices to the county offices, I will need to be added to the account at Bank of the West.

In order to add myself to the account, the Board needs to discuss it and decide to add me. The minutes from that meeting will need to be signed by the secretary. With that information Bank of the West will create a signature card for me and I can be set up.

The additional complication is Bank of the West will want new signature cards from all signers and individuals with authority over the account.

Using this as an opportunity, I request the board name the account signers. I can then get a copy of the minutes, have the secretary sign and I will take that to Bank of the West. At that point I can get signature cards from Bank of the West and bring back for the named individuals to sign when convenient.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to be 'M. Middleton', followed by a long horizontal line extending to the right.

Mike Middleton
Wasco County Finance Director



**WORK ORDER NO. 15
AMENDMENT NO. 2
TO AGREEMENT FOR PROFESSIONAL SERVICES**

BETWEEN

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

and

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

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

Date: June 30, 2017

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

Contract Price:

| | | |
|-----------------------|-----------|-------------------------|
| Original Work Order: | \$ | <u>100,000.00</u> |
| Amendment NO. 1: | \$ | <u>50,000.00</u> |
| This Amendment | \$ | <u>15,000.00</u> |
| Total to Date: | \$ | <u>165,000.00</u> |

Time of Completion:

| | |
|------------------------|---------------------------------|
| Original Work Orders: | <u>December 31, 2016</u> |
| Amendment NO. 1: | <u>June 30, 2017</u> |
| This Amendment: | <u>December 31, 2017</u> |
| Revised Date: | <u>December 31, 2017</u> |

Description of Amendment:

This Amendment is for additional project management, coordination design modifications and cost reducing efforts due to original bids for the Maupin project exceeding the project budget and cancellation of all bids received.

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

- ❖ Research and Field Verification of Existing Conduit
Q-Life and The City of Maupin, assisted by Commstructure identified and researched the presence of existing underground conduit. The City approved the use of existing underground conduit to save construction costs. Due to a lack of relevant as-built data, this conduit required verification in the field.
- ❖ Revision of the Project Design and Construction Drawings
The project as designed has been revised throughout and drafted to include the identified existing conduit and any other necessary cost saving revisions to the project.
- ❖ Revision of the RFP Documents
The original RFP Documents have been updated and revised throughout to instruct bidders to account for the existing conduit and any other design revisions that have since been required by the project.

❖ Administration of Bid Process

Advertise, host and administer the RFP process including online advertisement; notification to bidders; pre-bid meeting; addendum and clarifications; receipt and review of bids for responsiveness; comparison and analysis of bids received; award recommendation; and contract administration support in cooperation with Q-Life and Wasco County.

❖ Continued Stakeholder Coordination and Negotiation – Commstructure has represented Q-Life and played an integral role in the communications, coordination and negotiations between stakeholders associated with this project including the following:

- City of Maupin
- Wasco County
- Lightspeed Networks (LSN)
- GorgeNet
- Level 3
- Residents & Businesses of Maupin

This amendment increases the contract value of the Work Order and Amendments from the original estimated \$ 150,000.00 budget to \$ 165,000.00 to cover the additional and remaining scope work with estimated completion in 3Q 2017.

Approved By:

Q-LIFE

COMMSTRUCTURE CONSULTING, LLC

By: _____

By:  _____

Title: _____

Title: President / CEO _____

Date: _____

Date: June 30, 2017 _____



Maupin Project Update July 2017

- [No documents were submitted – return to agenda](#)



Executive Session July 27, 2017