

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday December 21, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of November 30, 2010 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. Audit Report
 - b. November Financial Reports
 - c. List of Disbursements since Last Meeting
6. Discussion Items
 - a. Board Member Appointments and Terms – Keith Mobley
7. Reports
 - a. Status of WiFi RFP
 - b. Aristo Operational Management Report – John Amery
 - i. Status of redundancy/bisector project
 - ii. Other activities/issues
8. Next Meeting Dates:

Regular Board Meeting January 18, 2011 4pm
9. Adjourn

QLife Network
QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday November 30, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by President Dan Ericksen at 4:04pm

Roll Call

In attendance: Bill Lennox, Dan Spatz, Brian Ahier
Staff: Keith Mobley, Nolan Young, Izetta Grossman, John Amery

Approval of Agenda

It was moved by Ahier and seconded by Lennox to approve the Agenda as submitted. The motion carried unanimously, 1 absent

Approval of October, 2010 QLife Regular Board Meeting Minutes

It was moved by Spatz and seconded by Lennox to approve the minutes of the 10/19/10 QLife Regular Board meeting. The motion carried unanimously, 1 absent.

Financial Reports

Young reviewed the financial reports for October 2010. There were no questions

Action Items

It was moved by Spatz and seconded by Lennox to reappoint Dave Karlson to QLife Budget Committee (term expiring 6/30/12). Motion carried unanimously, 1 absent.

Discussion Items

- a. Survey of Broadband Coverage and Internet Availability
- b. Wasco County Broadband Plan
- c. Development of a QLife 10 year Strategic Action Plan

Young presented the idea of pursuing the A, B, C creation of survey/plans. These items would require budget consideration in the next Fiscal Year in order to hire someone to complete these items.

Larson arrived at 4:08pm

After much discussion regarding which item was needed first, second, third it was the consensus of the Board to have Mobley create a plan of action and then work on RFP for projects. Mobley will bring plan of action back to the board in January.

- d. Airport Industrial Park Fiber Optic System

Young presented the concept of QLife looking into providing fiber to the 7-10 industrial lots being developed at the Columbia Gorge Regional Airport in Dallesport. They are anticipating that grant funds will cover the costs. After some discussion on who else has fiber over the river it was the consensus of the Board to remain open to this opportunity. Mobley reminded the Board that providing fiber over the river changes QLife to an interstate provider (more reports and fees). Mobley will research the implications and options for connection.

Reports

Status of WiFi RFP – Young reported that the Pre-Bid Meeting would be held on Dec 22nd at 10am in the Council Chambers if anyone wanted to attend. Google will review proposals and City Council is scheduled to award the contract on January 24th.

Aristo Operational Management Report – John Amery

Status of redundancy/bisector project – the negotiations with St. Mary's fell through, however there is a public easement at that site. Commsstructures is working with PUD for the study PUD requires for QLife running another line. Eric Orton of Commsstructures feels that everything will be fine. Study should be completed on 12/17 and an RFP ready for the work by 12/10. Amery estimated that the work would be completed by the end of February 2011.

Amery reported that due to a potential new customer additional work might be required at Big Eddy. He is scheduling west side loop work at the same time as the Bisector Project to save funds.

Amery informed the Board that the new electronic will allow 10 gig sales. He prefers lit fiber to dark fiber as dark fiber is difficult to trouble shoot. Ahier asked when would we know the pricing. Larson asked for a report on the pros/cons of 10 gig service with pricing by the February meeting.

Ericksen and Lennox don't know who will be the County QLife representatives after January when they both go off the commission. Ericksen would like to stay on the Board but the decision is up to the new commission.

Next Meeting Dates:

Regular Board Meeting December 21, 2010 4pm

Adjourn

Being no further business the meeting was adjourned at 5pm

Respectfully submitted by/
Izetta Grossman, Recording Secretary

Attest:

Erick Larson, Secretary/Treasurer

AGENDA STAFF REPORT
QLife

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #

TO: QLife Board of Directors

FROM: Kate Mast, Finance Director

THRU: Nolan K. Young, City Manager



DATE: December 13, 2010

ISSUE: Presentation of FY 09/10 Audit by Dickey & Tremper

BACKGROUND: Rob Tremper, of Dickey & Tremper, LLC, will be presenting their audit findings to the Board at the regular QLife meeting at 4:00 PM on Tuesday, December 21, 2010. This audit was of the QLife books as of the June 30, 2010, the end of fiscal year 200-2010.

The good news is that there were no material errors found in the QLife books for the fiscal year audited. There is no bad news.

BUDGET IMPLICATIONS: None.

ALTERNATIVES:

- A. **Staff Recommendation:** Move to accept the FY10/11 Audit as presented.

TO: Qlife Board
 Nolan Young, City Manager
 FR: Kate Mast, Finance Director
 RE: Financial Report for QLIFE – **November, 2010**

BANKING:

QLife monies are deposited into a separate bank checking account. We opened a Money Market Account in December 2008 that we transfer excess funds into when possible to earn 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.

42% of the year has passed.

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

	<u>July 1, 2010 to November 30, 2010</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 83,913	\$ 77,950	92.8%
Revenues	\$ 554,850	\$ 196,389	35.4%
Expenditures	\$ 312,686	\$ 31,624	10.1%
Transfers to Capital/Debt Fund	\$ 326,077	\$ 148,217	45.5%
Cash at Month End	\$ 51,852.06		

Exceptions:

- 1) Beginning Balance: ** The Beginning Balance figures used here are estimated and have NOT been audited. If the actual audited beginning balance is indeed less than budgeted, we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
 - a. Customer user fees are at 41.4% for the year.
- 3) Expenditures:
 - a. E-Rates in the amount of \$3,064.32 have been received and paid out to date this fiscal year.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	July 1, 2010 to November 30, 2010		
	Budget	Actual	Percentage
Beginning Balance	\$ 145,576	\$ 138,832	95.3% * see below
Transfers In	\$ 326,077	\$ 148,217	45.5%
Revenues	\$ 71,000	\$ 8,762	12.3%
M&S / Capital Outlay Exp.	\$ 350,704	\$ 11,509	3.3%
Debt Expenditures	\$ 191,949	\$ 91,064	47.4%
Cash at Month End	\$ 190,780.16		

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here are estimated and have NOT been audited. If the actual audited beginning balance is indeed less than budgeted, we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		6,992	.00		34,960	.00		83,913	83,913.00
300	**	6,992	.00		34,960	.00		83,913	83,913.00
300	*** BEGINNING BALANCE	6,992	.00		34,960	.00		83,913	83,913.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	35,483	34,710.00	98	177,415	176,140.00	99	425,800	249,660.00
15 00	LSN CREDITS	5,500	.00		27,500	16,500.00	60	66,000	49,500.00
20 00	CONNECT CHARGES	187	.00		935	450.00	48	2,250	1,800.00
344	** UTILITY SERVICES	41,170	34,710.00	84	205,850	193,090.00	94	494,050	300,960.00
340	*** CHARGES FOR SERVICES	41,170	34,710.00		205,850	193,090.00		494,050	300,960.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	66	46.06	70	330	234.66	71	800	565.34
361	** INTEREST REVENUES	66	46.06	70	330	234.66	71	800	565.34
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		25,000	3,064.32	12	60,000	56,935.68
369	** OTHER MISC REVENUES	5,000	.00		25,000	3,064.32	12	60,000	56,935.68
360	*** OTHER REVENUES	5,066	46.06		25,330	3,298.98		60,800	57,501.02
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392	** SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL QUALITYLIFE AGENCY FUND		53,228	34,756.06		266,140	196,388.98		638,763	442,374.02

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	02		MATERIALS & SERVICES											
	31	10	ADMINISTRATIVE	1666	.00	0	8330	2814.66	34	.00	20000	17185.34	14	
		15	COUNTY	416	.00	0	2080	.00	0	.00	5000	5000.00	0	
		20	OUTSIDE PLANT MAINTENACE	2333	.00	0	11665	.00	0	.00	28000	28000.00	0	
		90	OTHER SERVICES	1666	.00	0	8330	.00	0	.00	20000	20000.00	0	
	32	10	AUDIT	483	.00	0	2415	4500.00	186	.00	5800	1300.00	78	
		20	LEGAL SERVICES	500	375.00	75	2500	885.00	35	.00	6000	5115.00	15	
	34	10	ENGINEERING SERVICES	1000	1870.00	187	5000	8961.25	179	.00	12000	3038.75	75	
		30	NETWORK SYSTEM MANAGEMENT	3833	.00	0	19165	2294.80	12	.00	46000	43705.20	5	
		50	SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
	43	10	BUILDINGS AND GROUNDS	166	.00	0	830	.00	0	.00	2000	2000.00	0	
		25	NETWORK EQUIPMENT	383	.00	0	1915	1190.00	62	.00	4600	3410.00	26	
		40	OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
		71	SPCL UTILITY EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
		86	LINES MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0	
		87	UTILITIES LOCATES	83	.00	0	415	82.08	20	.00	1000	917.92	8	
	44	10	OFFICE SPACE RENTAL	261	.00	0	1305	783.00	60	.00	3132	2349.00	25	
	52	10	LIABILITY	458	.00	0	2290	.00	0	.00	5500	5500.00	0	
		30	PROPERTY	25	.00	0	125	.00	0	.00	300	300.00	0	
	53	20	POSTAGE	16	.00	0	80	.00	0	.00	200	200.00	0	
		30	TELEPHONE	40	30.00	75	200	182.00	91	.00	480	298.00	38	
		40	LEGAL NOTICES	33	.00	0	165	240.00	146	.00	400	160.00	60	
	54	00	ADVERTISING	83	204.02	246	415	403.27	97	.00	1000	596.73	40	
	57	10	PERMIT	33	.00	0	165	.00	0	.00	400	400.00	0	
	58	10	TRAVEL, FOOD & LODGING	33	.00	0	165	.00	0	.00	400	400.00	0	
		50	TRAINING AND CONFERENCES	16	.00	0	80	150.00	188	.00	200	50.00	75	
		70	MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	80	.00	0	.00	200	200.00	0	
		80	SCHOLARSHIPS	166	.00	0	830	.00	0	.00	2000	2000.00	0	
	60	10	OFFICE SUPPLIES	16	.00	0	80	.00	0	.00	200	200.00	0	
	69	50	MISCELLANEOUS EXPENSES	41	.00	0	205	230.95	113	.00	500	269.05	46	
		60	POLE CONNECTION FEES	633	.00	0	3165	1600.00	51	.00	7600	6000.00	21	
		70	RIGHT OF WAY FEES	1064	1041.30	98	5320	4242.90	80	.00	12774	8531.10	33	
		80	ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0	
	02	**	MATERIALS & SERVICES	15463	3520.32	23	77315	28559.91	37	.00	185686	157126.09	15	
			CAPITAL OUTLAY											
	74	20	TELECOMMUNICATIONS EQUIP	1666	.00	0	8330	.00	0	.00	20000	20000.00	0	
	78	50	FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0	
	03	**	CAPITAL OUTLAY	1666	.00	0	8330	.00	0	.00	20000	20000.00	0	
			OTHER											
	87	00	DEPRECIATION EXPENSE	0	.00	0	0	.00	0	.00	0	.00	0	
	05	**	OTHER	0	.00	0	0	.00	0	.00	0	.00	0	
660	**	**	FINANCIAL OPERATIONS	17129	3520.32	21	85645	28559.91	33	.00	205686	177126.09	14	
66	**	**	EXPENSE-ACCOUNT	17129	3520.32	21	85645	28559.91	33	.00	205686	177126.09	14	

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
60			QLIFE FUND											
81	62		IF PMT TO OTHER FUNDS	0	.00	0	0	.00	0	.00	0	.00	0	
		91	QLIFE CAPITAL FUND	27173	29643.36	109	135865	148216.80	109	.00	326077	177860.20	46	
83	10		ESD E-RATE	5000	.00	0	25000	3064.32	12	.00	60000	56935.68	5	
05	**		OTHER	32173	29643.36	92	160865	151281.12	94	.00	386077	234795.88	39	
06			CONTINGENCY / UAFB											
88	00		CONTINGENCY	3916	.00	0	19580	.00	0	.00	47000	47000.00	0	
89	00		UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06	**		CONTINGENCY / UAFB	3916	.00	0	19580	.00	0	.00	47000	47000.00	0	
600	**	**	OTHER USES	36089	29643.36	82	180445	151281.12	84	.00	433077	281795.88	35	
60	**	**	QLIFE FUND	36089	29643.36	82	180445	151281.12	84	.00	433077	281795.88	35	
DIV	9500		TOTAL *****	36089	29643.36	82	180445	151281.12	84	.00	433077	281795.88	35	
DEPT	95		TOTAL *****											
			OTHER USES	36089	29643.36	82	180445	151281.12	84	.00	433077	281795.88	35	
FUND	600		TOTAL *****											
			QUALITYLIFE AGENCY FUND	53218	33163.68	62	266090	179841.03	68	.00	638763	458921.97	28	

City of The Dalles

FUND 601 QLIFE CAPITAL FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

300	BEGINNING BALANCE								
300									
00 00		12,131	.00		60,655	.00		145,576	145,576.00
300	**	12,131	.00		60,655	.00		145,576	145,576.00
300	*** BEGINNING BALANCE	12,131	.00		60,655	.00		145,576	145,576.00
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	1,750	.00		8,750	8,761.25	100	21,000	12,238.75
344	** UTILITY SERVICES	1,750	.00		8,750	8,761.25	100	21,000	12,238.75
340	*** CHARGES FOR SERVICES	1,750	.00		8,750	8,761.25		21,000	12,238.75
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		20,830	.00		50,000	50,000.00
369	** OTHER MISC REVENUES	4,166	.00		20,830	.00		50,000	50,000.00
360	*** OTHER REVENUES	4,166	.00		20,830	.00		50,000	50,000.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
90 01	QLIFE OPERATING FUND	27,173	29,643.36	109	135,865	148,216.80	109	326,077	177,860.20
391	** OPERATING TRANSFERS IN	27,173	29,643.36	109	135,865	148,216.80	109	326,077	177,860.20
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393	** PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	27,173	29,643.36		135,865	148,216.80		326,077	177,860.20
FUND TOTAL QLIFE CAPITAL FUND		45,220	29,643.36		226,100	156,978.05		542,653	385,674.95

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2010-11

PERIOD DETAIL FROM: 11/21/2010 TO: 12/14/2010

Revenue: Billed as of
 QLife Monthly Billings BILLING IS DONE on the 20th

TOTAL:			-
Expenditures:			
Commsturctures	Technical		1,870.00
Keith Mobley	Legal		345.00
One Call	Dig Tickets		6.48
NorthSky	US Cellular		750.00
TOTAL:			2,971.48

FUND: CAPITAL 601
 FISCAL YEAR: 2010-11
 PERIOD DETAIL FROM: 11/21/2010 TO: 12/14/2010

Revenue:

TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
J Rose Construction	19th Street conduit install MCMC		870.00
Tenneson	St Mary's		916.00
NorthSky	NoaNet WA		3,070.00
TOTAL:			20,033.41

LSN CREDITS 5500

QLife Network
QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board
FROM: Nolan Young, Administrator 
DATE: December 14, 2010
SUBJECT: Downtown Wi Fi Project

AT the QLife Board meeting on December 21, 2010 there is a report scheduled for the Downtown Wi Fi Project. I will unable to attend that meeting so I am submitting a written report. At the meeting, if the Board wishes to they can discuss any issues and identify any questions and Izetta will provide me that information when I return.

Currently the request for proposals is out on the street. We have five potential proposers who attended the mandatory pre-bid meeting. Bids are due at 2pm on December 22, 2010. After receiving the bids the City of The Dalles and Google will review the proposals, conduct interviews if needed, and make a recommendation to the City Council by January 11th. City Council will consider award of the contract at their January 24th meeting.

On January 11th the City Council will approve the final grant agreement with Google. Google is requiring that the City be the recipient of the grant funds. The intention is that the City will work with QLife for the operation of the system and QLife will take over the system once the 3-year restricted grant period has expired.

Google has agreed to increase the amount for the construction of the project and the 3-year maintenance/operation (internet connection) to \$130,000. Google is unwilling to pay for the additional fiber connections that are proposed to help create a robust network. The QLife board has already budgeted \$15,000 for a Wi Fi project. There is a separate line item in the proposals for the fiber build outs. If the amount exceeds \$15,000 (estimated at approximately \$30,000) then we will need to ask the QLife Board at their January 18th meeting to appropriate a portion of the \$100,000 in reserve for system development to this project.

If you have any questions, you can email me, or discuss it at the meeting and I will email a response after Izetta has shared your concerns with me.

Through Cooperation of the City of The Dalles and Wasco County
313 Court Street, The Dalles, Oregon 97058 541/ 296-5481

Aristo
Technical Management Report
By
John Amery
12/14/2010

1. Redundancy Project –

- Planned Dates:
 - Dec. 1st – Commstructure Engineering to complete new engineering drawings based upon new site location.- **COMPLETE**
 - Cement Pad to be completed by End of Year.
 - Bisector load balance study to be completed by 12/17 – **Waiting for Report**
 - RFP ready to send out by 12/10 – **DELAYED- Hope to have update by Mtg.**
 - RFP responses due by 12/22
 - Scheduled maintenance window for winning bidder's fiber termination - last week of January 2011.
- Waiting for updated demo electronics for testing purposes

2. Portable UPS – **New Item**

- I would like Qlife to consider purchasing two portable generators for a total of \$6,500.
- It is possible that we may have a customer that is willing to pay \$100 / month for Qlife to provide Backup Generator services.
- We currently have \$100k in reserve.

3. Freeway Overpass – low cable – **No Update**

- We are still waiting for PUD to raise their power lines so that we can raise our fiber cable over the freeway.

4. BPA (Big Eddy) – **No update**

- We are developing a cost analysis for a re-design of our fiber plant at Big Eddy

5. Issues with fiber on West side of loop – **No Update**

- Before winter (and cold temperatures) we plan to perform another physical audit of the fiber on the west side of our loop. We will be looking for the extruded support member we have seen in the past.
- If possible I would like to schedule at least part of this work with the bisector project in order to save money.