

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

**Thursday, September 30, 2015, Noon**  
**The Dalles City Hall, 313 Court Street**  
**2<sup>nd</sup> Floor Conference Room**

#### Call to Order

The meeting was called to order by President Erick Larson at 12:05 p.m.

#### Roll Call

In attendance: Erick Larson, Taner Elliott, Scott Hege, Dan Spatz  
Board absent: Brian Ahier

Staff: Attorney Keith Mobley, Technical Manager John Amery, Recording Secretary Izetta Grossman, Interim City Manager Julie Krueger, Finance Director Kate Mast, Engineer Erik Orton

Guests: Kate Sinner, Regional Solutions; Carrie Pipinish, MCEDD; Leif Hanson, LSN

#### Approval of Agenda

It was moved by Elliott and seconded by Spatz to approve the agenda as presented. Motion carried unanimously, one absent.

#### Approval of Meeting Minutes

It was moved by Spatz and seconded by Elliott to approve the minutes of the July 24 and September 18 meeting. Hege noted a word missing in the September 18 minutes, add the word appointee after City page 1. The motion carried unanimously with change; one absent.

#### Financial Reports

July, August end of fiscal year 2014-15 Financial Reports – Larson asked if there were any questions regarding the financial reports.

Hege asked if the PDF of the packets could rotate the financial reports for ease of reading. He also asked what the “transformer move” referred to. Grossman said it the BPA transformer that moved through town required some QLife fiber to be raised, there were two more moves scheduled. Amery said the costs were reimbursed by the moving company.

Hege asked about the installed conduit at the Port industrial park that will need to be removed. Orton explained that conduit was installed during the joint trench opportunity, no fiber was pulled. Hege asked if anything could be removed for future use. Orton said vaults could be recovered for reuse.

Hege asked about transfers to General Fund. Mast explained those are done in 11 month increments; funds are pooled, not cash short. Hege said money was moved to save for capital projects. Mast agreed.

Hege asked about a Secondary Line item for \$7609, which was a large portion of the line item for the year. Grossman explained that was where pass through charges are allocated. That was for a customer that would be reimbursing 50% of the charge.

#### Auditors Report for Fiscal Year 2014-15

Tonya Moffitt of Merina and Company via telephone presented the audit report, noting QLife received a clean opinion, which was the highest available. She noted that on page 11 of the statement there were things the State of Oregon asks them to review that are not necessarily financial in nature; they had no findings in those areas.

Larson asked if depreciation was straight line depreciation. Tonya said it was and that useful life for fiber was 30-50 years; equipment 10 years. Larson clarified that QLife equipment is fully depreciated, fiber was not.

Hege asked if QLife wrote the management discussion, Tonya said we had. Hege noted that "internet service" was misleading; perhaps "broadband middle mile provider" would be more accurate. Mast asked the Board to send her the requested changes and she would incorporate it into the next audit.

Mobley noted that the Agency does not have a formal deposit policy for risk. Moffitt said most don't have a formal policy. Mast said the banks were covered under state program over the \$250,000.

It was moved by Hege and seconded by Elliott to accept the Auditors Report for Fiscal Year 2014-15. The motion carried unanimously, 1 absent.

#### Action Item

##### Administration of QLife

Interim City Manager Julie Krueger reported that the City Council agreed that the City didn't have a qualified person to take on the administration portion of the IGA QLife had with the City. She further said the City was able to continue the secretarial and financial portions of the IGA to allow QLife time to research other options.

Larson asked if the City Council was ok with Nolan Young being hired by QLife. Krueger said QLife had that authority.

Hege asked how was the Administrative role defined. Larson said pricing for services, quotes, relationship facilitation. Mobley said finishing the LSN contract. Amery noted that QLife had a unusually large number of requests for quotes in the last two weeks.

Mobley said there were steps required for the facilitation of the grant funds for the Maupin expansion and introduced Leif Hansen from LSN; Kate Sinner from Regional Solutions and Carrie Pipinish from MCEDD to further explain their positions.

Hansen said LSN believes there was only one person with the history and understanding to work on the Maupin project negotiations and that would be Nolan Young. He said QLife was vital to LSN in The Dalles, he was concerned about continuity without Young.

Sinner said that broadband was a top priority for Regional Solutions in rural South County. \$410,000 had been approved; bond sale would be in Spring 2017. She noted that there were upcoming staffing changes and it would move smoother if QLife got the IGA in place to commit the funds prior to that staffing change.

Pipinish said CenturyLink had secured funds from the FCC's Connect America program (\$670,000/year for six years) to expand services to rural areas.

Dan Bubb of Gorge.net said the project would allow them to offer a higher level of service in that area.

Mobley said Young was the best choice to carry this project through to completion; the process could more than six months. He said QLife was a community asset and that the project would help economic development and in the end generate more funds for the owners of QLife.

In response to a question Hansen said the road block was knowing what assistance that QLife would provide, there was a funding gap. He said they needed to know the threshold of QLife.

Elliott said the board needed to know the cost of the project.

Larson said the first step was to decide if Nolan was the person for the transition. Spatz said he felt Young was the person to move the Maupin project along.

Hege asked if it was possible to add a not to exceed cost to the contract with Young. Krueger gave detail on the past three months charges. Elliott said perhaps a monthly fee instead of an hourly would be best.

It was agreed the Board would request a monthly report on all steps taken on behalf of QLife.

It was moved by Hege and Spatz to direct President Larson and Attorney Mobley to negotiate terms of an agreement with Nolan Young for the administrative duties for QLife staying within the costs currently being charged to the City. Motion carried unanimously, 1 absent.

#### Reports

Aristo Operational Management Report – Amery reported all working well. Hege asked about CPU issue. Amery said he felt monitoring server was the issue, it crashed, since replacement issues aren't as high.

Larson noted a review of the capital improvement plan was needed.

#### Next Meeting Dates:

Regular Board Meeting October 15. The Oregon Connections Conference is October 22-23. The November meeting will be on November 19

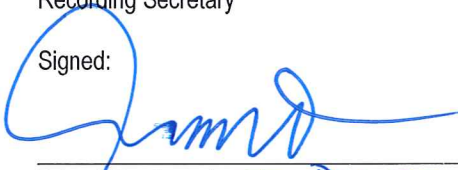
#### Adjourn

Meeting adjourned at 1:20 pm

Respectfully submitted

Izetta Grossman  
Recording Secretary

Signed:



~~Brian Ahior Secretary/Treas~~ Dan Spatz, V.P.