

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Thursday, March 31, 2016 6:30 pm The Dalles City Hall, 313 Court Street 2nd Floor Conference Room

Call to Order

The meeting was called to order at 6:40 by President Larson.

Roll Call

In attendance: Erick Larson, Taner Elliott, Brian Ahier, Dan Spatz, Izetta Grossman, Nolan Young, Kate Mast, John Amery, Keith Mobley, Erik Orton (via telephone)

Incoming Staff: Tyler Stone, Sandra Silva

Guests: Chris Zukin, Carolyn Wood, Ken Farner, Dan Bubb, Dave Huntington, Dan Erickson

QLife presentation:

QLife Board presented Nolan Young with a plaque and Statement of Appreciation signed by everyone in attendance.

Approval of Agenda

President Larson added Item 6-B Adding Mid Columbia Fire and Rescue as a "participant" thereby giving them participant rates.

It was moved by Spatz and seconded by Elliott to approve the agenda as amended. The motion carried, Hege absent,

Approval of the March 17, 2016 Meeting minutes

It was moved by Elliott and seconded by Ahier to approve the minutes of the March 17, 2016 meeting as submitted. The motion carried, 1 absent.

Financial Reports

Kate Mast reviewed the report, asking for questions. Young asked Mast to report on the response of the insurance company regarding deductibles for insurance on the system. Mast said the insurance company was no willing to lower the overhead deductible.

After some discussion, it was the consensus of the Board to wait for the budget process to decide on need of insurance. Young said it had been built into the budget if they should decide to carry insurance.

Discussion Items

Transition of Administration transfer to Wasco County

Mast asked to clarify her role with the upcoming change in administration. She said the City Finance Department was in the middle of a system conversion, she would be retiring next year and was unable to take on any more than what they currently were doing.

Mast said the building of the budget was an administrative duty. She said she wanted to be clear with the Board so that there were no surprises.

Stone said he had not expected so much to come to the County; he was very busy as well.

Young said that Maupin did not have the staff to administer the grants; Administration would have to do that as he had done in the past.

Young said Erik Orton, QLife engineer would manage the construction of the Maupin Project.

Spatz said it appeared there wasn't enough Administrative support in place.

Mast said billing doesn't start in finance. She said the bills need to be coded and then the President authorizes payment before the bills would be paid.

Spatz asked if the County had the capacity to carry the work load. Stone said he hired an Administrative Secretary who would be starting in about a month. He said he had Sandra available to assist until then.

Ahier suggested Mid Columbia Council of Governments could be hired to handle grant administration. He said grant administration was a function they did frequently. Spatz agreed.

Larson asked if MCMC could assist in the interim.

Grossman asked who to put on the state and federal reporting forms. It was the consensus of the Board to leave the mailing address 313 Court Street, using Tyler Stone email and phone as Administrator and Erick Larson as President.

It was decided to send a letter out to the customers informing them of the change and giving them Stone's contact information.

Grossman reminded the Board they needed a contract with the County for services. In response to a question Young said his time and Grossman's time were billed hourly, salary plus benefits, and that should carry over to the contract with the County.

Mobley said he would work with Stone to create and execute the contract.

Young said there were three grants: the Google grant for the Wi Fi system; a Special Public Works Grant in the amount of \$280,000; and the \$410,000 Regional Solutions grant.

Stone said he had been in contact with Kate Sinner and had set up a meeting with Amy regarding the grant administration. Stone said he would know next week if he needed assistant administering the grants.

Adding Mid-Columbia Fire and Rescue as Participant

Young reviewed the staff report.

Larson asked if a prescient was being set that could cause issues. Young said the only entity would be Parks and Recreation.

Young said the proposal was similar to what had been done with other public entities. He said the cost would be \$200 for single fiber per month to connect the two stations, and signing a five year agreement would have no build out costs. He said that changing Mid Columbia Fire and Rescue to a participant would save them \$6,650.

It was moved by Ahier and seconded by Spatz to treat Mid Columbia Fire and Rescue as a "Participant" connecting their two stations together. The motion carried unanimously, Hege absent.

Executive Session

The Board adjourned from Regular Session and entered into Executive Session at approximately 7:33 pm.

Reconvene to Open Session

The Board reconvened to Regular Session at approximately 7:38 pm.

Larson asked Amery what Brian Adams role would be in Aristo with the sale of Sawtooth to a new company. Amery said that Adams would be an employee, he thought short term he could be a resource, but long term he was unsure. Amery thought Aristo might have to hire someone. Amery would work with Stone on resolution to backup to Amery.

Action Items

Approval of Agreement with LSN for Maupin Project

Young reviewed the staff report, highlighting the changes in the agreement attached to the staff report. He said Mobley would work with LSN to resolve outstanding issues and provide agreements for signature.

It was moved by Ahier and seconded by Spatz to authorize the President to sign the agreement with LSN for the Maupin Project. The motion carried, Hege absent.

Approval of Agreement with Gorge.net for Maupin Project

Young reviewed the staff report, noting that QLife would receive 10% from Gorge.net direct connect customers, not wireless.

It was moved by Ahier and seconded by Elliott to authorize QLife President to sign the agreement with Gorge.net.

In response to a question Bubb said this agreement would at least allow them to breakeven in Maupin.

Young said all ISP's could use this agreement.

In response to a question Bubb said that Gorge.net would report revenue to QLife quarterly. Mobiley said he would add that language to the contract.

Ahier amended the motion to reflect that quarterly revenue reporting to QLife would be provided by Gorge.net with the payment would be added to the agreement. The motion was seconded by Elliott. The motion carried, Hege absent.

Approval of Wi Fi Contract for Maupin Project

Young reviewed the staff report saying the Wi Fi contract was paid with Google grant funds. Gorge.net would operate the system.

It was moved by Ahier and seconded by Spatz to authorize the President to sign the contract with Gorge.net for the Maupin Wi Fi project. The motion carried unanimously, Hege absent.

Other Business

It was moved by Larson and seconded by Ahier to appoint Tyler Stone as the Administrator for QLife, authorizing him to negotiate and sign service orders with customers on behalf of QLife and to be QLife's agent for all State and Federal reporting requirements. The motion carried unanimously, Hege absent.

Reports

Commstucture - Maupin Report:

Erik Orton reported that he was working on roles and responsibilities with LSN. He said LSN was moving forward fairly quickly. He said he was meeting with BPA to discuss interconnect. He said on the ground field dated would start next week. He said he was also doing some work for LSN in Maupin. Orton said he anticipated 2-3 months for design work, 1-2 months for the bidding process, and then sign a contract. He said construction probably late summer or early fall with substantial completion by the end of October.

Aristo Operational Management Report

Amery reviewed the report. There were no questions.

Next Meeting Dates:

Budget Meeting April 28 Noon, Deschutes Room Wasco County Court House

Regular Board Meeting following Budget Meeting.

Adjourn

Being no further business the meeting was adjourned at 8:15 p.m.

Respectfully submitted: Izetta Grossman, City Clerk

Signed:

Brian Ahier, Sec/Tres.