

## MINUTES

### QLIFE AGENCY REGULAR MEETING

September 25, 2014  
313 Court Street, The Dalles OR  
Second Floor Conference Room

AGENCY PRESENT: Chair Scott Hege, Bill Dick, Erick Larson

AGENCY ABSENT: Carolyn Wood, Brian Ahier

STAFF PRESENT: Attorney Keith Mobley, City Clerk Julie Krueger,  
Technical Manager John Amery, Finance Director Kate  
Mast

#### **CALL TO ORDER**

Chair Hege called the meeting to order at 12:08 p.m.

#### **ROLL CALL**

Roll call was conducted by City Clerk Krueger; Wood and Ahier absent.

#### **APPROVAL OF AGENDA**

It was moved by Dick and seconded by Larson to approve the agenda as presented. The motion carried unanimously, Ahier and Wood absent.

#### **FINANCIAL REPORTS**

##### August Financial Reports

There were no questions regarding the August report.

#### **ACTION ITEMS**

##### Acceptance of 2013-14 Fiscal Year Audit

Tonya Moffit, Merina and Company, reviewed the audit via teleconference. She noted the audit was given a clean opinion; reviewed the highlights of the audit letter reviewed the independent report.

Chair Hege asked for clarification regarding the difference in charges to the City and County, on

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page 7, under Related Party Transactions. Ms. Moffit noted the amounts were for services and Wasco County received more services than the City.

It was moved by Larson and seconded by Dick to accept the 2013-14 fiscal year Audit, as presented. The motion carried unanimously, Ahier and Wood absent.

Approval of Memorandum of Understanding Between the Port of The Dalles and QLife Regarding Conduit in North Chenoweth Business Park

Attorney Mobley presented the Memorandum of Understanding (MOU) for consideration.

There was discussion regarding QLife's liability for maintenance. Chair Hege asked that the Port provide as built drawings to QLife for future reference. It was noted that Exhibit "A" had not been attached to the MOU. Mobley said he would add it to the document.

John Amery said the customer would pay for the connection when service was requested. Chair Hege requested staff to provide an estimated cost for the connection.

Dick noted, for the record, that he did perform legal work for the Port of The Dalles, but had not drafted this MOU, did not provide legal advice and had no financial interest, so did not believe he had any conflict of interest in the matter.

It was moved by Dick and seconded by Larson to approve the MOU between the Port of The Dalles and QLife regarding conduit in North Chenoweth Business Park. The motion carried unanimously, Ahier and Wood absent.

Authorization for Signature of Special Districts Insurance Joinder of Trust Agreement

Attorney Mobley explained the Joinder was to come into compliance with new laws for the insurance. He noted the Agency was required to submit the document by October 1 to continue in the program.

The Agency asked that staff invite Insurance Agent of Record Jerry Frazier to the November meeting to explain the details of the insurance coverage.

It was moved by Larson and seconded by Dick to authorize signature of the SDIS Joinder of Trust Agreement. The motion carried unanimously, Ahier and Wood absent.

**REPORTS**

**Aristo Operational Management Report**

John Amery provided an update on a switch failure; said he would discuss tree trimming at the November meeting, when the City Manager could be in attendance; reported that the fire damage to fiber was being worked on; and noted he was removing the issue of a generator from his list.

Regarding the fire damage issue, Amery said he would be providing a plan and cost estimate to Mr. Mobley and he hoped to have it repaired before winter. Chair Hege said it should be repaired by the end of November because it was never known how soon temperatures would hit the freezing mark.

**OTHER BUSINESS**

Attorney Mobley reminded the Agency there would be no meeting in October due to the Oregon Connections conference; next meeting scheduled for November 27.

There was discussion regarding MCEDD pursuing a broadband grant and perhaps forming a partnership with south Wasco County for an expansion project.

Hege said the idea of providing a very high level service to an area that wouldn't use it, may not be the best investment. Mobley said capacity was needed to help the economy of small communities.

There was a discussion regarding developing a promotion program that would tell the QLife story outside of the local area.


**ADJOURNMENT**

Being no further business, the meeting adjourned at 12:57 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

  
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Erick Larson, Secretary