



AGENDA

QLife Regular Board Meeting

Thursday, April 28, 2016, Following Budget Meeting
Noon
Wasco County Courthouse
Deschutes Room – B08

1. [Budget Committee Meeting](#)
2. Approval of Agenda
3. [Approval of March 31, 2016 Board Minutes](#)
4. [Financial Reports](#)
5. [Reports](#)
6. [Scholarship Funding Request](#)
7. [Oregon Connections Telecommunications Conference](#)
8. [Discussion: Participant Pricing](#)
9. [Admin Transition Progress Update](#)
10. [Executive Session: \(2\)\(g\) Competitive trade or commerce negotiations](#)
11. [Maupin Agreements](#)
12. Next Meeting Dates:

Regular Board Meeting, May 26, 2016 Noon
13. Adjourn

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.

AGENDA

QLife Budget Meeting
Thursday April 28, 2016
Deschutes Room, Wasco County Courthouse
511 Washington St., The Dalles, Oregon
Noon

1. Call to order
2. Approval of Agenda
3. Election of Officers
4. Presentation of Proposed Budget, including
 - a. Report on Projected Year End Financial Position of Agency
 - b. Comments, Questions and Requests for information from Budget Committee
5. Opportunity for Public Comment on the Proposed Budget
6. Move to approve the budget for fiscal year 2015-16.
7. Move to recommend City and County approve budget for fiscal year 2015-16, and return to QLife board for adoption.
8. Adjourn

QLife Network

QualityLife Intergovernmental Agency

Fiscal Year 2016-17

PROPOSED BUDGET

of the

**QUALITYLIFE INTERGOVERNMENTAL
AGENCY**



A Partnership of
Wasco County, Oregon
City of The Dalles, Oregon

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Fiscal Year 2016-17

PROPOSED BUDGET

Presented to the QLife Budget Committee
by
Kate Mast, QLife Budget Officer

QLife Agency, Budget Committee Members

Agency Board: President, Erick Larson
 Vice President, Daniel Spatz
 Sec/Treasurer, Brian Ahier
 Board Member, Taner Elliott
 Board Member, Scott Hege

Budget Committee
Members: Ken Farner
 David Karlson
 Kenneth Leibham
 Doug Quisenbury
 Mike Richardson

Staff Support

Legal Counsel: Keith Mobley
Administrative: Wasco County, Tyler Stone
Finance Director: City of The Dalles, Kate Mast
Secretarial: Wasco County, Tawny Wade

Agency Partners

Wasco County
City of The Dalles

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Proposed Budget FY 2016-17

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QUALITYLIFE INTERGOVERNMENTAL AGENCY

BUDGET MESSAGE FY 2016-17

QLife is an intergovernmental agency, consisting of the City of The Dalles and Wasco County, governed by a Board of Directors. QLife provides broadband, Ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. The QLife System has been operational since December 2003.

The following narrative explains the proposed budget for the QualityLife Intergovernmental Agency for fiscal year 2016-17. The budget amounts shown here represent three funds: the Operating Fund, the Capital Fund and a new Maupin Fund. The Board policy is that the Maupin Fund for the new Middle Mile system in Maupin is to be a stand-alone fund, with revenues meeting expenditures and with no subsidy from QLife's The Dalles operations. This message will address this fund at the end.

QLife The Dalles

It has been our practice to build our budgets around a financial priority policy adopted by the QLife Board each year. Following this Budget Message are the Financial Priorities for FY 2016-17. This year's Priorities were developed as part of the Goals and Objects adopted by the Board. A copy follows the Financial Priorities.

I. Operating Fund - Maintenance and Operation - \$883,676:

A. Resources: This fund's revenue primarily comes from customer-generated sources.

1. Beginning Fund Balance (\$152,496) This is our estimated net revenues over expenditures for FY15/16, the current fiscal year. This is a decrease of \$79,123 from our actual FY15/16 beginning balance
2. User Fees (\$676,380) These are the charges to customers to transport data on our fiber to other locations on our system or to the Big Eddy Point of Presence (POP), collocation in our equipment room, and for dark fiber leases. The chart on page 10 shows customer type by use. We are estimating a 4.7% increase in user fees.
3. Connect Charges (\$1,000) These are the fees that new customers pay to connect to our broadband system. It is reduced because we have reduced our turn up fee.
4. E-Rate Payment (\$50,000) This is the assistance that our education customers receive from a support program. We budget an expenditure of an equal amount: as when we receive this money, which we then send to the education agencies.

B. Expenditures: Materials, Services and Capital (\$309,758).

We are proposing an increase of \$21,702 (7.5%) The primary increases are the additional property insurance and an anticipated increase in administrative costs.

1. QLife is a contract operation. Historically we have had seven primary operating contracts. This is changing this year as we are separating the Administrative and Financial Accounting Contracts.
 - a. Administrative Services (\$54,000) – The City used to provide these services. We used a private contractor for six months in FY 2015-16. It is intended that the County will take these services over. Since the County is still determining how they will structure that and what the fee will be, we based the budget on \$4,500 per month.
 - b. Financial Accounting (\$7200) – The City will continue to provide financial services at actual cost of salary and benefits.
 - c. Contractual Service County (\$5,000) – GIS System support
 - d. Outside Plant Maintenance (\$43,000) – This is for overhead maintenance work that is needed including line repair and pole work mandated by those whose poles we are connected to.
 - e. Legal Services (\$9,000)
 - f. Network System Management (\$68,000) – QLife has a contract with a consulting firm to provide the following:
 - ✓ Technical maintenance of the system and its electronics;
 - ✓ Customer Service issues;
 - ✓ Sign up and connection of new customers;
 - ✓ Coordinate backbone and spur line repairs and manage the line maintenance contract;
 - ✓ Coordinate with LightSpeed Networks on Technical issues;
 - ✓ Report monthly to the QLife Board.
 - g. Engineering Services (\$22,400) – We contract with Erik Orton who has been with us from the beginning of the system for routine engineering and assistance with new customers.
 - h. Audit Services (\$7,050) – Merina & Company is our contracted accounting firm for audit services. This item has experienced a 3% annual increase over the last two years.
4. Office Space Rental (\$7,752) – For renting space at City Hall to house QLife facilities and equipment, and at Public Works for fiber spools and other outside plant inventory items.
5. Pole Contracts (\$10,500) – For pole contact fees with Northern Wasco County PUD and CenturyLink. This is increased \$500 to reflect increased numbers of pole connections.

6. Network Equipment (\$5,000) – Covers the maintenance and repair of QLife network equipment.
7. Other Services (\$3,000) – QLife periodically contracts for clearing lines from trees and other hazards.
8. Electronics Reserve (\$20,000) – This is for upgrading and replacement of the electronics of the system as needed. (Financial Priorities #3)
9. ROW Fee (\$20,300) – Payment of a right of way equal to 3% of customer fees.
10. Scholarship (\$2,000) – This item was added in FY10/11 for scholarships in the technology fields at Columbia Gorge Community College.
11. Robotics Grant (\$2,000) – This item was added in FY12/13 to support local teams and competitions.
12. Insurance (\$13,838) – Includes general liability insurance (\$7620) and property insurance (\$6,218). Previously, we just insured equipment at City Hall. We added the Lines for an additional cost of about \$6,000.
13. Other Expenses (\$9,445) – Includes office supplies, utility locates, electricity, telephone service, advertising, legal notices, training, travel, and membership fees.
14. Transfers Out (\$433,491) – Only a portion of revenues for this fund are expended (37.15%) (last year this was 35.7%) or held as contingency or unappropriated ending balance (10.6%). The remaining (52.25%) is transferred to the Capital Projects Fund system improvements.
15. Contingency (\$28,400) – 10% of Materials and Services and Capital Outlay.
16. Unappropriated Funds (\$62,000) – To fund cash reserve equaling approximately one month of user fees, plus 10%.

II. Capital Fund - Capital Projects (\$1,325,456): The Capital Projects Fund is for projects for new customers, system enhancement and reserves. The FY 2016-17 budgets for this fund is increasing 41.8% (\$390,726) over FY15/16.

Revenue:

1. Beginning Fund Balance (\$861,965) – An increase of \$461,375 from FY 15/16 beginning balance. This is because we held off on CIP projects until we completed our strategic planning process.
2. Transfer from Operating Fund (\$433,491) – These resources will be used for financial priorities #7 - #9.
3. Connect Charges (\$30,000) – These are charges for adding service to new customers. It is based on the addition of 5 new customers.

Expenditures:

1. Buildings (\$232,000): CIP item # 2, additional collocation space near Big Eddy BPS substation.
2. Outside Plant Primary (\$196,000) – This is for the Downtown by pass project (\$76,000) and the Downtown Metro Loop (\$120,000) These projects may depend on what projects the city may be doing in the down town.
3. Outside Plant – Secondary (\$70,000)
 - a. \$30,000 paid by customers for service extensions
 - b. Up to \$40,000 to assist new customers and participant customers with build out of connections.
4. Materials and Services (\$11,000) – This includes engineering services and materials to extend lines to new customers.
5. Pole Make Ready Costs (\$5,000) – This is for work to utility poles to support QLife lines and equipment.
6. Reserve for System Improvements (\$540,000) – We are proposing we maintain a reserve equal to 10% on the estimated replacement value of our Fiber system (\$5.4 million).
8. Distribution to Sponsors (\$159,456) – Consideration of a distribution was one of the Boards Goal objectives. We are proposing a distribution after all other Financial Priorities are met. An equal amount is proposed to each of our two sponsors.
9. Contingency (\$100,000) – For unanticipated needs

- III. Maupin Middle Mile Fund** - This fund is new in FY 2015-16 for development and operation of QLife’s stand alone Maupin system, built in partnership with the City of Maupin and LSN. LSN is operating the system so we have minimal costs. Most of the budget is completion of project construction (\$243,345) and operation of the public Wi Fi (\$16,210). There is a reserve of \$28,320 for the next two years of Wi Fi operations and a \$9,950 contingency.

Future Budgets

Attached following the Debt Summaries is a ten (10) year projection based on current trends. It shows a bright future for QLife.

QUALITYLIFE NETWORK INTERGOVERNMENTAL AGENCY POLICY
Financial Priorities for Fiscal Year 2016-17

Purpose:

The purpose of this policy is to establish a prioritization of expenditure of funds for the QualityLife Network Intergovernmental Agency prior to each Fiscal Year's budget preparation.

Primary objective:

The primary objective is to provide general direction for the QLIFE Budget Committee in establishing the annual budget and to make public the general intentions of QLIFE in regard to potential monetary reserves of the Agency.

Maupin Broadband System:

The Maupin Broadband System will be budgeted in a separate self-sustaining fund and will not be covered by these Financial Priorities. It will have its' own Financial Priorities.

Section I.

Policy

It is the policy of the QLIFE Board that expenditures of revenue not *specifically* committed to another purpose through grant or loan agreements or other contractual obligations shall be budgeted in the following priority:

A. Routine Costs:

1. Normal maintenance and operating costs of the QLIFE Agency as determined through the appropriate budgeting process.
2. Amounts needed for annual debt retirement responsibilities of the Agency.
3. Up to \$20,000 for upgrading and replacement of the electronics of the system to always maintain agreed-upon capacity for QLife customers.
4. A cash reserve or contingency equal to one month's customer billing to maintain a minimum cash balance in the operating fund.
5. \$18,000 for annual pole line audit, associated repairs and tree trimming
6. Up to \$15,000 for unexpected system plant repairs or alterations in addition to contingency. Budgeted in Capital Fund: Outside Plant Primary

B. Discretionary Costs:

7. Up to \$40,000 to assist participants and new customers with build out of new connection (budgeted in Capital Fund: Outside Plant Secondary).
8. CIP Item #1 Downtown By-Past project for. (\$76,000)

9. CIP item #2: build additional collocation space near Big Eddy. (\$232,000)
10. CIP Item #3 Downtown Metro Loop. Cost estimate. (\$120,000)
11. Reserve for future expansion, modernization, or replacement of system equal to 10% of current \$5.4 million replacement value of outdoor plant. (\$540,000)
12. Financial distribution to City and County of equal amounts (Estimated at \$159 K)

Section II.

Amendment of this policy

This policy may be amended at any time by action of the Board.

Section III.

Conflict with annual budget process

If anything in this policy conflicts with the annual budget process as outlined in the Intergovernmental Agreement (IGA), the IGA will take precedence. The partners to this agreement may approve an initial budget and work scope or an amended budget and work scope that varies from this policy by an affirmative majority vote of the Boards of all partners.

Amended and approved by QLife Board March 17, 2016

Erick Larsen, QLife President

QLIFE'S STRATEGIC PLAN – 2016

Vision:

- We will leverage technology planning efforts and our investment in middle-mile infrastructure to enhance Wasco County's economic vitality and quality of life.

Mission:

- Quality of life through connectivity

GOALS for 2016 (Prioritized)

- 1) Explore opportunities to expand services in Wasco County.
- 2) Identify and decide on options for operating QLife.
- 3) Maintain and enhance infrastructure.
- 4) Over the next 12 months analyze QLife's Economic health and future.

PRIORITIZED 2016 GOAL OBJECTIVES

- 1) Complete Maupin Broadband Project (Goal #1)
- 2) Develop options for acquiring administrative services and pursue selected approach (Goal #2).
- 3) Review rate structure and policies (Goal #4).
- 4) Develop options for additional collocation space and pursue selected option (Goal #3).
- 5) Develop a capital improvement plan that looks at equipment replacement, system weaknesses and opportunities for expansion (Goal #3).
- 6) Consider policy regarding balance between system reserves and potential distribution to partners (Goal #4).
- 7) Review current contracts for other services and consider changes (Goal #2).

QUALITYLIFE INTERGOVERNMENTAL AGENCY

**OVERVIEW SUMMARY
Proposed Budget FY 2016-17**

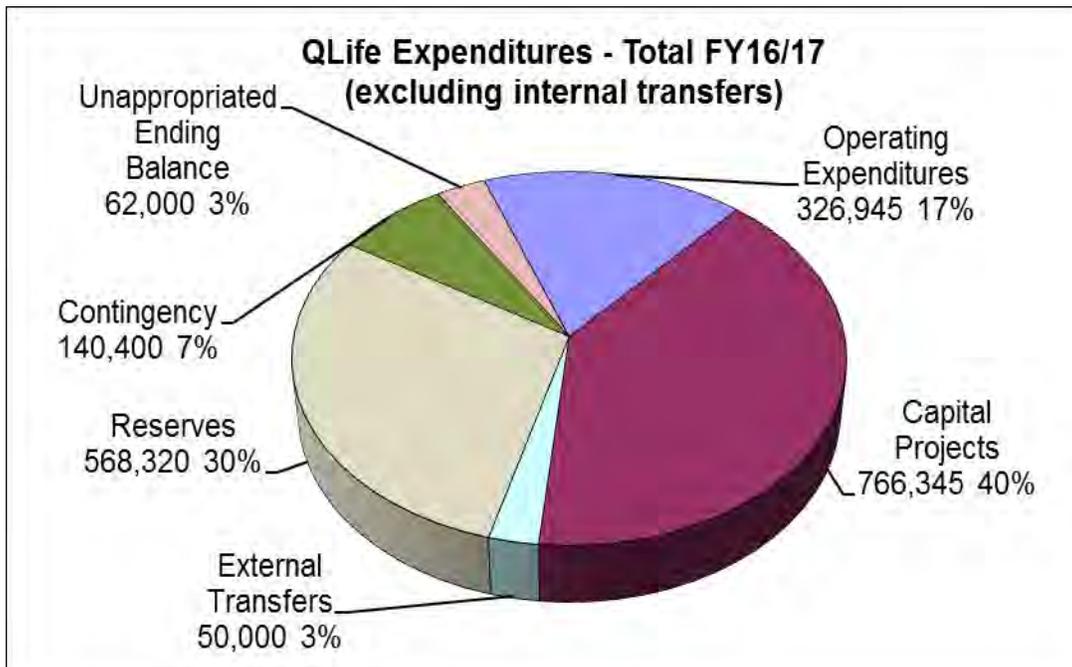
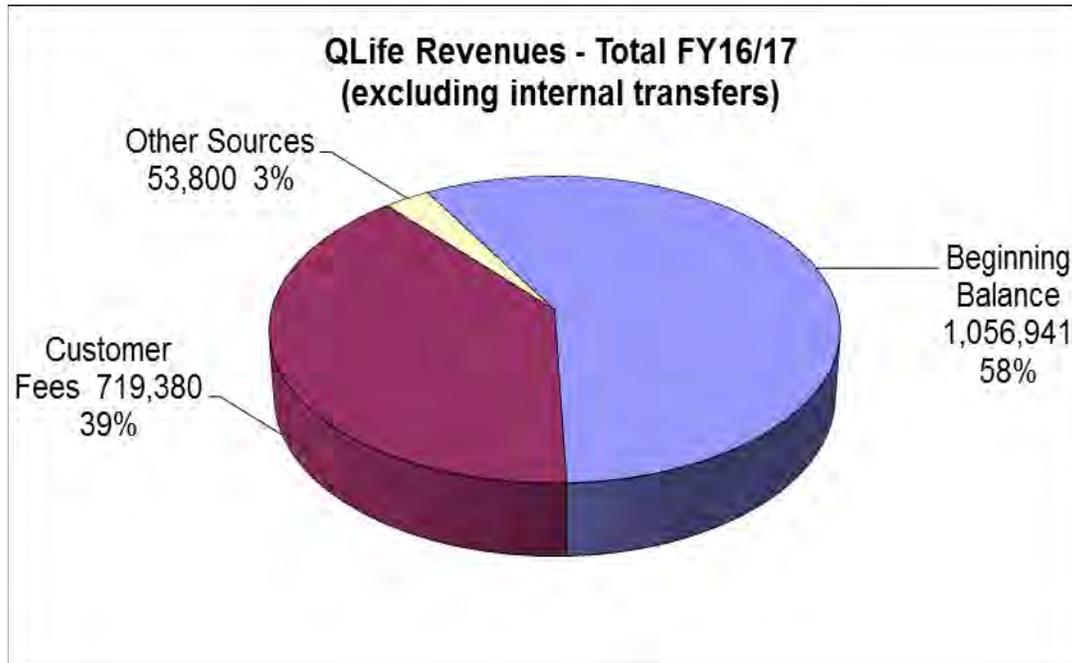
	Agency General Fund	Capital Fund	Total Adopted FY14/15
Beginning Balance	218,563	400,590	619,153
Customer Fees	650,319	30,000	680,319
Other Sources Grants / Loans	50,900	-	50,900
Transfers In	-	504,140	504,140
Total Resources	919,782	934,730	1,854,512
Operating Expenditures	258,556	23,000	281,556
Capital Projects	20,000	345,000	365,000
Debt Service	-	-	-
External Transfers	50,000	-	50,000
Internal Transfers Out	504,140	-	504,140
Reserves	-	471,717	471,717
Contingency	27,680	95,013	122,693
Unappropriated Ending Balance	59,406	-	59,406
Total Expenditures	919,782	934,730	1,854,512

	Agency			Total Proposed
	General Fund	Capital Fund	Maupin Fund	FY16/17
Beginning Balance	152,496	861,965	42,480	1,056,941
Customer Fees	677,380	30,000	12,000	719,380
Other Sources	53,800	-	-	53,800
Grants / Loans	-	-	243,345	243,345
Transfers In	-	433,491	-	433,491
Total Resources	883,676	1,325,456	297,825	2,506,957
Operating Expenditures	289,785	23,000	14,160	326,945
Capital Projects	20,000	503,000	243,345	766,345
Debt Service	-	-	-	-
External Transfers	50,000	-	-	50,000
Internal Transfers Out	433,491	-	-	433,491
Distribution to Sponsors	-	159,456	-	159,456
Reserves	-	540,000	28,320	568,320
Contingency	28,400	100,000	12,000	140,400
Unappropriated Ending Balance	62,000	-	-	62,000
Total Expenditures	883,676	1,325,456	297,825	2,506,957

QUALITYLIFE INTERGOVERNMENTAL AGENCY

REVENUES AND EXPENDITUES BY SOURCE

Proposed FY 2016-17

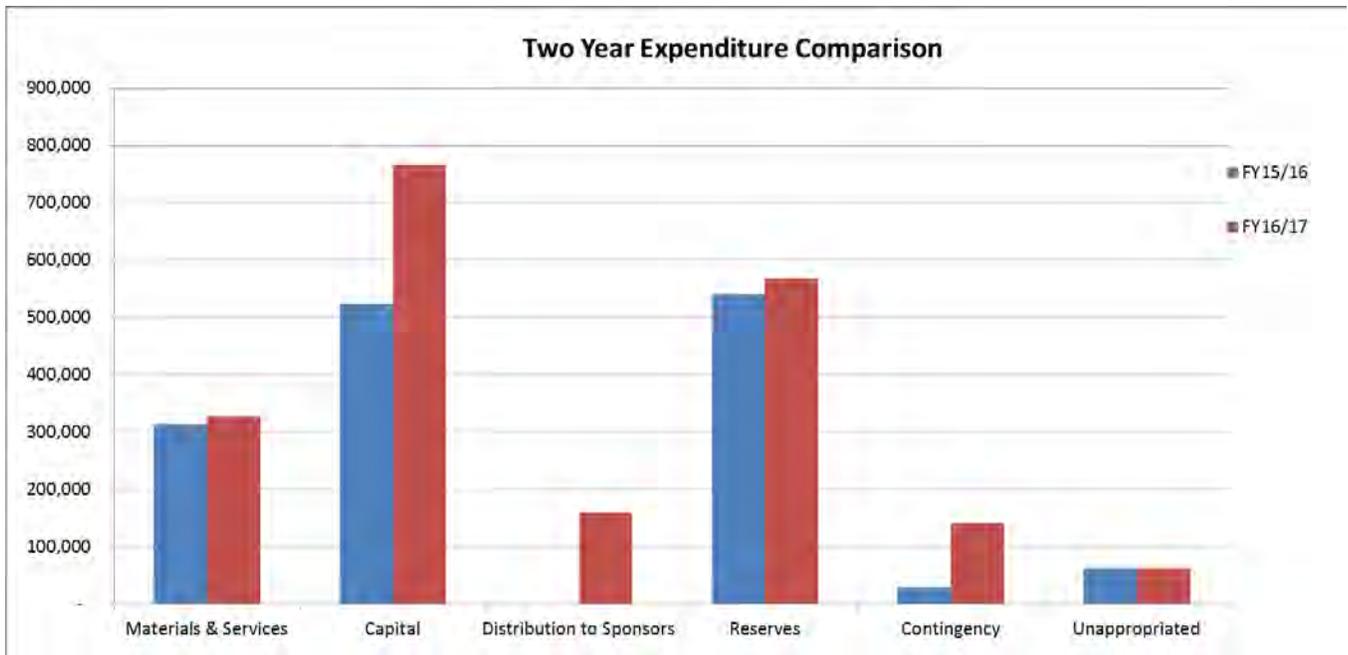


QUALITYLIFE INTERGOVERNMENTAL AGENCY

PRIOR YEARS COMPARISON SUMMARY (Combined funds)

	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY16/17 Budget
Beginning Balance	234,278	364,285	619,153	1,056,941
Customer Fees	598,745	642,912	680,319	707,380
Other Sources	359,570	403,122	1,105,870	742,636
Total Resources	1,192,593	1,410,320	2,405,342	2,506,957
QLIFE - General Fund	529,154	594,665	842,196	793,276
QLIFE - Capital Fund	70,349	76,340	368,000	526,000
QLIFE - Maupin Fund	-	-	460,063	257,505
Debt Service	228,803	129,663	-	-
Distribution to Sponsors	-	-	-	159,456
Reserves	-	-	471,717	568,320
Contingency	-	-	203,960	140,400
Unappropriated End Balance	-	-	59,406	62,000
Total Expenditures	828,306	800,668	2,405,342	2,506,957
Ending Balance	364,287	609,652	-	-

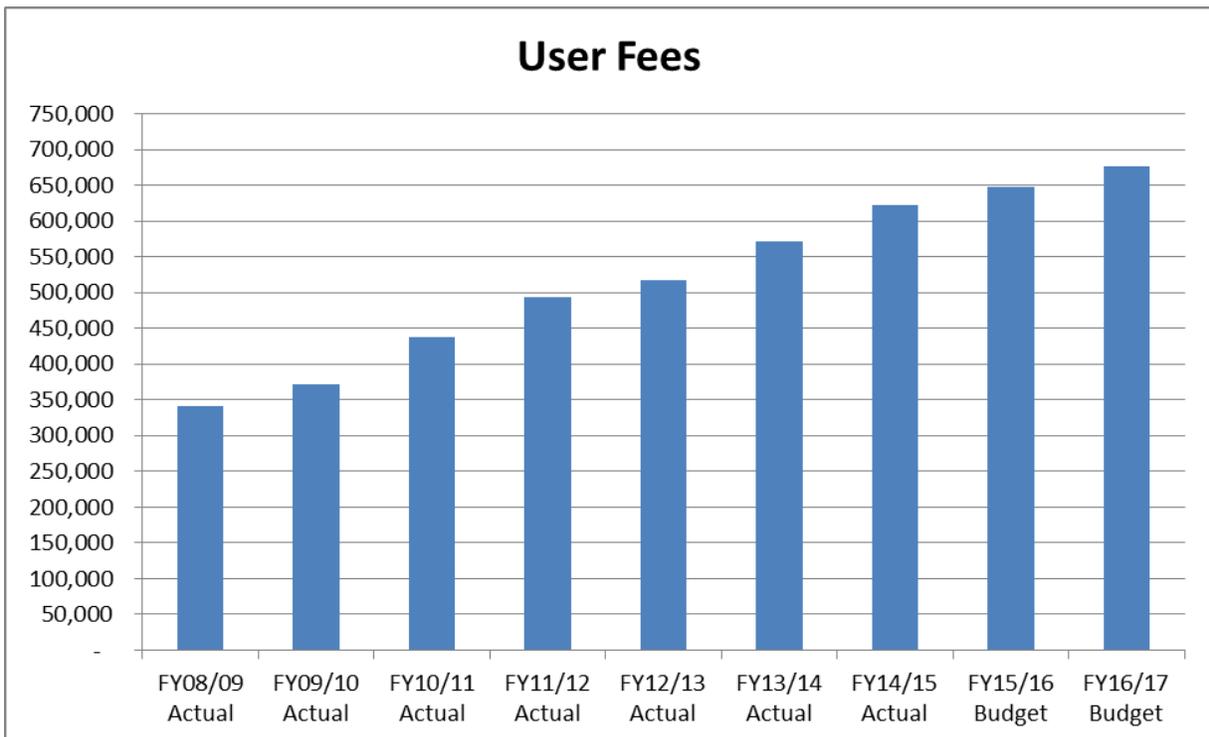
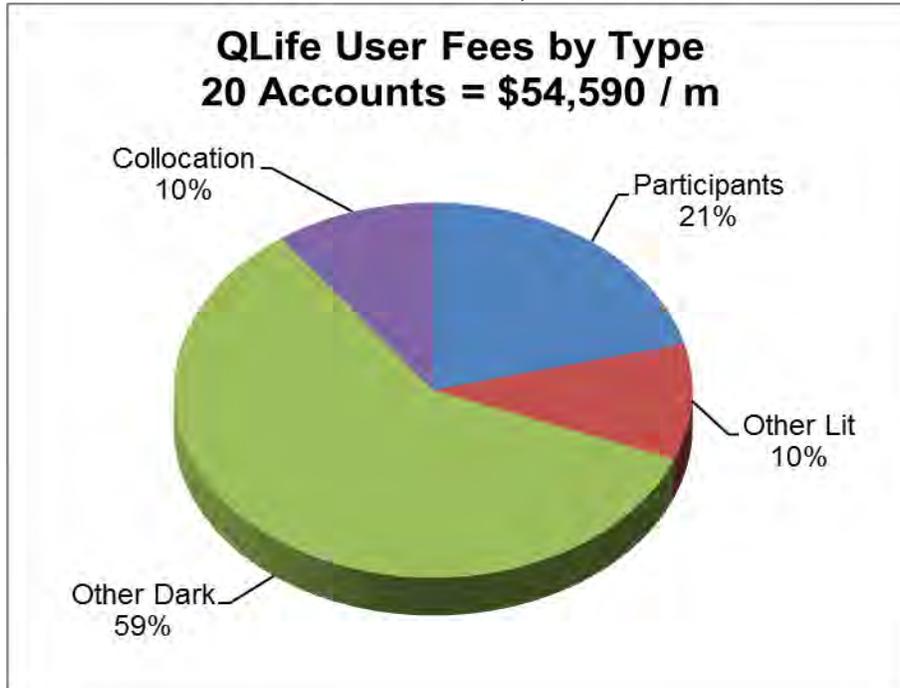
* Includes Interfund Transfers of \$433,491



QUALITYLIFE INTERGVERNMENTAL AGENCY

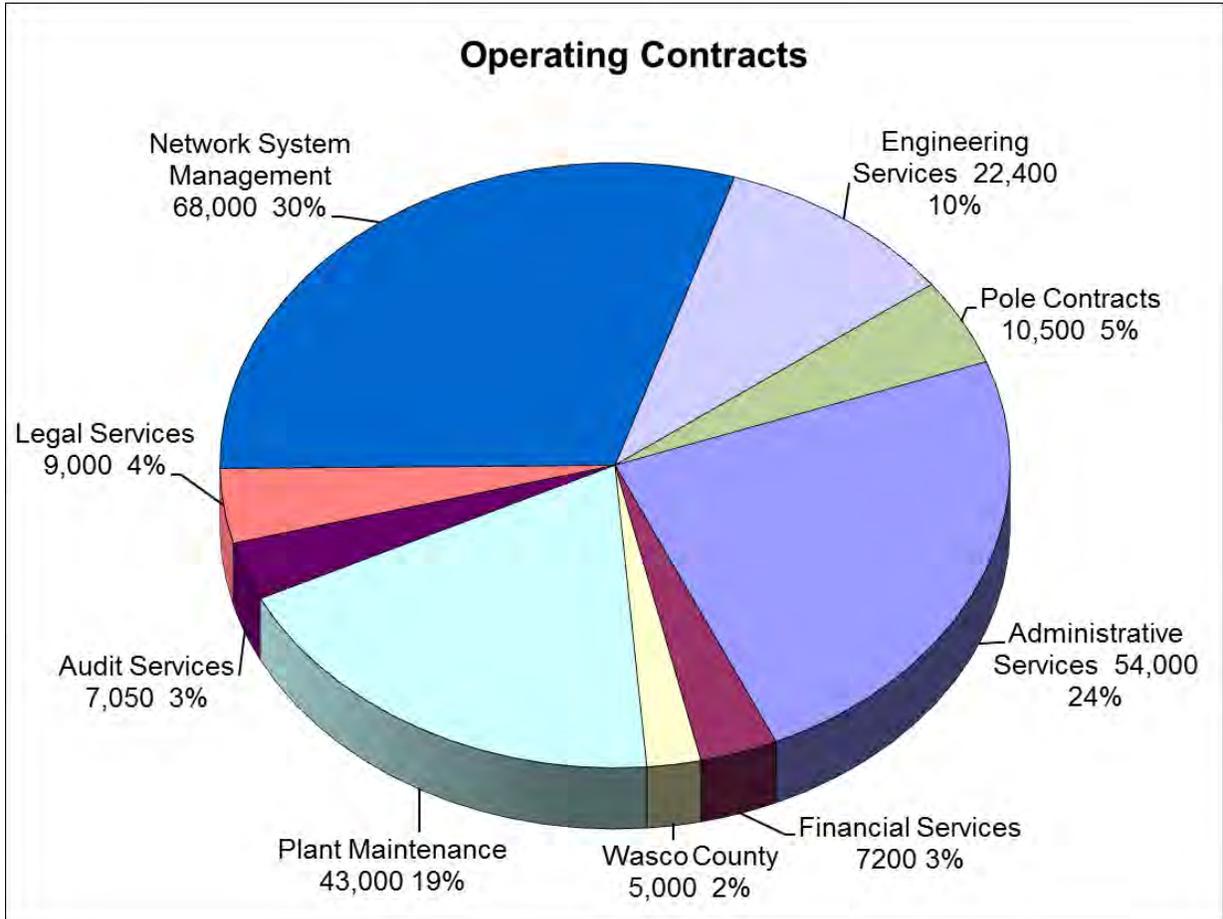
CUSTOMER REVENUES & USER FEES

As of March, 2016



QUALITYLIFE INTERGOVERNMENTAL AGENCY

**OPERATING CONTRACTS
Proposed FY 2016-17**



QUALITYLIFE INTERGOVERNMENTAL AGENCY

Agency Operating Fund - Proposed Budget FY 2016-17

FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	Account #	Description	FY16/17 Proposed	FY16/17 Approved	FY16/17 Adopted
			QLIFE AGENCY FUND 600				
			REVENUES				
93,154	180,966	218,563	600-0000-300.00-00	Beginning Balance	152,496		
575,730	622,155	648,069	600-0000-344.10-00	Utility Service Charges	676,380		
3,600	3,150	2,250	600-0000-344.20-00	Connect Charges	1,000		
568	1,505	700	600-0000-361.00-00	Interest Revenues	3,600		
134	5,637	200	600-0000-369.00-00	Other Misc Revenues	200		
36,936	13,075	50,000	600-0000-369.20-00	E-Rate Reimbursements	50,000		
710,121	826,488	919,782	TOTAL REVENUES		883,676	-	-
			EXPENDITURES				
			Materials & Services				
15,909	24,643	29,500	600-6000-660.31-10	Administrative Services	54,000		
-	-	-	600-6000-660.31-11	Financial Contract Services	7,200		
-	4,470	5,000	600-6000-660.31-15	Contractual Svc - County	5,000		
16,816	14,733	43,000	600-6000-660.31-20	Outside Plant Maint	43,000		
-	6,887	23,000	600-6000-660.31-90	Other Services	3,000		
6,350	5,500	6,700	600-6000-660.32-10	Audit	7,050		
4,110	4,630	8,400	600-6000-660.32-20	Legal Services	9,000		
17,577	17,356	22,400	600-6000-660.34-10	Engineering Services	22,400		
61,126	60,847	68,000	600-6000-660.34-30	Network System Mgmt	68,000		
-	-	-	600-6000-660.34-50	Special Studies /Reports	-		
532	504	600	600-6000-660.41-40	Electricity	900		
-	-	500	600-6000-660.43-10	Buildings & Grounds	1,600		
1,190	-	5,000	600-6000-660.43-25	Network Equipment	5,000		
-	-	1,000	600-6000-660.43-87	Utilities Locates	-		
7,752	7,752	7,752	600-6000-660.44-10	Office Space Rental	7,752		
5,665	5,730	6,017	600-6000-660.52-10	Liability Insurance	7,620		
-	-	-	600-6000-660.52-30	Property Insurance	6,218		
112	113	200	600-6000-660.53-20	Postage	200		
410	376	420	600-6000-660.53-30	Telephone	420		
240	116	400	600-6000-660.53-40	Legal Notices	400		
1,055	529	1,500	600-6000-660.54-00	Advertising	1,500		
-	228	400	600-6000-660.57-10	Permits	400		
1,031	1,254	2,000	600-6000-660.58-10	Travel, Food & Lodging	2,000		
-	130	700	600-6000-660.58-50	Trainings & Conferences	700		
25	255	875	600-6000-660.58-70	Memberships/Dues/Subs	875		
-	72	100	600-6000-660.60-10	Office Supplies	100		
2,000	2,000	2,000	600-6000-660.63-80	Scholarships	2,000		
2,000	2,000	2,000	600-6000-660.63-90	Robotics Grant	2,000		
460	3,889	650	600-6000-660.69-50	Misc Expenses	650		
8,653	10,335	10,500	600-6000-660.69-60	Pole Connection Fees	10,500		
17,272	18,645	19,442	600-6000-660.69-70	Right of Way Fees	20,300		
-	-	-	600-6000-660.69-80	Assets < \$5000	-		
170,285	192,992	268,056	Total Materials & Services		289,785	-	-
			Capital Outlay				
-	5,692	20,000	600-6000-660.74-20	Telecom Equipment	20,000		
-	5,692	20,000	Total Capital Outlay		20,000	-	-
			Other				
321,933	382,905	504,140	600-9500-600.81-91	QLife Capital Fund	433,491		
36,936	13,075	50,000	600-9500-600.83-10	ESD E-Rate Transfers	50,000		
-	-	18,180	600-9500-600.88-00	Contingency	28,400		
-	-	59,406	600-9500-600.89-00	Unappropriated Ending Fund Balance	62,000		
358,869	395,980	631,726	Total Other		573,891	-	-
529,154	594,665	919,782	TOTAL EXPENDITURES		883,676	-	-
180,968	231,824	-	REVENUES LESS EXPENSES		-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Capital Fund - Proposed Budget FY 2016-17

FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	Account #	Description	FY16/17 Proposed	FY16/17 Approved	FY16/17 Adopted	
			QLIFE CAPITAL FUND 601					
			REVENUES					
141,124	183,319	400,590	601-0000-300.00-00	Beginning Balance	861,965			
19,415	17,607	30,000	601-0000-344.20-00	Connect Charges	30,000			
-	-	-	601-0000-369.00-00	Other Misc Revenues	-			
321,933	382,905	504,140	601-0000-391.90-01	Qlife Operating Fund	433,491			
-	-	-	601-0000-391.90-02	QLife Maupin Fund	-			
-	-	-	601-0000-393.10-00	Loan/Bond Proceeds	-			
482,472	583,832	934,730	TOTAL REVENUES		1,325,456	-	-	
			EXPENDITURES					
			Materials & Services					
904	4,735	11,000	601-6000-660.34-10	Engineering Services	11,000			
-	1,016	4,000	601-6000-660.34-70	Customer Connections	4,000			
15,722	913	8,000	601-6000-660.43-86	Lines, Maint & Supplies	8,000			
16,625	6,664	23,000	Total Materials & Services		23,000	-	-	
			Capital Outlay					
-	-	-	601-6000-660.72-20	Buildings	232,000			
14,360	-	110,000	601-6000-660.74-20	Telecom Equip	-			
1,516	7,149	180,000	601-6000-660.76-10	Primary (System Maint)	196,000			
35,038	62,527	50,000	601-6000-660.76-20	Secondary (Line Extensions)	70,000			
2,809	-	5,000	601-6000-660.76-30	Pole Make Ready Costs	5,000			
53,724	69,677	345,000	Total Capital Outlay		503,000	-	-	
			Debt Service					
215,597	128,957	-	601-6000-660.79-50	Loan Principal Payments	-	-	-	
13,206	706	-	601-6000-660.79-60	Interest Payments	-	-	-	
228,803	129,663	-	Total Debt Service		-	-	-	
			Other					
-	-	471,717	601-9500-600.84-15	Reserve for Sys Imprmnts	540,000			
-	-	-	601-9500-600.84-20	Reserve for Co Expansion	-			
-	-	-	601-9500-660.84-30	Reserve for Debt Retirement	-			
-	-	-	601-9500-xxx.xx-xx	Distribution to Sponsors	159,456			
-	-	95,013	601-9500-600.88-00	Contingency	100,000			
-	-	566,730	Total Other		799,456	-	-	
299,152	206,004	934,730	TOTAL EXPENDITURES		1,325,456	-	-	
183,319	377,828	-	REVENUES LESS EXPENSES		-	-	-	

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Maupin Fund - Proposed Budget FY 2016-17

		REVENUES					
-	-	-	602-0000-300.00-00	Beginning Balance	42,480	-	-
-	-	52,950	602-0000-334.90-00	State Grants, Other	243,345	-	-
-	-	87,880	602-0000-336.10-00	Private Sector Grants (Google)	-	-	-
-	-	-	602-0000-344.20-01	Cust Fees - Middle Mile	12,000		
-	-	-	602-0000-344.20-02	Cust Fees - Tmsprt/Collocation	-		
-	-	-	602-0000-344.20-00	Connect Charges	-	-	-
-	-	-	602-0000-369.00-00	Other Misc Revenues	-	-	-
-	-	-	602-0000-369.20-00	E-Rate Reimbursements	-	-	-
-	-	-	602-0000-391.90-01	QLife Operating Fund	-	-	-
-	-	-	602-0000-391.90-02	QLife Capital Fund	-	-	-
-	-	410,000	602-0000-393.10-00	Loan/Bond Proceeds	-	-	-
-	-	550,830	TOTAL REVENUES		297,825	-	-
		EXPENDITURES					
		Materials & Services					
-	-	30,000	602-6000-660.31-10	Administrative Services	-	-	-
-	-	-	602-6000-660.31-80	Contractual Services: WiFi	14,160		
-	-	-	602-6000-660.34-10	Engineering Services	-	-	-
-	-	-	602-6000-660.34-70	Customer Connections	-	-	-
			602-6000-660.41-30	Natural Gas			
			602-6000-660.41-40	Electricity			
			602-6000-660.41-50	Broadband Transport			
-	-	-	602-6000-660.43-86	Lines, Maint & Supplies	-	-	-
			602-6000-660.52-10	Property Insurance	1,000		
			602-6000-660.69-60	Pole Connection Fees	1,050		
-	-	30,000	Total Materials & Services		16,210	-	-
		Capital Outlay					
-	-	-	602-6000-660.72-20	Buildings	-	-	-
-	-	164,404	602-6000-660.74-20	Telecom Equip	48,186	-	-
-	-	265,659	602-6000-660.76-10	Primary (System Maint)	195,159	-	-
-	-	-	602-6000-660.76-20	Secondary (Line Extensions)	-	-	-
-	-	-	602-6000-660.76-30	Pole Make Ready Costs	-	-	-
-	-	430,063	Total Capital Outlay		243,345	-	-
		Debt Service					
-	-	-	602-6000-660.79-50	Loan Principal Payments	-	-	-
-	-	-	602-6000-660.79-60	Interest Payments	-	-	-
-	-	-	Total Debt Service		-	-	-
		Other					
-	-	-	602-9500-600.81-92	Transfer to QLife Capital Fund	-	-	-
-	-	-	602-9500-600.83-10	ESD E-Rate Transfers	-	-	-
-	-	-	602-9500-600.84-10	Reserve for Wi-Fi	28,320		
-	-	90,767	602-9500-600.88-00	Contingency	9,950	-	-
-	-	90,767	Total Other		38,270	-	-
-	-	550,830	TOTAL EXPENDITURES		297,825	-	-
-	-	-	REVENUES LESS EXPENSES		-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Ten Year Projections

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
Beginning Balances ¹	1,014,461	730,400	736,112	741,995	748,055	754,297	760,726	767,348	774,168	781,193	788,429
Local Line Charges	675,380	695,641	716,511	738,006	760,146	782,951	806,439	830,632	855,551	881,218	907,654
Misc. Revenues	34,800	35,844	36,919	38,027	39,168	40,343	41,553	42,800	44,084	45,406	46,768
Total Revenue	710,180	731,485	753,430	776,033	799,314	823,293	847,992	873,432	899,635	926,624	954,423
Insurance	15,372	15,833	16,308	16,797	17,301	17,820	18,355	18,906	19,473	20,057	20,659
Maintenance/Operation	140,085	144,288	148,616	153,075	157,667	162,397	167,269	172,287	177,455	182,779	188,263
Tech Management	68,000	70,040	72,141	74,305	76,535	78,831	81,196	83,631	86,140	88,725	91,386
Administration	66,200	68,186	70,232	72,339	74,509	76,744	79,046	81,418	83,860	86,376	88,967
Total Operating Expend.	289,657	298,347	307,297	316,516	326,012	335,792	345,866	356,242	366,929	377,937	389,275
Funds Available	1,434,984	1,163,539	1,182,245	1,201,512	1,221,358	1,241,798	1,262,852	1,284,538	1,306,874	1,329,880	1,353,577
Contingencies	128,400	132,252	136,220	140,306	144,515	148,851	153,316	157,916	162,653	167,533	172,559
Unappr. Ending Balance	62,000	63,860	65,776	67,749	69,782	71,875	74,031	76,252	78,540	80,896	83,323
Debt Service	-	-	-	-	-	-	-	-	-	-	-
CIP Projects	448,000	206,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
System Reserve	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000
Distributions ²	159,584	221,427	340,249	353,457	367,061	381,073	395,505	410,370	425,681	441,451	457,695
NOTES:	#1- Beging balance is contingency, Unappropriated blance and Resevre from prion year										
	#2- Distribution in equal amounts to Sponsors (City of The Dalles and Wasco County)										

QLife Network

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. Mobley 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

Commstructure – 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.

Financial Reports

- [March Financial Reports](#)
- [List of Disbursements since last meeting](#)

REVENUES LESS EXPENSES
as of MARCH 31, 2016

FUND	DESCRIPTION	Y.T.D.	BUDGET	% USED	BALANCE
QLIFE					
REVENUES					
	BEGINNING BALANCE	231,823.49	218,563	106.07%	(13,260.49)
	NEW REVENUES	768,435.84	701,219	109.59%	(67,216.84)
600	TOTAL QLIFE AGENCY FUND	1,000,259.33	919,782	108.75%	(80,477.33)
EXPENSES					
600	MATERIALS & SERVICES	165,509.24	258,556	64.01%	93,046.76
	CAPITAL OUTLAYS	-	20,000	0.00%	20,000.00
	INTERFUND TRANSFERS	412,478.19	504,140	81.82%	91,661.81
	SPECIAL PAYMENTS (ESD TRANSFERS)	41,289.60	50,000	82.58%	8,710.40
	TOTAL OPERATING EXPENSES	619,277.03	832,696	74.37%	213,418.97
	CONTINGENCY	-	27,680	0.00%	27,680.00
	UNAPPROPRIATED ENDING BAL	-	59,406	0.00%	59,406.00
600	TOTAL QLIFE AGENCY FUND	619,277.03	919,782	67.33%	300,504.97
		380,982.30	TOTAL REVENUES LESS EXPENSES		
REVENUES					
	BEGINNING BALANCE	377,826.07	400,590	94.32%	22,763.93
	NEW REVENUES	803,872.94	534,140	150.50%	(269,732.94)
601	TOTAL QLIFE CAPITAL FUND	1,181,699.01	934,730	126.42%	(246,969.01)
EXPENSES					
601	MATERIALS & SERVICES	1,085.00	23,000	4.72%	21,915.00
	CAPITAL OUTLAYS	19,485.13	345,000	5.65%	325,514.87
	DEBT SERVICE	-	-	-	-
	RESERVE FOR SYSTEM IMPROVEMENTS	-	471,717	0.00%	471,717.00
	TOTAL OPERATING EXPENSES	20,570.13	839,717	2.45%	819,146.87
	CONTINGENCY	-	95,013	0.00%	95,013.00
	UNAPPROPRIATED ENDING BAL	-	-	0.00%	-
601	TOTAL QLIFE CAPITAL FUND	20,570.13	934,730	2.20%	914,159.87
		1,161,128.88	TOTAL REVENUES LESS EXPENSES		
REVENUES					
	BEGINNING BALANCE	-	-	-	-
	NEW REVENUES	87,880.00	550,830.00	15.95%	462,950.00
602	TOTAL Q LIFE MAUPIN FUND	87,880.00	550,830.00	15.95%	462,950.00
EXPENSES					
	MATERIALS & SERVICES	18,568.00	30,000	61.89%	11,432.00
	CAPITAL OUTLAYS	-	430,063	0.00%	430,063.00
	DEBT SERVICE	-	-	-	-
	RESERVE FOR SYSTEM IMPROVEMENTS	-	-	-	-
	TOTAL OPERATING EXPENSES	18,568.00	460,063.00	0.62	441,495.00
	CONTINGENCY	-	90,767	-	90,767.00
	UNAPPROPRIATED ENDING BAL	-	-	-	-
602	TOTAL Q LIFE MAUPIN FUND	18,568.00	550,830.00	0.62	532,262.00
		69,312.00	TOTAL REVENUES LESS EXPENSES		
TOTAL QLIFE REVENUES		2,269,838.34	2,405,342.00	94.37%	135,503.66
TOTAL QLIFE EXPENDITURES		658,415.16	2,405,342.00	27.37%	1,746,926.84
TOTAL REVENUES LESS EXPENSES		1,611,423.18	TOTAL REVENUES LESS EXPENSES		

600 QUALITYLIFE AGENCY FUND

		DEBITS	CREDITS
ASSETS			
101.00-00	CURRENT ASSETS / CASH AND INVESTMENTS	88,877.02	
115.00-00	CURRENT ASSETS / ACCOUNTS RECEIVABLE	60,862.47	
115.20-00	ACCOUNTS RECEIVABLE / ACCRUED ACCOUNTS RECBL	.00	
115.90-00	ACCOUNTS RECEIVABLE / ALLOWANCE-DOUBTFUL ACCTS	.00	
126.00-00	ASSETS / INTERGOVT RECEIVABLE	.00	
126.90-00	INTERGOVT RECEIVABLE / DEFERRED CREDIT / LSN	.00	
141.00-00	ASSETS / INVENTORIES-MAT'L/SUPPLY	.00	
161.00-00	FIXED ASSETS / LAND	.00	
162.00-00	FIXED ASSETS / BUILDINGS	.00	
163.00-00	FIXED ASSETS / IMPRVMTS OTHER THAN BLDGS	2,063,876.40	
163.50-00	IMPRVMTS OTHER THAN BLDGS / SOFTWARE LICENSES	7,011.35	
164.10-00	MACHINERY AND EQUIPMENT / FURNITURE & FIXTURES	.00	
164.20-00	MACHINERY AND EQUIPMENT / OFFICE EQUIPMENT	.00	
164.40-00	MACHINERY AND EQUIPMENT / VEHICLES	.00	
164.90-00	MACHINERY AND EQUIPMENT / OTHER EQUIPMENT	.00	
165.00-00	FIXED ASSETS / PLANT IN SERVICE	.00	
166.00-00	FIXED ASSETS / WORK IN PROGRESS	15,178.75	
169.00-00	FIXED ASSETS / ACCUMULATED DEPRECIATION		608,375.16
175.00-00	OTHER ASSETS / NOTES RECIEVABLE	.00	
	TOTAL ASSETS		1,627,430.83
LIABILITIES			
201.00-00	LIABILITY / VOUCHERS PAYABLE		.00
201.10-00	VOUCHERS PAYABLE / ACCOUNTS PAYABLE (MAJE)		.00
203.00-00	LIABILITY / AR SYSTEM/OVERPYMT/CREDIT		600.00
205.00-00	LIABILITY / NOTES PAYABLE		.00
206.00-00	LIABILITY / RETAINAGE PAYABLE		.00
207.00-00	LIABILITY / INTERGOVT PAYABLE		.00
208.00-00	LIABILITY / DUE TO OTHER FUNDS		.00
209.00-00	LIABILITY / ACCRUED INTEREST PAYABLE		.00
210.00-00	LONG TERM DEBT / LONG TERM DEBT		.00
220.00-00	LIABILITIES / OFFSET BEGINNING BALANCE	231,823.49	
226.00-00	LIABILITIES / CAPITAL LEASES		.00
229.00-00	LIABILITIES / CUSTOMER DEPOSITS		.00
243.00-00	RESERVE ACCOUNTS / RESERVE ACCOUNTS		.00
	TOTAL LIABILITIES		231,223.49
FUND EQUITY			
243.01-00	RESERVE ACCOUNTS / RESERVE FOR ENCUMBRANCES		.00
261.00-00	EQUITY / CONTRIB CAPITAL-GOVT		.00
264.00-00	EQUITY / CONTRIB CAPITAL-INTERGOVT		.00
265.00-00	EQUITY / GAAP TRANSACTIONS		.00
279.99-00	RETAINED EARNINGS / EQUITY TRANSFER	54,688.11	
	RETAINED EARNINGS		1,913,342.43
	TOTAL FUND EQUITY		1,858,654.32

600 QUALITYLIFE AGENCY FUND

DEBITS

CREDITS

TOTAL LIABILITIES AND FUND EQUITY

1,627,430.83

601 QLIFE CAPITAL FUND

		DEBITS	CREDITS

ASSETS			
101.00-00	CURRENT ASSETS / CASH AND INVESTMENTS	781,061.64	
115.00-00	CURRENT ASSETS / ACCOUNTS RECEIVABLE	2,263.17	
115.20-00	ACCOUNTS RECEIVABLE / ACCRUED ACCOUNTS RECBL	.00	
130.00-00	ASSETS / DUE FROM OTHER FUNDS	.00	
TOTAL ASSETS			783,324.81
LIABILITIES			
201.00-00	LIABILITY / VOUCHERS PAYABLE		.00
201.10-00	VOUCHERS PAYABLE / ACCOUNTS PAYABLE (MAJE)		.00
203.00-00	LIABILITY / AR SYSTEM/OVERPYMT/CREDIT		.00
205.00-00	LIABILITY / NOTES PAYABLE		.00
206.00-00	LIABILITY / RETAINAGE PAYABLE		.00
220.00-00	LIABILITIES / OFFSET BEGINNING BALANCE	377,826.07	
243.00-00	RESERVE ACCOUNTS / RESERVE ACCOUNTS		.00
TOTAL LIABILITIES		377,826.07	
FUND EQUITY			
243.01-00	RESERVE ACCOUNTS / RESERVE FOR ENCUMBRANCES		.00
FUND BALANCE			1,161,150.88
TOTAL FUND EQUITY			1,161,150.88
TOTAL LIABILITIES AND FUND EQUITY			783,324.81

602 QLIPE MAUPIN FUND

	DEBITS	CREDITS

ASSETS		
101.00-00	CURRENT ASSETS / CASH AND INVESTMENTS	69,312.00
115.00-00	CURRENT ASSETS / ACCOUNTS RECEIVABLE	.00
115.20-00	ACCOUNTS RECEIVABLE / ACCRUED ACCOUNTS RECBL	.00
130.00-00	ASSETS / DUE FROM OTHER FUNDS	.00
	TOTAL ASSETS	69,312.00
LIABILITIES		
201.00-00	LIABILITY / VOUCHERS PAYABLE	.00
201.10-00	VOUCHERS PAYABLE / ACCOUNTS PAYABLE (MAJE)	.00
203.00-00	LIABILITY / AR SYSTEM/OVERPYMT/CREDIT	.00
205.00-00	LIABILITY / NOTES PAYABLE	.00
206.00-00	LIABILITY / RETAINAGE PAYABLE	.00
220.00-00	LIABILITIES / OFFSET BEGINNING BALANCE	.00
243.00-00	RESERVE ACCOUNTS / RESERVE ACCOUNTS	.00
	TOTAL LIABILITIES	.00
FUND EQUITY		
243.01-00	RESERVE ACCOUNTS / RESERVE FOR ENCUMBRANCES	.00
	FUND BALANCE	69,312.00
	TOTAL FUND EQUITY	69,312.00
	TOTAL LIABILITIES AND FUND EQUITY	69,312.00

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300									
00 00		18,213	.00		163,917	231,823.49	141	218,563	13,260.49-
300	**	18,213	.00		163,917	231,823.49	141	218,563	13,260.49-
300	*** BEGINNING BALANCE	18,213	.00		163,917	231,823.49		218,563	13,260.49-
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	54,005	54,390.00	101	486,045	484,285.00	100	648,069	163,784.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	.00		1,683	4,000.00	238	2,250	1,750.00-
344	** UTILITY SERVICES	54,192	54,390.00	100	487,728	488,285.00	100	650,319	162,034.00
340	*** CHARGES FOR SERVICES	54,192	54,390.00		487,728	488,285.00		650,319	162,034.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	58	541.71	934	522	3,105.25	595	700	2,405.25-
361	** INTEREST REVENUES	58	541.71	934	522	3,105.25	595	700	2,405.25-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	.00		144	3,932.50	2731	200	3,732.50-
20 00	E-RATE REIMBURSEMENT	4,166	.00		37,494	41,289.60	110	50,000	8,710.40
369	** OTHER MISC REVENUES	4,182	.00		37,638	45,222.10	120	50,200	4,977.90
360	*** OTHER REVENUES	4,240	541.71		38,160	48,327.35		50,900	2,572.65
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		76,645	54,931.71		689,805	768,435.84		919,782	151,346.16

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	33,382	.00		300,438	377,826.07	126	400,590	22,763.93
300	**	33,382	.00		300,438	377,826.07	126	400,590	22,763.93
300	*** BEGINNING BALANCE	33,382	.00		300,438	377,826.07		400,590	22,763.93
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	2,500	2,263.17	91	22,500	13,568.68	60	30,000	16,431.32
344	** UTILITY SERVICES	2,500	2,263.17	91	22,500	13,568.68	60	30,000	16,431.32
340	*** CHARGES FOR SERVICES	2,500	2,263.17		22,500	13,568.68		30,000	16,431.32
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	0	.00		0	.00		0	.00
369	** OTHER MISC REVENUES	0	.00		0	.00		0	.00
360	*** OTHER REVENUES	0	.00		0	.00		0	.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	42,011	45,830.91	109	378,099	412,478.19	109	504,140	91,661.81
391	** OPERATING TRANSFERS IN	42,011	45,830.91	109	378,099	412,478.19	109	504,140	91,661.81
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	42,011	45,830.91		378,099	412,478.19		504,140	91,661.81
FUND TOTAL QLIFE CAPITAL FUND		77,893	48,094.08		701,037	803,872.94		934,730	130,857.06

City of The Dalles

FUND 602 QLIFE MAUPIN FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300	00 00	0	.00		0	.00		0	.00
300	**	0	.00		0	.00		0	.00
300	*** BEGINNING BALANCE	0	.00		0	.00		0	.00
330	INTERGOVERNMENTAL REVENUE								
334	STATE GRANTS								
90 00	STATE GRANTS, OTHER	8,825	.00		26,475	.00		52,950	52,950.00
334	** STATE GRANTS	8,825	.00		26,475	.00		52,950	52,950.00
336	PRIVATE SECTOR GRANTS								
10 00	PRIVATE SECTOR GRANTS	14,647	.00		43,941	87,880.00	200	87,880	.00
336	** PRIVATE SECTOR GRANTS	14,647	.00		43,941	87,880.00	200	87,880	.00
330	*** INTERGOVERNMENTAL REVENUE	23,472	.00		70,416	87,880.00		140,830	52,950.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	0	.00		0	.00		0	.00
344	** UTILITY SERVICES	0	.00		0	.00		0	.00
340	*** CHARGES FOR SERVICES	0	.00		0	.00		0	.00
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	0	.00		0	.00		0	.00
369	** OTHER MISC REVENUES	0	.00		0	.00		0	.00
360	*** OTHER REVENUES	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	68,333	.00		204,999	.00		410,000	410,000.00
393	** PROCEEDS- LT LIABILITIES	68,333	.00		204,999	.00		410,000	410,000.00
390	*** OTHER FINANCING SOURCES	68,333	.00		204,999	.00		410,000	410,000.00
FUND TOTAL QLIFE MAUPIN FUND		91,805	.00		275,415	87,880.00		550,830	462,950.00
GRAND TOTAL		246,343	103,025.79		1,666,257	1,660,188.78		2,405,342	745,153.22

PROGRAM: GM267C
City of The Dalles

REPORT SELECTIONS

Fiscal year : 2016
Fund Range : 600 through 602
All Departments
All Divisions
Suppress accounts with zero balances : N

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	3249	1958.00	60	19743	21950.96	111	.00	29500	7549.04	74	
15			COUNTY	416	.00	0	3744	.00	0	.00	5000	5000.00	0	
20			OUTSIDE PLANT MAINTENACE	3583	421.19	12	32247	7225.64	22	.00	43000	35774.36	17	
90			OTHER SERVICES	1916	.00	0	17244	12278.37	71	.00	23000	10721.63	53	
32	10		AUDIT	558	.00	0	5022	3750.00	75	.00	6700	2950.00	56	
20			LEGAL SERVICES	700	945.00	135	6300	5970.00	95	.00	8400	2430.00	71	
34	10		ENGINEERING SERVICES	1866	6311.25	338	16794	23252.71	139	.00	22400	852.71-	104	
30			NETWORK SYSTEM MANAGEMENT	5666	5448.62	96	50994	49027.15	96	.00	68000	18972.85	72	
50			SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
41	40		ELECTRICITY	50	45.37	91	450	360.79	80	.00	600	239.21	60	
43	10		BUILDINGS AND GROUNDS	41	.00	0	369	247.03	67	.00	500	252.97	49	
25			NETWORK EQUIPMENT	416	.00	0	3744	.00	0	.00	5000	5000.00	0	
87			UTILITIES LOCATES	83	.00	0	747	.00	0	.00	1000	1000.00	0	
44	10		OFFICE SPACE RENTAL	646	.00	0	5814	3876.00	67	.00	7752	3876.00	50	
52	10		LIABILITY	501	.00	0	4509	7317.00	162	.00	6017	1300.00-	122	
30			PROPERTY	0	.00	0	0	.00	0	.00	0	.00	0	
53	20		POSTAGE	16	.00	0	144	.00	0	.00	200	200.00	0	
30			TELEPHONE	35	.00	0	315	308.10	98	.00	420	111.90	73	
40			LEGAL NOTICES	33	69.60	211	297	174.00	59	.00	400	226.00	44	
54	00		ADVERTISING	125	.00	0	1125	500.00	44	.00	1500	1000.00	33	
57	10		PERMIT	33	.00	0	297	.00	0	.00	400	400.00	0	
58	10		TRAVEL, FOOD & LODGING	166	.00	0	1494	1876.42	126	.00	2000	123.58	94	
50			TRAINING AND CONFERENCES	58	.00	0	522	195.00	37	.00	700	505.00	28	
70			MEMBERSHIPS/DUES/SUBSCRIP	72	.00	0	648	1432.85	221	.00	875	557.85-	164	
60	10		OFFICE SUPPLIES	8	197.50	2469	72	234.06	325	.00	100	134.06-	234	
63	80		QLIFE SCHOLARSHIPS	166	.00	0	1494	2000.00	134	.00	2000	.00	100	
90			ROBOTICS GRANTS	166	.00	0	1494	2000.00	134	.00	2000	.00	100	
69	50		MISCELLANEOUS EXPENSES	54	10.00	19	486	477.96	98	.00	650	172.04	74	
60			POLE CONNECTION FEES	875	.00	0	7875	8158.35	104	.00	10500	2341.65	78	
70			RIGHT OF WAY FEES	1620	1631.70	101	14580	12896.85	89	.00	19442	6545.15	66	
80			ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0	
02	**		MATERIALS & SERVICES	23118	17038.23	74	198564	165509.24	83	.00	268056	102546.76	62	
03			CAPITAL OUTLAY											
74	20		TELECOMMUNICATIONS EQUIP	1666	.00	0	14994	.00	0	.00	20000	20000.00	0	
03	**		CAPITAL OUTLAY	1666	.00	0	14994	.00	0	.00	20000	20000.00	0	
660	**	**	FINANCIAL OPERATIONS	24784	17038.23	69	213558	165509.24	78	.00	288056	122546.76	58	
66	**	**	EXPENSE-ACCOUNT	24784	17038.23	69	213558	165509.24	78	.00	288056	122546.76	58	
DIV	6000		TOTAL *****	24784	17038.23	69	213558	165509.24	78	.00	288056	122546.76	58	
DEPT	60		TOTAL *****	24784	17038.23	69	213558	165509.24	78	.00	288056	122546.76	58	
			QLIFE	24784	17038.23	69	213558	165509.24	78	.00	288056	122546.76	58	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT	*****CURRENT*****									
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
60		QLIFE FUND									
600		OTHER USES									
05		OTHER									
81	91	QLIFE CAPITAL FUND	42011	45830.91	109	378099	412478.19	109	.00	504140	91661.81 82
83	10	ESD E-RATE	4166	.00	0	37494	41289.60	110	.00	50000	8710.40 83
05	**	OTHER	46177	45830.91	99	415593	453767.79	109	.00	554140	100372.21 82
06		CONTINGENCY / UAFB									
88	00	CONTINGENCY	723	.00	0	16005	.00	0	.00	18180	18180.00 0
89	00	UNAPROPRIATED ENDING BAL	4950	.00	0	44550	.00	0	.00	59406	59406.00 0
06	**	CONTINGENCY / UAFB	5673	.00	0	60555	.00	0	.00	77586	77586.00 0
600	** **	OTHER USES	51850	45830.91	88	476148	453767.79	95	.00	631726	177958.21 72
60	** **	QLIFE FUND	51850	45830.91	88	476148	453767.79	95	.00	631726	177958.21 72
DIV	9500	TOTAL *****	51850	45830.91	88	476148	453767.79	95	.00	631726	177958.21 72
DEPT	95	TOTAL *****									
		OTHER USES	51850	45830.91	88	476148	453767.79	95	.00	631726	177958.21 72
FUND	600	TOTAL *****									
		QUALITYLIFE AGENCY FUND	76634	62869.14	82	689706	619277.03	90	.00	919782	300504.97 67

FUND 601 Q LIFE CAPITAL FUND		DEPT/DIV 6000 Q LIFE/			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA ELE OBJ	ACCOUNT	*****CURRENT*****			BUDGET	ACTUAL	%EXP					
SQB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	% BDGT
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
02		MATERIALS & SERVICES										
34	10	ENGINEERING SERVICES	916	.00	0	8244	1085.00	13	.00	11000	9915.00	10
70		CUSTOMER CONNECT COSTS	333	.00	0	2997	.00	0	.00	4000	4000.00	0
43	86	LINE MNTNCE & SUPPLIES	666	.00	0	5994	.00	0	.00	8000	8000.00	0
57	10	PERMIT	0	.00	0	0	.00	0	.00	0	.00	0
02	**	MATERIALS & SERVICES	1915	.00	0	17235	1085.00	6	.00	23000	21915.00	5
03		CAPITAL OUTLAY										
72	20	BUILDINGS	0	.00	0	0	.00	0	.00	0	.00	0
74	20	TELECOMMUNICATIONS EQUIP	9166	.00	0	82494	.00	0	.00	110000	110000.00	0
76	10	PRIMARY	15000	.00	0	135000	2263.17	2	.00	180000	177736.83	1
20		SECONDARY	4166	467.95	11	37494	17221.96	46	.00	50000	32778.04	34
30		POLE MAKE READY COSTS	416	.00	0	3744	.00	0	.00	5000	5000.00	0
03	**	CAPITAL OUTLAY	28748	467.95	2	258732	19485.13	8	.00	345000	325514.87	6
04		DEBT SERVICE										
79	50	LOAN PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
51		CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
60		LOAN INTEREST PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
90		LOAN RESERVE-PUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
04	**	DEBT SERVICE	0	.00	0	0	.00	0	.00	0	.00	0
660	** **	FINANCIAL OPERATIONS	30663	467.95	2	275967	20570.13	8	.00	368000	347429.87	6
66	** **	EXPENSE-ACCOUNT	30663	467.95	2	275967	20570.13	8	.00	368000	347429.87	6
DIV	6000	TOTAL *****	30663	467.95	2	275967	20570.13	8	.00	368000	347429.87	6
DEPT	60	TOTAL *****	30663	467.95	2	275967	20570.13	8	.00	368000	347429.87	6
		Q LIFE	30663	467.95	2	275967	20570.13	8	.00	368000	347429.87	6

FUND 602 QLIFE MAUPIN FUND		DEPT/DIV 6000 QLIFE/						ANNUAL		UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SQB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
66		EXPENSE-ACCOUNT									
660		FINANCIAL OPERATIONS									
02		MATERIALS & SERVICES									
31	10	ADMINISTRATIVE	5000	2332.00	47	15000	18568.00	124	.00	30000	11432.00 62
34	10	ENGINEERING SERVICES	0	.00	0	0	.00	0	.00	0	.00 0
	70	CUSTOMER CONNECT COSTS	0	.00	0	0	.00	0	.00	0	.00 0
43	86	LINE MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00 0
02	**	MATERIALS & SERVICES	5000	2332.00	47	15000	18568.00	124	.00	30000	11432.00 62
03		CAPITAL OUTLAY									
72	20	BUILDINGS	0	.00	0	0	.00	0	.00	0	.00 0
74	20	TELECOMMUNICATIONS EQUIP	27401	.00	0	82203	.00	0	.00	164404	164404.00 0
76	10	PRIMARY	0	.00	0	0	.00	0	.00	0	.00 0
	20	SECONDARY	44277	.00	0	132831	.00	0	.00	265659	265659.00 0
	30	POLE MAKE READY COSTS	0	.00	0	0	.00	0	.00	0	.00 0
03	**	CAPITAL OUTLAY	71678	.00	0	215034	.00	0	.00	430063	430063.00 0
04		DEBT SERVICE									
79	50	LOAN PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00 0
	60	LOAN INTEREST PAYMENTS	0	.00	0	0	.00	0	.00	0	.00 0
04	**	DEBT SERVICE	0	.00	0	0	.00	0	.00	0	.00 0
660	** **	FINANCIAL OPERATIONS	76678	2332.00	3	230034	18568.00	8	.00	460063	441495.00 4
66	** **	EXPENSE-ACCOUNT	76678	2332.00	3	230034	18568.00	8	.00	460063	441495.00 4
DIV	6000	TOTAL *****	76678	2332.00	3	230034	18568.00	8	.00	460063	441495.00 4
DEPT	60	TOTAL *****	76678	2332.00	3	230034	18568.00	8	.00	460063	441495.00 4
		QLIFE	76678	2332.00	3	230034	18568.00	8	.00	460063	441495.00 4

FUND 602 QLIFE MAUPIN FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.				
SUB	SUB		DESCRIPTION											
60			QLIFE FUND											
600			OTHER USES											
	06		CONTINGENCY / UAFB	15128	.00	0	45384	.00	0	.00	90767	90767.00	0	
	88	00	CONTINGENCY	15128	.00	0	45384	.00	0	.00	90767	90767.00	0	
	06	**	CONTINGENCY / UAFB											
600	**	**	OTHER USES	15128	.00	0	45384	.00	0	.00	90767	90767.00	0	
60	**	**	QLIFE FUND	15128	.00	0	45384	.00	0	.00	90767	90767.00	0	
DIV	9500		TOTAL *****	15128	.00	0	45384	.00	0	.00	90767	90767.00	0	
DEPT	95		TOTAL *****	15128	.00	0	45384	.00	0	.00	90767	90767.00	0	
			OTHER USES											
FUND	602		TOTAL *****	91806	2332.00	3	275418	18568.00	7	.00	550830	532262.00	3	
			QLIFE MAUPIN FUND											
GRAND			TOTAL *****	246329	65669.09	27	1666125	658415.16	40	.00	2405342	1746926.84	27	

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2015-16		
PERIOD DETAIL	FROM:	3/17/2016	TO: 4/20/2016
	Revenue:	Billed as of	\$57,073.17
		QLife Monthly Billings	BILLING DONE ON THE 20TH
TOTAL:			\$57,073.17
CODE	Expenditures:	Date CK signed:	
600.6000.660.34.30	Aristo		monthly retainer \$2,000.00
600.6000.660.31.20	Platt		misc \$421.19
600.6000.660.34.30	Aristo		System management \$3,448.62
600.6000.660.41.40	PUD		StMary's electric \$45.37
600.6000.660.58.10	Visa		Safeway - food \$14.98
600.6000.660.34.10	Commstructures		OSP Oversight \$3,042.50
600.6000.660.34.10	Commstructures		Maupin \$660.00
600.6000.660.34.10	Commstructures		Maupin \$1,100.00
600.6000.660.34.10	Commstructures		Project Manager \$1,275.00
600.6000.660.34.10	Commstructures		NESC \$195.80
600.6000.660.44.10	City of The Dalles		rent Jan, Feb, March \$1,938.00
600.6000.660.31.10	City of The Dalles		Services Jan, Feb, March \$4,138.17
602.6000.660.31.10	Nolan Young	*waiting on check	Admin Services- MAUPIN \$3,432.00
600.6000.660.31.10	Nolan Young	*waiting on check	Admin Services \$2,926.00
600.6000.660.32.20	Keith Mobley	*waiting on check	Legal Services \$1,455.00
600.6000.660.34.30	Aristo	*waiting on check	Network System Management \$2,760.00
600.6000.660.32.20	Keith Mobley	*waiting on check	Legal Services \$135.00
600.6000.660.69.70	City of The Dalles	*waiting on check	ROW \$1,631.70
600.6000.660.53.30	Gorge Net	*waiting on check	Telephone \$34.18
TOTAL:			\$30,653.51

FUND:	<u>CAPITAL 601</u>	<u>CAPITAL 601</u>	
FISCAL YEAR:	2013-14	2013-14	
PERIOD DETAIL	FROM:	3/17/2016 TO: 4/20/2016	
	Revenue:		
TOTAL:			
CODE	Expenditures:		
601.6000.660.76.20	Hire	Craigs building work	\$467.95
601.6000.660.34.70	Aristo	*waiting on check Fiber Install: Craigs	\$1,353.78
TOTAL:			\$1,821.73

Reports

- [Aristo Operational Management Report](#)
- [Customer Outage Report](#)

Aristo Networks LLC
Technical Management Report
By
John Amery
4/21/2016

Items of Discussion:

- There were no system outages this month.
- Aristo Networks has been working closely with Qlife Administration to help with the transition.
- Qlife is currently evaluating different monitoring solutions for our electronics.

Qlife – Executive Session

Customer Outage Report

By John Amery – Aristo Networks

April, 2016

New Events

Customer	Issue	Resolution	Status
MCMC	MCMC is experiencing challenges turning up a new single fiber connection Qlife recently installed. It currently is believed that the issue is driven by incompatibility of MCMC's equipment with single fiber optics.	Qlife is planning to attempt to provide a short term solution with Qlife equipment which should allow the end customer to meet deadlines. A long term solution will likely entail extending an additional fiber to the premises to allow MCMC to utilize dual fiber optics which are compatible with their equipment.	OPEN

Outstanding Open Tickets

Customer	Issue	Resolution	Status

Scholarship Funding Request

- [Scholarship Luncheon Invitation](#)
- [Foundation Letter](#)

You're invited to
Columbia Gorge Community College Foundation's
Annual Scholarship Luncheon

Tuesday, April 26, 2016
11:30 a.m. – 1:00 p.m.

CGCC Lecture Hall
Bldg. 2, Third Floor
400 E. Scenic Dr.
The Dalles, Oregon

Lunch at 11:30 a.m.
Program at 12:00 p.m. Noon
Business Casual Attire

Please RSVP by Monday, April 18, 2016.

abernal@cgcc.edu ♦ (541) 506-6111

www.gorgefoundation.org



COLUMBIA
GORGE
COMMUNITY
COLLEGE

FOUNDATION

March 23, 2016

QLife Network
313 Court Street
The Dalles, OR 97058

Dear members of **QLife Network**:

Thank you for your generosity in supporting Columbia Gorge Community College in 2015-16 by providing two (2) \$1,000 **QLife Network RET Scholarships** to CGCC Foundation. These two scholarships were awarded to renewable energy technology students. We are grateful for your contribution, and with your help, we are able to further our mission to build dreams and transform lives by creating opportunities for lifelong learning.

We would like to know if you are interested in continuing to support RET scholarships for 2016-17 academic year. If so, we would be grateful if you could please provide confirmation as soon as possible. It is important for the foundation to receive the scholarship donation before June 30, 2016, or close to that date, for budget purposes.

Last year, the following criteria were established so that the foundation could select high-quality scholarship recipients for your scholarships:

- Two (2) \$1,000 scholarships awarded in fall, disbursed over three academic terms
- Scholarships may be used for tuition and/or books
- Recipient must be enrolled in the renewable energy technology program
- The name of the recipient will be disclosed to donor when award is accepted

Scholarship recipient is required to:

- Maintain satisfactory academic progress set forth by CGCC and CGCC Foundation
- Agree to scholarship terms

In the instance that you would like to contribute a dedicated scholarship for 2016-17, please let us know if there are any changes to the selection criteria. Thank you for supporting Columbia Gorge Community College. If you have any questions, please feel free to contact the foundation.

Sincerely,

Stephanie Hoppe
CGCC Foundation Director

Oregon Connections Telecommunications Conference

- [Exhibitor Information](#)
- [Introductory Email](#)

OREGON CONNECTIONS Telecommunications Conference

October 20-21, 2016 - Hood River, Oregon



2016 Exhibitor Information

Oregon Connections: Generation Mobility

- How to Become an Exhibitor
- Exhibitors Should Submit
- Exhibitor Application (online registration)
- 2016 Exhibitors

How To Become an Exhibitor

What You Get:

- **One six foot table** with cloth and drape
- **Electrical access**
- **WiFi Internet access**
- **One complimentary conference registration**

Fee:

- **\$150** for private company or business
- **\$100** for private non-profit, public benefit, or government organizations

Remember exhibit space is limited so apply soon.

Exhibitors Should Submit:

EITHER complete the online Exhibitor Application (below) and pay online using a credit card via Paypal.

OR submit a printed application form (page 4) with your appropriate fee (\$150 or \$100) in a check or money order payable to "Oregon Connections Telecommunications Conference" and mail to:

Mid-Columbia Economic Development District
Attention: Oregon Connections
515 East Second Street
The Dalles, OR 97058

From: TAMARIN Christopher * BIZ [mailto:Christopher.Tamarin@oregon.gov]
Sent: Friday, April 08, 2016 10:24 AM
To: Izetta F. Grossman
Subject: Oregon Connections Sponsors and Exhibitors

Hi Izetta:

We are working on preparations for the 2016 Oregon Connections Telecommunications Conference scheduled on October 20 and 21 in Hood River. The theme this year will be *Oregon Connections: Generation Mobility*. Conference presenters and attendees will explore aspects of **Generation Mobility** as broadband enabled mobile devices increasingly serve users as a telephone, computer, camera, entertainment center, map, compass, calculator, library, wallet, personal trainer, health monitor, and more.

Our keynote speaker will be Peggy Smedley, Editorial Director of Connected World magazine, pioneer in M2M and IoT, speaker, and media personality engaged in educating businesses and consumers on the latest technological advances shaping everyday lives.

I am hoping that QLife will be interested in being a Sponsor and/or an Exhibitor this year. The 2016 conference website has been launched, and more information may be found at www.oregonconnections.info.

Let me know if you are interested or have any questions, and thank you for your consideration!

Chris

Chris Tamarin

Planning Committee

Christopher Tamarin
Telecommunications Strategist
Oregon Business Development Department
121 SW Salmon Street, Suite 205
Portland, Oregon 97204
503 508-0178 Phone / Cell
503 581-5115 Fax
christopher.tamarin@oregon.gov

Participant Pricing

- [Resolution 16-003](#)
- [Resolution 16-004](#)
- [Staff Comments](#)

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as

"QLife Network"

RESOLUTION No. 16-003

A RESOLUTION AMENDING RESOLUTION No. 11-002 ESTABLISHING
SERVICE RATES AND FEES FOR THE QUALITYLIFE
INTERGOVERNMENTAL AGENCY.

WHEREAS, the QualityLife Intergovernmental Agency (QLife) is an open access provider of broadband services to The Dalles area, and;

WHEREAS, QLife has customers desiring service, and;

WHEREAS, QLife is willing and able to provide certain service to its customers, and;

WHEREAS, the QLife Board wishes to adopt charges and fees for services it provides

NOW, THEREFORE, BE IT RESOLVED BY THE QUALITYLIFE
INTERGOVERNMENTAL AGENCY BOARD AS FOLLOW:

SECTION 1: Resolution 11-004 and QLife's Policy on Lease of Dark Fiber approved July 24, 2007 are both repealed.

SECTION 2: Customer Classes. For the purpose of this resolution, QLife shall have two classes of customers.

A. Participant Customers (Participants). The following specific customers who played an essential role and assumed some risk in helping the QLife system become operational:

1. Wasco County
2. City of The Dalles
3. Mid-Columbia Medical Center
4. Northern Wasco County School District 21
5. Region 9 Education Service District
6. Columbia Gorge Community College

B. All Other Customers including Wholesalers

SECTION 3: Rates and Fees. Effective the date of this resolution service rates, fees and charges for the QLife system shall be as follows:

A. Broadband Transport Service.

1. Participants. Either the amount established in an existing service order previously signed between the participant and QLife and any continuation of those service orders or, for new service requested after the adoption of this resolution:
 - a. 10 Mbps; \$200/ month,
 - b. 20 Mbps; \$300 month
 - c. 100 Mbps; \$400/ month
 - d. 1,000 Mbps. service \$850 /month

2. Other Customers. for new service requested after the adoption of this resolution:
 - a. 10 Mbps; \$200/ month
 - b. 20 Mbps; \$300 month
 - c. 100 Mbps; \$400 /month
 - d. 1,000 Mbps; \$850/month

B. Alternative Wholesale Pricing:

Internet Service Providers (ISP) may use this uplink port pricing model for all customers not under the terms of an existing service order.

1. Uplink Port:

100Mbps	\$ 1,200/month
500 Mbps	\$ 2,400/month
1000 Mbps	\$, 2,600/month

2. Looping Price:

12 Mbps	\$ 50/month
30 Mbps	\$ 90/month
100Mbps	\$ 150/month

QLife will eliminate the requirement for a switch at a loop customer demarks if the ISP can provide a solution agreeable to QLife for limiting the size of service to the amount purchased.

The Turn Up Fee for loop customers shall be \$100.

C. Lease of Dark Fiber

1. Participants: Either the amount established in an existing service order agreement previously signed between the participants and QLife and any extension of those services, or
2. Others:

Single Fiber; one direction no backup fiber	\$ 450/month
*Single Fiber Loop	\$ 600/month
1 pair fiber one direction	\$ 900/month
1 pair fiber loop	\$1200/month

D. Other Service. The costs for all customers (both participants and wholesalers) shall be as follows:

1. Collocation in QLife City Hall Equipment room includes 10 Amp AC Power with generator back up.

Full rack: \$400 per month;

Single Deck or our Rack: \$100 per month
2. Antenna/Dish on City Hall:

First: \$150 per month;

Each Additional: \$50 per month
3. Turn up fee for new network connection:

10 Mbps. \$200 non-recurring charge (NRC)

100 Mbps. \$200 NRC

1,000 Mbps. \$ 200 NRC
4. NRC for charges for equipment and service installation will be actual costs unless a cost share of service installation is agreed to under QLife's Line Extension policy (Resolution 16-004).
5. Delinquent accounts: 18% (1.5% per month) late charges.

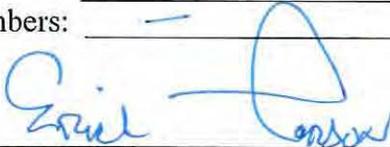
- 6. Termination Fee: Cost of placing a customer on termination list - \$5 (Third Notice).
- 7. Reconnection Fee: Cost of reconnecting a customer whose service has been terminated \$20.
- 8. Non-Sufficient Funds Check Fee: \$25.
- 9. Special Service Fee: \$20.00

SECTION 4: Term of Fees. These fees shall remain in effect until which time the QLife Board, by a majority vote, amends all or portions of these fees.

SECTION 5: Effective. This resolution shall be effective February 1, 2016.

PASSED AND ADOPTED THIS 21st DAY OF JANUARY 2016

Voting Yes, Board Members: Larson, Ahier, Spatz, Elliott, Hege
 Voting No, Board Members: —
 Absent, Board Members: —
 Abstaining, Board Members: —

APPROVED: 
 Erick Larson, President

ATTEST: 
 Brian Ahier, Secretary-Treasurer

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as

"QLife Network"

RESOLUTION No. 16-004

A RESOLUTION AMENDING THE QUALITYLIFE
INTERGOVERNMENTAL AGENCY'S POLICY FOR LINE EXTENSIONS.

WHEREAS, the QualityLife Intergovernmental Agency (QLife) is an open access provider of broadband services to The Dalles area, and;

WHEREAS, QLife has customers desiring service, and;

WHEREAS, QLife is willing and able to provide certain service to its customers, and;

WHEREAS, the QLife Board has a policy for line extensions for customers and wishes to amend that policy.

NOW, THEREFORE, BE IT RESOLVED BY THE QUALITYLIFE
INTERGOVERNMENTAL AGENCY BOARD AS FOLLOW:

Section 1: QLife's Policy on Line Extension approved July 24, 2007 is repealed.

Section 2: The purpose of this policy is to establish a standard procedure for extending fiber optic lines from QLife's primary loop and spurs to other business locations.

Section 3: The primary purpose of QLife is to be a middle mile provider, which includes the loop and service hubs and spurs. This policy will allow, under certain conditions, QLife to extend fiber lines to certain customers in order to enhance the overall benefit of the fiber optic loop to the community and allow it to serve its primary mission of "Quality of Life Through Connectivity". QLife is an open network and as such, any potential user may connect to an appropriate location in accordance with this and other Board approved policies.

Section 4: When to Extend Lines

It will be the policy of QLife to extend fiber-optic spur lines with hubs from the loop for the following classes of customers if they qualify under the guide lines identified in Section 6.

A. Participant Customers (Participants). The Six customers identified in Section 2 A of the rate schedule (Resolution 16-003). This category will receive first priority of QLife resources and will be given certain incentives identified elsewhere in the policy.

B. All other customers and wholesale providers.

Section 5: Type of Line Extension

A. For the purpose of this policy, there are three types of system line extensions:

1. Primary fiber optic loop, to be extended by QLife when the guidelines in Section 6 are met as determined by the Board.
2. Service Hub (includes spur line from primary loop) to be extended as outlined in Section 6.
3. Service line: fiber optic line from the hub to a customer's de-mark plant (where electronic device is located) as outlined in Section 6

B. Service lines will be extended to customer's facilities at a location approved by QLife. Customer will provide raceways from the exterior of the building to the approved customer de-mark location if located inside the building, in accordance with QLife specifications.

Section 6: Guidelines for Line Extension

The determination of eligibility for primary loop, hub and service line extensions and method for financing the cost of extending lines will be as follows:

A. Participants

QLife will use its resources to extend sections of the primary loop, Hubs and Service Lines to specific site, if the participant will sign a five (5) year service contract that guarantees QLife revenue over the life of the contract, sufficient to meet debt payments created by the costs of the extension or equal to costs paid for by QLife from reserve funds.

If less than a five year contract is signed by a participant they will have the three options identified in section B for Wholesale providers

B. Wholesale Providers and other customers have three options to then to pay non-recurring costs (NRC) for fiber optic line extensions needed to service new customers:

1. Pay QLife the actual costs of line extensions constructed by QLife contractors.
2. If the customer signs a three year service contract, QLife will pay 50% of the NRC up to an amount equal to one third of the projected revenue QLife will receive for the service contract (including both uplink and loop revenue under the Alternative Whole Pricing model). If the actual cost of extending a line exceeds 50% the fees that will be received from the customer, then the customer shall pay the additional cost.

Participant Pricing

Broadband Transport Service

- a. 10 Mbps; \$200/ month,
- b. 20 Mbps: \$300 month
- c. 100 Mbps; \$400/ month
- d. 1,000 Mbps. service \$850 /month

Comment [WC1]: Pricing is the same as all other customers. Was this intended?

Lease of Dark Fiber

Participants: Either the amount established in an existing service order agreement previously signed between the participants and QLife and any extension of those services, or

Others:

Single Fiber; one direction no backup fiber \$ 450/month

*Single Fiber Loop \$ 600/month

1 pair fiber one direction \$ 900/month

1 pair fiber loop \$1200/month

Comment [WC2]: Does this mean that any previous order determines pricing on any new orders? If multiple orders exist which one determines pricing? What constitutes an extension of service? If a line goes from one building to the next and a third new line is ordered to leave that building to connect another new building is that an extension of service or is that a new drop? Craig's and City Hall buildings are examples. What constitutes an extension vs. a new service drop?

Comment [WC3]: Pricing is the same as all other customers. Was this intended?

Other Service. The costs for all customers (both participants and wholesalers) shall be as follows:

1. Collocation in QLife City Hall Equipment room includes 10 Amp AC Power with generator back up.

Full rack: \$400 per month;

Single Deck on our Rack: \$100 per month
2. Antenna/Dish on City Hall:

First: \$150 per month;

Each Additional: \$50 per month
3. Turn up fee for new network connection:

10 Mbps. \$200 non-recurring charge (NRC)

100 Mbps. \$200 NRC

1,000 Mbps. \$ 200 NRC

4. NRC for charges for equipment and service installation will be actual costs unless a cost share of service installation is agreed to under QLife's Line Extension policy (Resolution 16-004).
5. Delinquent accounts: 18% (1.5% per month) late charges.
6. Termination Fee: Cost of placing a customer on termination list - \$5 (Third Notice).
7. Reconnection Fee: Cost of reconnecting a customer whose service has been terminated \$20.
8. Non-Sufficient Funds Check Fee: \$25.
9. Special Service Fee: \$20.00

When to Extend Lines

A. Participant Customers (Participants). The Six customers identified in section 2 A of the rate schedule (Resolution 16-003). This category will receive first priority of QLife resources and will be given certain incentives identified elsewhere in the policy.

Guidelines for Line Extension

A. Participants

QLife will use its resources to extend sections of the primary loop, Hubs and Service Lines to specific site, if the participant will sign a five (5) year service contract that guarantees QLife revenue over the life of the contract, sufficient to meet debt payments created by the costs of the extension or equal to costs paid for by QLife from reserve funds.

If less than a five year contract is signed by a participant they will have the three options identified in section B for Wholesale providers

Comment [WC4]: What happens if costs exceed the 5 year payback? Is this option then not available or can the participant pay the difference?

Comment [WC5]: This only covers build out costs but does not take into account the cost to maintain the system over the five year contract.

All Other Customers including Wholesalers

Broadband Transport Service

1. Other Customers. for new service requested after the adoption of this resolution:

- a. 10 Mbps; \$200/ month
- b. 20 Mbps; \$300 month
- c. 100 Mbps; \$400 /month
- d. 1,000 Mbps; \$850/month

B. Alternative Wholesale Pricing:

Internet Service Providers (ISP) may use this uplink port pricing model for all customers not under the terms of an existing service order.

- | | | |
|-------------------|-----------|-----------------|
| 1. Uplink Port: | 100Mbps | \$ 1,200/month |
| | 500 Mbps | \$ 2,400/month |
| | 1000 Mbps | \$, 2,600/month |
| 2. Looping Price: | 12 Mbps | \$ 50/month |
| | 30 Mbps | \$ 90/month |
| | 100Mbps | \$ 150/month |

Lease of Dark Fiber

Others:

Single Fiber; one direction no backup fiber	\$ 450/month
*Single Fiber Loop	\$ 600/month
1 pair fiber one direction	\$ 900/month
1 pair fiber loop	\$1200/month

Other Service. The costs for all customers (both participants and wholesalers) shall be as follows:

1. Collocation in QLife City Hall Equipment room includes 10 Amp AC Power with generator back up.

Full rack: \$400 per month;

Single Deck or our Rack: \$100 per month

2. Antenna/Dish on City Hall:

First: \$150 per month;

Each Additional: \$50 per month

3. Turn up fee for new network connection:

10 Mbps. \$200 non-recurring charge (NRC)

100 Mbps. \$200 NRC

1,000 Mbps. \$ 200 NRC

Comment [WC6]: These are all the same price. Should they be different?

Wholesale Providers and other customers have three options to then to pay non-recurring costs (NRC) for fiber optic line extensions needed to service new customers:

1. Pay QLife the actual costs of line extensions constructed by QLife contractors.
2. If the customer signs a three year service contract, QLife will pay 50% of the NRC up to an amount equal to one third of the projected revenue QLife will receive for the service contract (including both uplink and loop revenue under the Alternative Whole Pricing model). If the actual cost of extending a line exceeds 50% the fees that will be received from the customer, then the customer shall pay the additional cost.
3. At the time a provider proposes a new service line, the proposer may also submit a proposal to construct the needed system improvements in accordance with QLife's construction standards. QLife at its discretion may accept that proposal. The provider's proposal can include the actual connection to QLife fiber if QLife had previously certified the provider's splicer to do work on the QLife system. QLife's cost for the connection including inspection of the work done by a provider will be reimbursed to QLife by the customer unless a three year contract is signed, in which case QLife will pay for up to 50% of the full

connection costs, including work done by the provider on QLife's service line, as allowed under section (2) above.

Section 7: Equipment for Lit Services

The customer may either pay the full cost of equipment required for lit service or provide their own QLife approved equipment. Customer allows QLife rights and access to monitor line extensions using customers equipment

Administrative Transition Progress Report

- [Staff Memo](#)

Memorandum

To: QLife Board
From: Tyler Stone
Date: 4/25/2016
Re: Admin. Transition Update

QLife transition is in progress and moving forward. Wasco County has hired Tawny Wade as the Administrative Services Office Manager. Tawny is currently working one day per week in this capacity and will fully transition into her new role in June. Tawny's first objective is to learn the QLife administrative tasks. We appreciate Izetta's continued help and support in answering questions and giving history. During the interim period when Tawny is transitioning, Kathy White and I are trying to balance the workload.

John Amery has been invaluable in helping us understand the business, industry, acronyms, and past operation/ history of the system. John and I are working closely on identifying and implementing processes into the operations of QLife.

I have made an effort to meet with key industry people to understand the existing relationships, contracts, and direction of the industry and service providers. To date we have met with Wave Broadband, WindWave, NoaNet, ComStructure, and City of Maupin. Discussions have been centered on existing business relationships and potential future ways to partner. At least two entities have expressed interest in helping QLife as a potential contractor for future builds and as backup in the event of an emergency situation.

Internally and with the help of John Amery the County has been working on a better way to track the quote/ service order process. Being new to this role the existing process is not easily tracked, initiated or closed out. In coordination with John, we now have a running to-do list with all requests for quotes, service orders and closed out orders. We are refining the process as we go and working toward a system that will initiate a lifecycle process from initial contact to close out.

Pricing options continue to create some challenges under the existing language of Resolutions 16-003 and 16-004. I am hopeful that the Board will be clarifying the intent of the resolutions.

My time continues to be very busy and requires quite a bit of juggling to make it all work. I appreciate your continue help and support in making this transition successful.

Executive Session
Pursuant to ORS 192.660(2)(g) Trade Negotiations

- [No documents – Return to Agenda](#)

Maupin Agreements

- [To be added when available – Return to Agenda](#)