## **QLife Network**

## QualityLife Intergovernmental Agency

## AGENDA

## **QLife Regular Board Meeting**

## Thursday, July 23, 2015, Noon The Dalles City Hall, 313 Court Street 2<sup>nd</sup> Floor Conference Room

- 1. Call to Order
- 2. Roll Call
- 3. Approval of Agenda
- 4. Approval of June 25, 2015 QLife Regular Board Meeting Minutes
- 5. Financial Reports
  - a. June Financial Reports
  - b. List of Disbursements since Last Meeting
- 6. Action Item
  - a. Business Incubator Partnership
- 7. Reports
  - a. Aristo Operational Management Report John Amery
  - b. Broadband agreement with LSN using State Grant funds Keith Mobley
- 8. Next Meeting Dates:
  - a. Regular Board Meeting September 24, 2015 Noon
- 9. Adjourn

## **QLife Network**

## QualityLife Intergovernmental Agency

## **MINUTES**

### **QLife Regular Board Meeting**

## Thursday, June 25, 2015, Noon The Dalles City Hall, 313 Court Street **2**<sup>nd</sup> Floor Conference Room

## Call to Order

Vice President Spatz called the meeting to order at approximately 12:15 p.m.

#### **Roll Call**

In attendance: Scott Hege, Taner Elliott, Brian Ahier, Dan Spatz Absent: Erick Larson Staff in attendance: Nolan Young, Izetta Grossman, John Amery, Keith Mobley

### Approval of Agenda

It was moved by Hege and seconded by Ahier to approve the May 28, 2015 QLife Regular Board Meeting Minutes as submitted. The motion carried unanimously, one absent.

#### **Financial Reports**

Young reviewed the financial report stating that QLife would end the fiscal year in a good position. Hege said he recalled at a budget meeting discussing splitting the Robotics grant between 4H and School District 21. Young said that the distribution for the grant to School District 21 for fiscal year 2014-15 and 2015-16 had been approved at the May board meeting.

Hege noted the use of Hage Electric for a recent project, asking how we determine who to use. Amery said he typically defers to the building owner uses.

## **Public Hearing**

Young summarized the budget, noting that Wasco County and the City of The Dalles had approved the budget for fiscal year 2015-16. Spatz opened the public hearing for the Fiscal Year 2015-16 QLife Budget, asking for public comment. Hearing none proceeded to board discussion. Hege noted for the record that in the future he would like to see consideration of giving some proceeds to the partners of QLife (Wasco County and the City of The Dalles).

### Action Items

Hege moved to Adopt Resolution 15-001 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2015-16, Making Appropriations, and Authorizing Expenditures. Ahier seconded the motion. The motion carried, one absent.

Young reviewed the staff report to Authorize distribution of Scholarship grant for fiscal year 2015-16 to Columbia Gorge Community College and said that it helps the foundation to receive the funds in July for planning and to use the funds as matching funds for possible grants. Ahier said he had attended a number of luncheons where the people who had received the grants spoke, and he would support increasing the scholarship amount in the future. Spatz said that the foundation does fundraising to support the scholarship fund, these scholarships are needed and he supports QLife providing the scholarships.

It was moved by Hege and seconded by Elliott to authorize distribution of Scholarship grant for fiscal year 2015-16 to Columbia Gorge Community College. The motion carried unanimously, one absent.

#### Reports

Aristo Operational Management Report – Amery reported the audit is nearing completion, there have been some scheduling issues; maintenance is lower priority than outages for contractor. He said he trusts the contractor, and felt it was worth waiting for their scheduling to open up. He noted there was some high usage on the CPU that he continues to monitor

and research. He felt it could be remedied by reducing domains and categories. He said initially he built it for more growth than QLife requires. In response to a question Amery said it was not tied to excessive use by one customer. He said he had been working with The City of The Dalles Public Works on updating the call before you dig maps. Amery said tree trimming had fallen down a bit on the priority list; he had two areas to address and would be doing that soon.

Spatz asked if there had been any further issue with the fiber like was happening in the winter a while back. Amery said he is monitoring the issue, no new incidences and a few have "healed".

Broadband agreement with LSN using State Grant funds –Mobley reported that sequence of events is important. The grant has not been finalized. Mobley testified in Salem on behalf of broadband in South County. Once legislature finalizes the funds he will work with LSN on the agreement. He reported that the City of Maupin, the Maupin School District, and the South Wasco Alliance are in support of the project and have written letters of support. He said he believed that he would know within two weeks if the state was allocating the funds. The funds would be available six month after that.

## Next Meeting Dates:

Regular Board Meeting July 23, 2015 Noon

Hege asked if we had any follow up from Windwave. Young said he was working with Erik Orton and John Amery of options for additional colocation facilities closer to Big Eddy and that there were other areas of partnership still being investigated. He said it would be September before that would come before the board.

Hege asked about the Phase 5 Downtown Wi Fi project status. Young said working on easements and pole agreements for the final steps of the expansion. Hege reported issues at the new pool, he had less than good customer service when he called the "hot line". He noted it had worked at the pool earlier.

Spatz said the Discovery Center and Google would be having a Solar Pavilion Celebration August 28, and wondered if this would be a good time to "unveil" Phase 5 of the Wi Fi project as well. Young thought that would work.

## Adjourn

The meeting was adjourned at 12:51 p.m.

TO:	Qlife Board
	Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – June 2015 - PRELIMINARY

## **BANKING:**

QLife monies are deposited into a separate bank checking account. QLife also has a Local Government Investment Pool (LGIP) account where funds excess funds are maintained in order to earn some interest.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

100% of the year has passed.

Each fund exceptions narrative has four possible paragraphs; 1 - is the beginning balance, 2 - is new revenues, 3 - is expenditures and 4 - if present, is budget changes.

## **Operations (600):**

## **BUDGET COMPARISONS**

	July 1, 201	4 to June 30, 20	<u>15</u>	
	Budget	Actual	Percentage	
Beginning Balance	\$ 138,143	\$ 180,966	131.0%	* see below
Revenues	\$ 680,619	\$ 645,522	94.8%	
Expenditures	\$ 435,857	\$ 188,652	43.3%	
Transfers to Capital/Debt Fund	\$ 382,905	\$ 382,905	100.0%	•

Cash at Month End \$198,700.37

## Exceptions:

- 1) <u>Beginning Balance</u>: \* The Beginning Balance figures used here have been audited.
- 2) <u>Revenues</u>: User fees are at 89.3% of budget.
- 3) <u>Expenditures</u>:
  - a. The extra transfer amount was to pay off the Columbia Bank Loan in July.
  - b. The Memberships/Dues/ Subscriptions line item has been overspent by \$54.93 because QLife paid dues to Special Districts Association of Oregon (SDAO).

- c. The Miscellaneous Expenses line item has been over-expended by \$3,388.90, due mostly to payment of a \$3,349.00 bill to North Sky Communications for the transformer move. This extra cost will be reimbursed by the moving company. This over-expenditure does not cause the category to be overspent.
- 4) <u>Budget Changes</u>: No budget changes were made to this fund this fiscal year.

## CAPITAL (601):

BUDGET COMPARISONS				
	July 1, 201	4 to June 30, 20	15	
	Budget	Actual	Percentage	
Beginning Balance	\$ 183,796	\$ 183,319	99.7%	* see below
Transfers In	\$ 382,905	\$ 382,905	100.0%	
Revenues	\$ 30,000	\$ 17,607	58,7%	
M&S / Capital Outlay / Other	\$ 463,913	\$ 67,192	14.5%	
Debt Expenditures	\$ 132,788	\$ 129,663	97.6%	
Cash at Month End \$ 383,453	.48			

## Exceptions:

- 1) <u>Beginning Balance</u>: \* The Beginning Balance figures used here have been audited.
- 2) <u>Revenues</u>:
- 3) <u>Expenditures</u>:
  - a. The Columbia Bank Loan was paid in full as of July 9, 2014.
  - b. The Secondary line item in Capital Outlay has been over-expended by \$8,044.88 due to the \$24,990 we spent on installing part of the infrastructure in the Port of The Dalles Columbia Gorge Business Center.
- 4) <u>Budget Changes</u>: No budget changes have been made to this fund this fiscal year.

PREPARED 07/01/2015, 15:46:56 PROGRAM: GM259L

City of The Dalles REVENUE REPORT 100% OF YEAR LAPSED

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ACCOUNTING PERIOD 12/2015

City of The	The Dalles		LUU& OF IEAK LAPSEL	(Jac'ah			ACCOUNTING PERIOD 12/2015	ERIOD 12/2015
FUND 600 QI ACCOUNT	QUALITYLIFE AGENCY FUND ACCOUNT DESCRIPTION	ESTIMATED	CURRENT ************************************	   	YEAR-TO-DATE ************************************		ANNUAL ESTIMATE	UNREALIZED BALANCE
300 300 00 00	BEGINNING BALANCE	11,522	00.	138,143	180,965.86	131	138,143	42,822.86-
300 **		11,522	00.	138,143	180,965.86	131	138,143	42,822.86-
300 ***	BEGINNING BALANCE	11,522	00.	138,143	180,965.86		138,143	42,822.86-
340 344 10 00 15 00 20 00	CHARGES FOR SERVICES UTILITY SERVICES UTILITY SERVICE CHARGES LSN CEDITS CONNECT CHARGES	52,314 0 193	53,415.00 102 .00 450.00 233	627,669 0 2,250	622,155.00 .00 3,150.00	99 140	627,669 0 2,250	5,514.00 .00 900.00-
344 **	UTILITY SERVICES	52,507	53,865.00 103	629,919	625,305.00	66	629,919	4,614.00
340 ***	CHARGES FOR SERVICES	52,507	53,865.00	629,919	625,305.00		629,919	4,614.00
360 361 00 00	OTHER REVENUES INTEREST REVENUES INTEREST REVENUES	49	224.24 458	500	1,504.81	301	500	1,004.81-
361 **	INTEREST REVENUES	49	224.24 458	500	1,504.81	301	500	1,004.81-
369 00 00 20 00	OTHER MISC REVENUES OTHER MISC REVENUES E-RATE REIMBURSEMENT	24 4,174	15.00 63 .00	200 50,000	5,637.18 13,075.20	2819 26	200 50,000	5,437.18- 36,924.80
369 **	OTHER MISC REVENUES	4,198	15.00	50,200	18,712.38	37	50,200	31,487.62
360 ***	OTHER REVENUES	4,247	239.24	50,700	20,217.19		50,700	30,482.81
390 392 00 00	OTHER FINANCING SOURCES SALE OF FIXED ASSETS SALE OF FIXED ASSETS	o	00.	o	00.		o	00.
392 **	SALE OF FIXED ASSETS	0	00.	o	00.		o	.00
390	OTHER FINANCING SOURCES	0	00.	o	00.		o	.00
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00       00       0       10000       9402.84       94       .00       10000       1787         01       01       0       0       0       0       0       0       1787       111571       1115877       1115877       1155879       11457       1125879       125879       1000       1001457       1125879       1155879       114577       125879       1000       114577       125879       10000       114577		MISCELLANEOUS EXPENSES	49	o	21	500	3888.90	778	00.	500	3388.90-	778
0.0       100       18330       1767       0 <t< td=""><td>909</td><td>POLE CONNECTION FEES</td><td>ო</td><td>4 1</td><td></td><td>0</td><td>9402.84</td><td>94</td><td>00.</td><td>10000</td><td>4</td><td>94</td></t<>	909	POLE CONNECTION FEES	ო	4 1		0	9402.84	94	00.	10000	4	94
22       ** MATERIALS SERVICES       23584       12215.32       52       281457       169885.10       60       .00       281457       111571         03       CAPTTAL OUTLAY       1674       .00       0       20000       5691.95       29       .00       24308         13       * CAPTTAL OUTLAY       1674       .00       0       20000       5691.95       29       .00       20000       14308         14       .00       0       20000       5691.95       29       .00       20000       14308         13       * CAPTTAL OUTLAY       1674       .00       0       20000       5691.95       29       .00       20000       14308         13       * CAPTTAL OUTLAY       1674       .00       0       20000       5691.95       29       .00       301457       125879         13       * * * FINANCIAL OPERATIONS       25258       12215.32       48       301457       175577.05       58       .00       301457       125879         6000       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125877         600       TOTAL ******       25258 <td>0.0</td> <td>KLGHT OF WAY FEES</td> <td></td> <td>588</td> <td>0</td> <td>83</td> <td>042</td> <td>-16 01</td> <td>00.</td> <td>18830</td> <td>ف ا</td> <td>5</td>	0.0	KLGHT OF WAY FEES		588	0	83	042	-16 01	00.	18830	ف ا	5
03       CAPITAL OUTLAY       1674       .00       0       20000       5691.95       29       .00       20000       14308         74       00       TELECOMMUNICATIONS EQUIP       1674       .00       0       20000       5691.95       29       .00       20000       14308         74       01       TELECOMMUNICATIONS EQUIP       1674       .00       0       20000       5691.95       29       .00       20000       14308         ** **       FINANCIAL OPERATIONS       25258       12215.32       48       301457       175577.05       58       .00       301457       125879         ** **       EXPENSE-ACCOUNT       25258       12215.32       48       301457       175577.05       58       .00       301457       125879         6000       TOTAL *****       25258       12215.32       48       301457       175577.05       58       .00       301457       125879         600       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879         60       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00<		MATERIALS & SERVICES	358	ശ	S	8145	.u 69885.1	0 O	00.	- 6	.00.	0 0
03       CAPTTAL OUTLAY         14308         14457         1457         1457         1457         1457         1457         1457         1457         1457         1457         1457         1457         1457         1457         1457         1457         145								•	•	5		5
<pre>/4 20 TELECOMMUNICATIONS EQUIP 1674 .00 0 20000 5691.95 29 .00 20000 14308 3 ** CAPITAL OUTLAY 100 20103 1674 .00 0 20000 14308 ** ** FINANCIAL OPERATIONS 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 ** ** EXPENSE-ACCOUNT 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 600 TOTAL ******</pre>												
<pre>contract Contract Lot 14308 **** FINANCIAL OPERATIONS 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 **** EXPENSE-ACCOUNT 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 6000 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 60 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 c0 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879 c0 TOTAL ****** </pre>			55	00.	00	20000	169	29	00.	20000	14308.05	29
** ** FINANCIAL OPERATIONS       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         ** **       EXPENSE-ACCOUNT       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         6000       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         600       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         60       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.		CAFITAL UUTAI	9	.00	D	20000	691	29	00.	20000	°.	29
** ** EXPENSE-ACCOUNT       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         6000       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         60       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.         60       TOTAL ******       25258       12215.32       48       301457       175577.05       58       .00       301457       125879.	*	FINANCIAL OPERATIONS	525	15.	48	014	577.0	58	.00	145	587	58
6000 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879. 60 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879. 0LLFE 25258 12215.32 48 301457 175577.05 58 .00 301457 125879.	*	EXPENSE - ACCOUNT	с с С	2215 3	48	7 F 0	0 66336	0	00	5		ĩ
6000 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879. 60 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879. QLIFE				0.04444	0 1	# 1 2	0.11001	0		77 77	20	ñ
25258 12215.32 48 301457 175577.05 58 .00 301457 125879. 60 TOTAL ****** 25258 12215.32 48 301457 175577.05 58 .00 301457 125879. QLIFE	6000											
60 TOTAL ****** QLIFE 25258 12215.32 48 301457 175577.05 58 .00 301457 125879.			525	2215.3	48	301457	5577.0	58	00.	014	587	58
25258 12215.32 48 301457 175577.05 58 .00 301457 125879.												
		QLIFE	525	ຕ ທີ	48	301457	0	58	00.	014	587	58

DEPT/DIV 5:00 OTHER USES/       DECUMBENT ANNUAL       UNENCUMB.       BALANCE       BADGET       ANNUAL       UNENCUMB.       BADGET       ANNUAL       BALANCE       BADGET       ANNUAL       UNENCUMB.       BADGET       BALANCE       BADGET       BALANCE       BALANCE       BADGET       BALANCE       BADGET       BALANCE       BADGET       BALANCE       BALANCE       BADGET       BALANCE       BALANCE       BADGET       BALANCE	PREPARED 07/01/2015, 15:47:06 PROGRAM: GM267C City of The Dalles
0       382905       382905.00       100       .00       382905       .00         0       50000       13075.20       26       .00       50000       36924.80         0       432905       395980.20       92       .00       432905       36924.80         0       432905       395980.20       92       .00       432905       36924.80         0       29600       .00       0       .00       59600       00         0       29600       .00       0       .00       54800       54800         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         18       818762       571557.25 </td <td>DEPT/I *******CURI BUDGET</td>	DEPT/I *******CURI BUDGET
0         382905         382905         382905         382905         .00         382905         .00         382905         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         36924.80         .00         .00         432905         36924.80         .00         .00         36924.80         .00         .00         .00         84400.00         .00         .00         .00         84400.00         .00	
0         50000         13075.20         26         .00         56924.80           0         432905         395980.20         92         .00         432905         36924.80           0         432905         395980.20         92         .00         432905         36924.80           0         29600         .00         0         .00         59600         36924.80           0         54800         .00         0         .00         59600.00         84400           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           18         818762         571557.25         70	31917
0       432905       395980.20       92       .00       432905       36924.80         0       29600       .00       0       29600       29600.00         0       54800       .00       0       54800       54800       54800         0       84400       .00       0       .00       84400       84400.00         0       814300       .00       0       .00       84400       84400.00         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         18       818762       571557.25       70       .00       818762       247204.75	4174
0         29600 54800         .00         0         .00         29600.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         29400.00         200         21324.80         2013224.80         2013224.80         2013224.80         2013224.80         2013224.80         2013224.80         2013224.80         2013224.80         2013224.80	36091
0       54800       .00       0       54800       54800       54800       54800       54800       54800       54800       54800       64400       84400       66       60	2474
0       84400       .00       0       .00       84400       84400.00         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         0       517305       395980.20       77       .00       517305       121324.80         1       517305       395980.20       77       .00       517305       121324.80         1       818762       395980.20       77       .00       517305       121324.80         1       818762       571557.25       70       .00       818762       247204.75	4574
0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           1         517305         395980.20         77         .00         517305         121324.80           1         818762         395580.20         77         .00         818762         247204.75	7048
0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           0         517305         395980.20         77         .00         517305         121324.80           10         517305         395980.20         77         .00         517305         121324.80           18         818762         571557.25         70         .00         818762         247204.75	43139
0 517305 395980.20 77 .00 517305 121324.80 0 517305 395980.20 77 .00 517305 121324.80 18 818762 571557.25 70 .00 818762 247204.75	43139
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City of The Dalles REVENUE REPORT

PAGE

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			KEVENUE KEPORT 100% OF YEAR LAPSED	ORT			ACCOUNTING PERIOD 12/2015	RIOD 12/2015
City of The Dalles	le Dalles							
FUND 601 ACCOUNT	QLIFE CAPITAL FUND ACCOUNT DESCRIPTION	********* ESTIMATED	CURRENT ************************************			* * * * * * * * * * * * * * * * * * *	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE			. K F F F F F F F F F F F F F F F F F F F	• ¢ ¢ T T T T T T T T T T T T	               	 	 
00 00		15,320	00.	183,796	183,319.40	100	183,796	476.60
300 **		15,320	00.	183,796	183,319.40	100	183,796	476.60
300 ***	* BEGINNING BALANCE	15,320	00.	183,796	183,319.40		183,796	476.60
330 331 90 00	INTERGOVERNMENTAL REVENUE FEDERAL REVENUES FEDERAL GRANTS-MISC	o	00.	o	00.		o	00.
331 **	FEDERAL REVENUES	0	00.	0	00.		o	00.
330 ***	** INTERGOVERNMENTAL REVENUE	o	00.	0	00.		o	00.
340 344 20 00	CHARGES FOR SERVICES UTILITY SERVICES CONNECT CHARGES	2,500	3,543.08 142	30,000	17,607.37	59	30,000	12,392.63
344 **	UTILITY SERVICES	2,500	3,543.08 142	30,000	17,607.37	59	30,000	12,392.63
340 ***	** CHARGES FOR SERVICES	2,500	3,543.08	30,000	17,607.37		30,000	12,392.63
360 369 10 00 10 00	OTHER REVENUES OTHER MISC REVENUES OTHER MISC REVENUES DENTERPRISE ZONE PAYMENT	00	000.	00	000.		00	00.
369	OTHER MISC REVENUES	0	00.	o	00.		o	00.
360 ***	** OTHER REVENUES	0	00.	0	00.		o	00
390 391 40 00 90 01	OTHER FINANCING SOURCES OPERATING TRANSFERS IN IF PMT FROM OTHER FUNDS I QLIFE OPERATING FUND	0 31,917	000.	0 382,905	382,905.00	100	382,905	00.
391 **	OPERATING TRANSFERS IN	31,917	00.	382,905	382,905.00	100	382,905	00.
393 10 00	PROCEEDS- LT LIABILITIES D LOAN/BOND PROCEEDS	0	00.	o	00.		0	00.
393 **	PROCEEDS- LT LIABILITIES	0	00.	o	00.		o	.00
390 ***	** OTHER FINANCING SOURCES	31,917	00.	382,905	382,905.00		382,905	00.
FUND TOT	FUND TOTAL QLIFE CAPITAL FUND	49,737	3,543.08	596,701	583,831.77		596,701	12,869.23

RUL GOI OLIFS CALTANL FUND SIDE GOI OLIFS CALTANL FUND SIDE GOI OLIFS CALTANL FUND SIDE GOI DESCRIPTION SIDE ACTOURT SIDE ACTOURT SID	0 c01 c1rs	PREFARED 07/01/2015, 15:47:06 PROGRAM: GM267C City of The Dalles		DETAIL B 10	BUDGET 100% OF	DETAIL BUDGET REPORT BY CATEGORY 100% OF YEAR LAPSED	CATEGORY J			ACCOUNT	PAGE 4 ACCOUNTING PERIOD 12/2015	4 /2015
RXFBANGE-ACCOUNT MATCALA DEPARTIONS         RXPERISE-ACCOUNT MATCAL DEPARTIONS         RXPERISE 4 SERVICES 4 0 CUSTONERFLICES 5 0 CUSTONE 5 0 CUSTONERFLICES 5 0 CUSTONE 5 0 CUSTONER	RXFBRUES-ACCOUNT         RXFBRUES-ACCOUNT           0.2         MATERIALS & GERATICSS         9.4         203.75         2         1000         4755.00         4.3         0.0         11000         6255.00           3.1         OURCINERTICS         9.4         203.75         2         1000         4755.00         4.3         0.00         1000         525.00           4.3         CURCINERT CORRER CONSTRUCTORS         9.1         9.1         0.00         1000         7030.16         7030.16           4.3         CURCINERT CORRER CONSTRUCTORS         9.1         0.0         10.0         0.000         7030.16         7030.0         7000.0         7030.0         7000.0         7030.0         7000.0         7030.0         7000.0         7030.0         7000.0         7030.0         7030.0         703.00         703.00         703.00         7000.0         7000.0         7000.0         7000.0         7000.0 <td< th=""><th>) 601 QLIFE CA SLE OBJ SUB</th><th>DEPT ********CU BUDGET</th><th>/DIV 6000 RRENT***** ACTUAL</th><th>QLIFE/ \$**** \$EXP</th><th></th><th>*YEAR-TO-DAT ACTUAL</th><th>1 * 1 * 1 1 * 1 * 1 1 * 1 * 1 1 * 1 * 1 1 * 1 *</th><th>ENCUMBR.</th><th>ANNUAL BUDGET</th><th>UNENCUMB. BALANCE</th><th></th></td<>	) 601 QLIFE CA SLE OBJ SUB	DEPT ********CU BUDGET	/DIV 6000 RRENT***** ACTUAL	QLIFE/ \$**** \$EXP		*YEAR-TO-DAT ACTUAL	1 * 1 * 1 1 * 1 * 1 1 * 1 * 1 1 * 1 * 1 1 * 1 *	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	
34       203, 70       203, 70       233, 70       201, 70       235, 00       236, 00	31 (Distributes Trues Structures)       324       203.75       22       11000       4735.00       43       000       7105.37       255.00         57 (Distrowing constructures)       574       912.50       13       1016.37       25       000       7007.50       259.55       000       7007.50       259.55       000       7007.50       259.55       000       7007.50       259.55       000       7007.50       259.55       000       700.707.50       259.55       000       720.75       259.55       000       720.75       200.00       200.00       720.75       259.55       000       720.75       200.00       100.707.50       259.55       100.00       720.75       290.00       100.707.55       259.55       100.707.55       250.00       1015.57       29       000       720.75       1017.55	02										
37       10       100       100       100       2912.50       10       200       20	43       611       912.50       13       600       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       723.50       13       000       73       000       73       000       73       000       1633.61       000       73       000       73       000       73       000       73       000       73       000       16356.13       000       73       000       000       73       000       000       73       000       000       000       000       000       000       000       000       000       1000	10 ENGINEERING SERVICES 70 CHSTOMER CONNECT COST	924 337	203.75	52	00011	4735.00	43 1	00.	00011	6265.00	43
57 10 FEMUT       0       .00       0       .00       0       .00       16336.13         03       CAPTARLIALS & SERVICES       1935       1116.25       58       23000       6653.87       29       .00       10       1336.13         13       CAPTARLIAS       ESENTICS       1935       1116.25       58       23000       6653.87       29       .00       0       .00       16336.13         14       12       ELECOMMUTCATIONS EQUIP       0       .00       0       .00       0       .00       16336.13         15       D REDEXMONTCATIONS EQUIP       15351       .00       0       184113       2483.15       10       .00       .00       .00       .00       .00       .00       .00 <t< td=""><td>57       10       PERMIT       0       00       00       15356.13         2       ** MTERILIS &amp; ERVICES       1935       1116.25       58       23000       6653.87       29       00       0       00       16336.13         3       ** MTERILIS OUTLAN       0</td><td>86 LINES MNTNCE &amp; SUPPLI</td><td>674</td><td>912.50</td><td>135</td><td>0008</td><td>912.50</td><td></td><td></td><td>8000</td><td>7087.50</td><td>0 1</td></t<>	57       10       PERMIT       0       00       00       15356.13         2       ** MTERILIS & ERVICES       1935       1116.25       58       23000       6653.87       29       00       0       00       16336.13         3       ** MTERILIS OUTLAN       0	86 LINES MNTNCE & SUPPLI	674	912.50	135	0008	912.50			8000	7087.50	0 1
03 CAPITAL OUTLAY 72 20 BUILDINGS 74 20 FLACM OUTLAY 75 20 EULIDINGS 76 10 FRIMARY 76 10 FRIMARY 77 50 LOAN FRIMARY 79 50 LOAN FRIMERRY 70 0 129425 120 00 0 129425 467.52 1 70 0 132788 124.69 00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	03       CAPTTAL OUTLAY       0       00       0       00       0       00       0       00       0       00       0       00       0       00       0       00       0       00       0       00       0<	с * н *	0 1935	.00 1116.25	28 O	0 23000	.00 6663.87	290	00.	0 23000	.00 16336.13	50 70 70
7.2       0.00       0       0       0	74       COLUMNEXTONS BOUP       0       00       0       0       00       0       0       0       00       0       0       0       0	Ċ	¢				:		:	1		
76 10 FRIMARY 16 10 FRIMARY 17 10 FRIMARY 17 10 FRIMARY 18 115 10 000 18 4113 18 1625 00 13 0 SDECONDARY 13 0 SDECONDARY 19 25 29 5 239113 5028.01 58044.88 116 00 5000 5000 5000 5000 19 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	76       10       FXIMARY       15351      00       184113       2483.15       1      00       50000       5000	20 TELECOMMUNICATIONS FOUT	5 0	00.	0 0	0 0	0.0	0 0	0.00	00	00.	0 0
20       SECONDARY SECONDARY 30       20       SECONDARY ALL       174       925.29       22       5000       500	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	10 PRIMARY	15351	00.	00	184113	2483.15	- н	00.	184113	181629.85	ы с
30       POLE MAKE READY COSTS       424       .00       0       5000<	30       POLE MAKE READY COSTS       424       .00       0       5000<		4174	925.29	22	50000	58044.88	116	.00	50000	8044.88-	116
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GRAND TOTAL ********	118178	14256.86	12	1415463	768412.46	54	00.	1415463	647050.54	54

FUND: FISCAL YEAR:		<u>OPERATI</u> 2015-16	<u>NG 600</u>		
PERIOD DETAIL		FROM:	6/18/2015 TO:	7/16/2015	53,865. 3340.
	Revenue: Billed as of	6/20/20	)15		202.1
	QLife Monthly	Billings	BILLING DONE ON T	HE 20TH	
TOTAL:					57,408.0
CODE	Expenditures:				
600.6000.660.34.30	Aristo		monthly retainer		2,000.0
600.6000.660.69.50	Secretary of State		Assumed Business N	ame	50.0
600.6000.660.53.30	Gorge.net		Phone		34.1
600.6000.660.34.10	Commstructures		Chen. Biz Park		998.7
600.6000.660.34.10	Commstructures		Conflict review		370.0
600.6000.660.34.10	Commstructures		NJUNS		92.5
600.6000.660.34.10	Commstructures		OSP Insight		1,126.2
600.6000.660.53.40	TD Chronicle		Budget Hearing Adve	rtisment	95.7
600.6000.660.58.10	The Cottage Café		Lunch		122.0
600.6000.660.58.70	OJUA		Membership		575.0
600.6000.660.58.50	Oregon Telecomm Conference	ce	Registration		195.0
600.6000.660.63.90	NWC School District 21		Robotics Grant		2,000.0
600.6000.660.63.80	CGCC Foundation		Scholarship		2,000.0
600.6000.660.54.00	Oregon Telecomm Conference	ce	Sponsorship		500.0
600.6000.660.69.70	City of The Dalles		RÓW		1,602.4
600.6000.660.31.15	Wasco County		GIS /ARC License 20	14-15	4,470.0
600.6000.660.31.90	AFO		Licensing OSP Insight		1,685.0
600.6000.660.44.10	City of The Dalles		rent		1,938.0
600.6000.660.31.10	City of The Dalles		Services		6,963.4
600.6000.660.32.10	Merina		Audit		1,700.0
600.6000.660.41.40	NWC PUD		electric		36.2
600.6000.660.32.20	Keith Mobley		Legal		225.00
600.6000.660.34.30	Aristo		General oversite May	luna	9,149.9
600.6000.660.34.30	Aristo		BPA Transformer - wil		9,149.9 560.5
TOTAL:					38,489.91
FUND:		CAPITAL 6	<u>601</u>		
FISCAL YEAR:		2015-16			
PERIOD DETAIL		FROM:	6/18/2015 TO:	7/16/2015	
	Revenue:				
TOTAL:					
CODE	Expenditures:				
601.6000.660.43.86	Commstructures		Splice Audit		350.0
601.6000.660.76.20	Commstructures		Gorge.net pass thru		55.0
601.6000.660.76.20	NorthSky		Gorge.net pass thru		2,491.00
601.6000.660.76.10	NorthSky		audit		4,666.0
601.6000.660.76.20	Aristo		Gorge.net pass thru		1,991.4
OTAL:					

# QLife Network

## QualityLife Intergovernmental Agency

- TO: QualityLife Intergovernmental Agency Board
- **FROM:** Gary Rains, Business Development Director for the City of The Dalles and Nolan Young, Administrator
- **DATE:** July 17, 2015
- **SUBJECT:** Business Incubator Center

**Background:** We have had discussions with Mid-Columbia Economic Development, Business Oregon, the U.S. EDA, Gorge Innoventure, Regional Solutions, the Port of The Dalles and others. Everyone is supportive but everyone wants someone else to be first. Based on Q-Life's involvement we will prepare a cogent plan and program for a Business Incubator and Innovator Space in The Dalles. Without your help I'm afraid this will not be possible.

We remain committed to making this happen. We sincerely hope you can see the importance of this as a development tool to grow new businesses and jobs in The Dalles.

Please find attached the program explanation, a draft business incubator spreadsheet for the first three years, and a recap of the Gorge OEN investment portfolio recently created for the Oregon Community Foundation.

At a prior meeting the Board approved assisting with the broadband connection to a Business Incubator facility.

The preferred site for this facility is the MCMC site on the corner of Union and East First for two reasons 1) it is in the downtown and 2) MCMC is subsidizing the rent starting at about \$5,000 per month. We are specifically asking QLife help us secure the MCMC site by agreeing to add payment of up to 12 months' rent at \$1,000 per month and utilities at \$1000 per month. With this support we will be going to the City Council on July 27 for approval to sign a lease (it will have a 120 day termination clause), and to the Port of The Dalles on August 12 asking for their support.

## **Board Alternatives:**

- 1. Approve QLife supporting the Business Incubator by providing the first 12 months' rent in the amount of \$1,000 per month, and utilities up to \$1,000 per month for the first 12 months.
- 2. Approve QLife supporting the Business Incubator project in some other amount.
- 3. Decline to further support the Business Incubator project.

Through Cooperation of the City of The Dalles and Wasco County313 Court Street, The Dalles, Oregon97058541/296-5481

## THE DALLES COMMUNITY ENHANCEMENT PROGRAM

**Business Incubator** 

## **Project Name:**

The Dalles New Business Incubator

## Location of Project:

Downtown The Dalles, Oregon

## Vision and Community Benefit:

Business incubators speed the growth and success of startup and early stage companies. They offer mentoring, advice and a good path to capital from angel investors, economic development agencies and other investors.

For The Dalles a Business Incubator will create space in the Downtown area where assistance and collaboration can take place. This project will attract a wide variety of companies – information technology, data mining, specialized consumer products and internet-based businesses, especially with the continued development of Google as a major local employer.

This Incubator will attract businesses to fill vacant downtown building spaces, and revitalize the City core. It will generate revenue by cost sharing, educational services and classes of all types. We will work collaboratively with Columbia Gorge Community College, Mid-Columbia Economic Development District, the Small Business Development Center and other regional agencies.

Programs will include:

- · Stimulating environment for collaboration and growth
- · Business planning, networking, research and product development
- Networking with financial resource providers
- Mentoring and coaching to insure success
- · Connections with industry leaders, such as Insitu and Google

But to get started, we will need business office equipment, high-speed fiber, and a contract project manager, with sufficient funding to make the project stable for a minimum of two years. The City and Port are committed to matching any project funding with in-kind services. QLife has committed to providing large bandwidth internet connections.

Depending upon success, we plan to create a private local angel investment group and we have identified local lending organizations willing to lend working capital and equipment funding for new businesses growing because of the Incubator. It is anticipated The Dalles Business Incubator will be home to 8-10 businesses at a time, and be founded as a non-profit, 501c3.

## **Project Budget:**

Total: \$90,000

Possible funding provided by: City, Port, OIB & QLife

## Project Status and Support:

The City has identified the DME Building owned by Mid-Columbia Medical Center as the right space fpr developing the business plan and operational structure.

## **Recommendation :**

City of The Dalles recommends this project to organizations and agencies for future funding.

## **Project Partners:**

City of The Dalles, Port of The Dalles and Main Street Program.

## Lead Sponsor:

Organization Name Contact Name / Title Address / State / ZIP Phone / FAX / email City of The Dalles, Oregon Nolan Young, City Manager 313 Court Street The Dalles, OR 97058 541-296-5481 x 1118; <u>nyoung@ci.the-dalles.or.us</u>

## THE DALLES MAIN STREET BUSINESS INCUBATOR

## OVERVIEW

The number of businesses started in the U.S. has more than doubled during the past decade, with well over 610,000 new businesses during the first nine months of 2010 alone. But the percentage of those that survive has remained the same or declined. Either way, business start-ups are facing tough odds nationwide. According to the SBA, 80 percent of all new small firms started will fail within 5 years because of lack of money, support or energy.

Is there any way for entrepreneurs to combat these statistics? One increasingly popular economic support tool is the business incubator which, as the name implies, is a place designed to foster the growth of small companies.

Business incubation programs have become essential economic development tools for communities that are trying to improve their economies. The programs which house very-early stage companies and provide them with a full array of business, planning, and financial services yield excellent returns. According to research, 84% of the companies that "graduate" from incubation programs remain in their community.

## DOWNTOWN BUSINESS INCUBATOR

A business incubator located in Downtown The Dalles is needed and will be the ideal project to stimulate and promote community partnerships, along with economic growth. It can accomplish this by providing the opportunity for job placement, on-the-job training, entrepreneurial training, business development, technical assistance, career counseling, small business financing, and physical space. This incubator could also satisfy the one-stop-shop needs of budding entrepreneurs in the community.

## PURPOSE

An Incubator's main purpose would be to catalyze the process of starting and growing new and emerging businesses. A proven model, this incubation program will diversify the economy, create jobs, and develop new tenants for Downtown properties. It will also help to insulate new businesses from the harsh environment they face during the crucial first two years of existence.

## THE DALLES MODEL

The Dalles is in the enviable position of having multiple organizations with an interest in this type of development:

- Columbia Gorge Community College
- Small Business Development Center (SBDC)
- Mid-Columbia Economic Development District (MCEDD)
- Gorge Technology Alliance (GTA)
- Washington Investment Board
- Oregon Investment Board
- Oregon Economic Development
- Mid-Columbia Council of Governments (MCCOG)
- Mid-Columbia Housing (HUD)
- City of The Dalles
- Port of The Dalles
- Gorge OEN and the Oregon Entrepreneurs Network (OEN)

We propose to bring all of these groups together to assist in the growth of this venture by utilizing their areas of expertise – ranging from education and work source training, to development of funding resources needed to grow new and emerging companies.

Our model includes offering deeply discounted space and support services in exchange for a promise that the company would employ people and grow their business here in The Dalles.

## **IN CAN HAPPEN HERE**

I have been the managing member of the Gorge Angel Investor Network (GAIN) for the past seven years. During that time GAIN reviewed 47 companies. We funded four directly with \$765,000; another twelve have benefited from the support and expertise provided by many of the GAIN members for a total known investment of \$2.3 million. Eleven found other funding as a result of their exposure.

Two successful examples are right here in The Dalles: Integrated 3D was a graduate of the 2013 Gorge OEN Boot Camp. They make complex metal products in aerospace, clean energy and automotive industries. The company received \$1.7 million in New Market Tax Credit funding in 2014. NuCulture was a graduate of the most recent Boot Camp. With the help of the Port of The Dalles they started manufacturing right here, where they make delicious vegan nut cheese spreads.

## WE NEED Q-LIFE'S PARTNERSHIP

The Main Street Program and City of The Dalles are "all in". They have both pledged their support of this program. I'm confident the partners listed above will provide much of the resources and support needed to make these companies successful.

What we need from Q-Life is time. By providing the first year of rent and utilities, you are giving the business incubator the ability to grow with the businesses that it supports. This \$24,000 commitment will allow us to make use of the DME Building. This two-story building is ideal. It offers a great location, access to downtown, and sufficient parking for the varied needs of this type of venture. Part of our model would include requiring the companies to "outgrow" their space and move within two years into space that better meets their future development needs. We're hopeful this would mean new businesses in Downtown vacancies as well as growth of flex space in The Port's industrial park.

We hope you see this as a great opportunity. Without your help this won't be possible.

Respectfully submitted by,

Any Rains

Gary Rains

Business Development Director, City of The Dalles Founder and Board Member – Gorge Innoventure Business Accelerator Moderator – Gorge OEN Business Boot Camp3 Past Board Member – Oregon Investment Board (MCEDD) Founding Partner – Gorge Technology Alliance (GTA) Managing Member – Gorge Angel Investor Network (GAIN) Member – Oregon Entrepreneur's Network (OEN)

INVESTMENT PORTFOLIO GORGE INNOVENTURE GORGE ANGEL INVESTOR NETWORK Prepared for Oregon Community Foundation May 2015

	8	Sold	Sold	4 4 2 8 2 8	15 The Dalles 11	5 4 The Dalles 2 5 In development 3 In development	4 The Dalles 5 Seeking testing 20
ETWORK	\$700,000			\$300,000 \$200,000 \$2,000,000 \$600,000	\$2,000,000 \$1,200,000	\$900,000 \$300,000 \$250,000	\$250,000 \$1,100,000 \$6,000,000
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<b>ORTFOLI</b> NGEL INV nmunity F		\$30,000 \$75,000	\$20,000 \$20,000	\$250,000	\$1,700,000		
INVESTMENT PORTFOLIO NTURE GORGE ANGEL INVES d for Oregon Community Fou May 2015	\$150,000						
INVESTMENT PORTFOLIO GORGE INNOVENTURE GORGE ANGEL INVESTOR NETWORK Prepared for Oregon Community Foundation May 2015	<del>0</del> .		WODBook		Integrated 3D Crossfit		
GORGE	EdCaliber Food Trekker	Illinois Clean Fleet Mad Mikes Orchard Pro Pivot Planet	Sapling Saver Sports Journal	Blueshift Columbia Cochon Greentop Tables MTM Care Pocket Fuel Small Planet	Rapid Made River Horse Stronghold Climbing Gym Delcarpine Automotive	Mekos International NuCulture Black Fox Nut Company Talkoot Columbia Gorge Softworks	re Cnify.com Mousseworks Gorge Logic On Demand Analysis Eco Auger Eco Auger Gorge Boost Seeq Jurevicious Studios
				GORGE Angel Conference 2013		Gorge OEN/OCF Boot Camp #3	Gorge Innoventure

INVESTMENT PORTFOLIO GORGE INNOVENTURE GORGE ANGEL INVESTOR NETWORK Prepared for Oregon Community Foundation May 2015

	7	
	\$160,000	
OR	OR	
Avalon Business Services	Wickwire Tool Company	

Total

\$50,040,000 328 \$675,000 \$3,525,000

Aristo Networks LLC Technical Management Report By John Amery 7/15/2015

Items of Discussion:

- There were no system issues this month
- Primary project 2015 documentation / Audit
- Other projects in the works
  - Tree trimming project
  - High levels of CPU on core infrastructure
  - Call before you dig maps