

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday January 18, 2011 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of December 21, 2010 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. December Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Items
 - a. Election of Officers
7. Discussion Items
 - a. Additional Space for QLife Racks at City Hall
 - b. Survey of Broadband Coverage and Internet Availability
 - c. Wasco County Broadband Plan
 - d. Development of a QLife 10 year Strategic Plan
8. Reports
 - a. Undercrossing Sagging Wire – Paul Titus
 - b. Status of WiFi RFP – Nolan Young
 - c. Aristo Operational Management Report – John Amery
 - i. Status of redundancy/bisector project
 - ii. Other activities/issues
8. Next Meeting Dates:
Regular Board Meeting February 15, 2011 4pm
9. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday December 21, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by Vice Chair Spatz at 4:03pm

Roll Call

In attendance: Bill Lennox, Brian Ahier, Dan Ericksen, John Amery, Finance Director Kate Mast, Secretary Izetta Grossman, Auditor Rob Tremper (via telephone). Guest Rod Runyon.
Absent: Erick Larson, Administrator Nolan Young.

Approval of Agenda

It was moved by Ahier and seconded by Spatz to approve the agenda as submitted. The motion carried unanimously, 1 absent.

Approval of November 30, 2010 QLife Regular Board Meeting Minutes

It was moved by Spatz and seconded by Lennox to approve the minutes of the November 30, 2010 Board Meeting as submitted. The motion carried unanimously, 1 absent.

Financial Reports

Audit Report – Rob Tremper via telephone gave the audit report. There were no issues. The Board had no questions. It was moved by Ahier and seconded by Lennox to accept the audit report. Motion passed unanimously, 1 absent.

November Financial Reports & List of Disbursements since Last Meeting

– The Board had no questions for Mast regarding monthly report. Spatz commended Mast for her work. Mast retired from the meeting at 4:20pm

Discussion Items

Board Member Appointments and Terms – Keith Mobley reported that there are no term limits for the Board members. The Board members serve at the will of the bodies that appoint them. There are two appointees from both the County and the City. The fifth member is appointed by the other four. Dan Ericksen and Bill Lennox will remain on the Board until the County makes a different appointment. Izetta was asked to contact Kathy McBride in January to receive those appointments.

The Budget committee has a three-year term. Budget committee appointments are the same as for the Board.

Reports

Status of WiFi RFP – Grossman reported that the RFP had been forwarded to the Google representatives for review. The City Council will hopefully be receiving the recommendation at their January 17th meeting. It could be the 31st.

Aristo Operational Management Report – Amery reported a slight delay, engineer is waiting for final report from PUD on pole usage. The RFP is scheduled go to Nolan and Mobley for review prior to it going out.

Amery reported that QLife would be needing to purchase a generator perhaps two, a client is reviewing emergency preparedness and requested QLife have that backup. Board asked Amery to bring back specifics to the January meeting.

Amery reported that the PUD was talking with Mobley about the "sagging wire" issue at the overpass. Paul Titus will come to the January meeting to report to the Board on this issues and PUD procedures. It is possible that they will be able to work on it January 17th as it is a holiday and that works best with the PUD schedule.

Next Meeting Dates:

Regular Board Meeting January 18, 2011 4pm

Adjourn

Being no further business the meeting was adjourned at 4:50pm

Respectfully submitted by/
Izetta Grossman, Recording Secretary

Attest: _____
Erick Larson, Secretary/Treasurer

TO: Qlife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **December, 2010**

BANKING:

QLife monies are deposited into a separate bank checking account. We opened a Money Market Account in December 2008 that we transfer excess funds into when possible to earn 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.

50% 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

	<u>July 1, 2010 to December 31, 2010</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 83,913	\$ 83,450	99.4% * see below
Revenues	\$ 554,850	\$ 240,772	43.4%
Expenditures	\$ 312,686	\$ 30,710	9.8%
Transfers to Capital/Debt Fund	\$ 326,077	\$ 177,860	54.5%
Cash at Month End	\$ 77,445.39		

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited. The actual audited beginning balance is slightly less than budgeted, but we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
 - a. Customer user fees are at 49.2% for the year.
- 3) Expenditures:
 - a. E-Rates in the amount of \$3,064.32 have been received and paid out to date this fiscal year.
 - b. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets

to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out of the QLife Agency Fund (600) Materials & Services category and into the Capital Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process.

- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	July 1, 2010 to December 31, 2010		
	Budget	Actual	Percentage
Beginning Balance	\$ 145,576	\$ 138,832	95.3% * see below
Transfers In	\$ 326,077	\$ 177,860	54.5%
Revenues	\$ 71,000	\$ 8,762	12.3%
M&S / Capital Outlay / Other	\$ 350,704	\$ 35,973	10.3%
Debt Expenditures	\$ 191,949	\$ 108,857	56.7%
Cash at Month End	\$ 180,623.79		

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited. The actual audited beginning balance is less than budgeted, but we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
- 3) Expenditures:
 - a. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out of the QLife Agency Fund (600) Materials & Services category and into the Capital Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process. We have also moved specific engineering fees (\$6,821.00) out of the Materials & Services category of the QLife Capital Fund (601) and into the Capital Outlay category.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		12,131	138,832.34	1144	72,786	138,832.34	191	145,576	6,743.66
300	**	12,131	138,832.34	1144	72,786	138,832.34	191	145,576	6,743.66
300	***	12,131	138,832.34		72,786	138,832.34		145,576	6,743.66
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	**	0	.00		0	.00		0	.00
330	***	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	1,750	.00		10,500	8,761.25	83	21,000	12,238.75
344	**	1,750	.00		10,500	8,761.25	83	21,000	12,238.75
340	***	1,750	.00		10,500	8,761.25		21,000	12,238.75
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		24,996	.00		50,000	50,000.00
369	**	4,166	.00		24,996	.00		50,000	50,000.00
360	***	4,166	.00		24,996	.00		50,000	50,000.00
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	27,173	29,643.36	109	163,038	177,860.16	109	326,077	148,216.84
391	**	27,173	29,643.36	109	163,038	177,860.16	109	326,077	148,216.84
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393	**	0	.00		0	.00		0	.00
390	***	27,173	29,643.36		163,038	177,860.16		326,077	148,216.84
FUND TOTAL	QLIFE CAPITAL FUND	45,220	168,475.70		271,320	325,453.75		542,653	217,199.25

FUND 601 Q LIFE CAPITAL FUND			DEPT/DIV 6000 Q LIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% B DGT
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.				
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	02		MATERIALS & SERVICES											
	34	10	ENGINEERING SERVICES	833	4770.00	573-	4998	.00	0	.00	10000	10000.00	0	
		70	CUSTOMER CONNECT COSTS	0	.00	0	0	.00	0	.00	0	.00	0	
		90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0	
	43	86	LINE MNTNCE & SUPPLIES	166	.00	0	996	.00	0	.00	2000	2000.00	0	
	53	40	LEGAL NOTICES	0	.00	0	0	.00	0	.00	0	.00	0	
	57	10	PERMIT	0	.00	0	0	.00	0	.00	0	.00	0	
	02	**	MATERIALS & SERVICES	999	4770.00	478-	5994	.00	0	.00	12000	12000.00	0	
	03		CAPITAL OUTLAY											
	72	20	BUILDINGS	166	.00	0	996	.00	0	.00	2000	2000.00	0	
	74	10	COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
		20	TELECOMMUNICATIONS EQUIP	9207	16052.32	174	55242	20520.32	37	.00	110487	89966.68	19	
	76	10	PRIMARY	4166	6821.00	164	24996	8143.25	33	.00	50000	41856.75	16	
		20	SECONDARY	3125	6361.25	204	18750	7309.75	39	.00	37500	30190.25	20	
		30	POLE MAKE READY COSTS	416	.00	0	2496	.00	0	.00	5000	5000.00	0	
	03	**	CAPITAL OUTLAY	17080	29234.57	171	102480	35973.32	35	.00	204987	169013.68	18	
	04		DEBT SERVICE											
	79	50	LOAN PRINCIPAL PAYMENTS	12251	13794.85	113	73506	81807.77	111	.00	147014	65206.23	56	
		51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0	
		60	LOAN INTEREST PAYMENTS	3744	3997.33	107	22464	27048.87	120	.00	44935	17886.13	60	
		90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0	
	04	**	DEBT SERVICE	15995	17792.18	111	95970	108856.64	113	.00	191949	83092.36	57	
	660	**	FINANCIAL OPERATIONS	34074	42256.75	124	204444	144829.96	71	.00	408936	264106.04	35	
	66	**	EXPENSE-ACCOUNT	34074	42256.75	124	204444	144829.96	71	.00	408936	264106.04	35	
	DIV	6000	TOTAL *****	34074	42256.75	124	204444	144829.96	71	.00	408936	264106.04	35	
	DEPT	60	TOTAL *****	34074	42256.75	124	204444	144829.96	71	.00	408936	264106.04	35	
			Q LIFE	34074	42256.75	124	204444	144829.96	71	.00	408936	264106.04	35	

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300									
00 00		6,992	83,450.11	1194	41,952	83,450.11	199	83,913	462.89
300	**	6,992	83,450.11	1194	41,952	83,450.11	199	83,913	462.89
300	***	6,992	83,450.11		41,952	83,450.11		83,913	462.89
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	**	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	35,483	33,335.00	94	212,898	209,475.00	98	425,800	216,325.00
15 00	LSN CEDITIS	5,500	11,000.00	200	33,000	27,500.00	83	66,000	38,500.00
20 00	CONNECT CHARGES	187	.00		1,122	450.00	40	2,250	1,800.00
344	**	41,170	44,335.00	108	247,020	237,425.00	96	494,050	256,625.00
340	***	41,170	44,335.00		247,020	237,425.00		494,050	256,625.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	66	47.61	72	396	282.27	71	800	517.73
361	**	66	47.61	72	396	282.27	71	800	517.73
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		30,000	3,064.32	10	60,000	56,935.68
369	**	5,000	.00		30,000	3,064.32	10	60,000	56,935.68
360	***	5,066	47.61		30,396	3,346.59		60,800	57,453.41
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392	**	0	.00		0	.00		0	.00
390	***	0	.00		0	.00		0	.00
FUND TOTAL QUALITYLIFE AGENCY FUND		53,228	127,832.72		319,368	324,221.70		638,763	314,541.30

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	1666	.00	0	9996	2814.66	28	.00	20000	17185.34	14	
	15		COUNTY	416	.00	0	2496	.00	0	.00	5000	5000.00	0	
	20		OUTSIDE PLANT MAINTENACE	2333	750.00	32	13998	750.00	5	.00	28000	27250.00	3	
	90		OTHER SERVICES	1666	.00	0	9996	.00	0	.00	20000	20000.00	0	
32	10		AUDIT	483	150.00	31	2898	4650.00	161	.00	5800	1150.00	80	
	20		LEGAL SERVICES	500	345.00	69	3000	1230.00	41	.00	6000	4770.00	21	
34	10		ENGINEERING SERVICES	1000	3291.25	329	6000	5670.00	95	.00	12000	6330.00	47	
	30		NETWORK SYSTEM MANAGEMENT	3833	.00	0	22998	2294.80	10	.00	46000	43705.20	5	
	50		SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
43	10		BUILDINGS AND GROUNDS	166	.00	0	996	.00	0	.00	2000	2000.00	0	
	25		NETWORK EQUIPMENT	383	.00	0	2298	1190.00	52	.00	4600	3410.00	26	
	40		OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	71		SPCL UTILITY EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	86		LINE MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0	
	87		UTILITIES LOCATES	83	6.48	8	498	88.56	18	.00	1000	911.44	9	
44	10		OFFICE SPACE RENTAL	261	.00	0	1566	783.00	50	.00	3132	2349.00	25	
52	10		LIABILITY	458	.00	0	2748	.00	0	.00	5500	5500.00	0	
	30		PROPERTY	25	.00	0	150	.00	0	.00	300	300.00	0	
53	20		POSTAGE	16	53.87	337	96	53.87	56	.00	200	146.13	27	
	30		TELEPHONE	40	30.00	75	240	212.00	88	.00	480	268.00	44	
	40		LEGAL NOTICES	33	.00	0	198	240.00	121	.00	400	160.00	60	
54	00		ADVERTISING	83	.00	0	498	403.27	81	.00	1000	596.73	40	
57	10		PERMIT	33	.00	0	198	.00	0	.00	400	400.00	0	
58	10		TRAVEL, FOOD & LODGING	33	.00	0	198	.00	0	.00	400	400.00	0	
	50		TRAINING AND CONFERENCES	16	.00	0	96	150.00	156	.00	200	50.00	75	
	70		MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	96	.00	0	.00	200	200.00	0	
	80		SCHOLARSHIPS	166	.00	0	996	.00	0	.00	2000	2000.00	0	
60	10		OFFICE SUPPLIES	16	.00	0	96	.00	0	.00	200	200.00	0	
69	50		MISCELLANEOUS EXPENSES	41	.00	0	246	230.95	94	.00	500	269.05	46	
	60		POLE CONNECTION FEES	633	.00	0	3798	1600.00	42	.00	7600	6000.00	21	
	70		RIGHT OF WAY FEES	1064	1041.30	98	6384	5284.20	83	.00	12774	7489.80	41	
	80		ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0	
02	**		MATERIALS & SERVICES	15463	914.60	6	92778	27645.31	30	.00	185686	158040.69	15	
	03		CAPITAL OUTLAY											
	74	20	TELECOMMUNICATIONS EQUIP	1666	.00	0	9996	.00	0	.00	20000	20000.00	0	
	78	50	FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0	
03	**		CAPITAL OUTLAY	1666	.00	0	9996	.00	0	.00	20000	20000.00	0	
	05		OTHER											
	87	00	DEPRECIATION EXPENSE	0	.00	0	0	.00	0	.00	0	.00	0	
05	**		OTHER	0	.00	0	0	.00	0	.00	0	.00	0	
660	**	**	FINANCIAL OPERATIONS	17129	914.60	5	102774	27645.31	27	.00	205686	178040.69	13	
66	**	**	EXPENSE-ACCOUNT	17129	914.60	5	102774	27645.31	27	.00	205686	178040.69	13	

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
60			QLIFE FUND											
81	62		IF PMT TO OTHER FUNDS	0	.00	0	0	.00	0	.00	0	.00	0	
	91		QLIFE CAPITAL FUND	27173	29643.36	109	163038	177860.16	109	.00	326077	148216.84	55	
83	10		ESD E-RATE	5000	.00	0	30000	3064.32	10	.00	60000	56935.68	5	
05	**		OTHER	32173	29643.36	92	193038	180924.48	94	.00	386077	205152.52	47	
06			CONTINGENCY / UAFB											
88	00		CONTINGENCY	3916	.00	0	23496	.00	0	.00	47000	47000.00	0	
89	00		UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06	**		CONTINGENCY / UAFB	3916	.00	0	23496	.00	0	.00	47000	47000.00	0	
600	**	**	OTHER USES	36089	29643.36	82	216534	180924.48	84	.00	433077	252152.52	42	
60	**	**	QLIFE FUND	36089	29643.36	82	216534	180924.48	84	.00	433077	252152.52	42	
DIV	9500		TOTAL *****	36089	29643.36	82	216534	180924.48	84	.00	433077	252152.52	42	
DEPT	95		TOTAL *****											
			OTHER USES	36089	29643.36	82	216534	180924.48	84	.00	433077	252152.52	42	
FUND	600		TOTAL *****											
			QUALITYLIFE AGENCY FUND	53218	28728.76	54	319308	208559.79	65	.00	638763	430193.21	33	

received
1/5/11



January 3, 2011

QualityLife Intergovernmental Agency
313 Court St.
The Dalles, OR 97058
Attn: Nolan Young

Re: Loan # 31-02-01 for \$25,000.00, Originated: 5/19/04 - Oregon Investment Board Loan Fund

Dear Nolan:

As of the most recent payment received, our records show that your loan has been satisfied.

Sincerely,

A handwritten signature in blue ink that reads "Eric T. Nerdin".

Eric Nerdin
Loan Fund Manager

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2010-11		
PERIOD DETAIL	FROM:	12/15/2010 TO:	1/13/2011
Revenue:	Billed as of	12/20/2010	34,160.00
	QLife Monthly Billings	BILLING DONE ON THE 20TH	
TOTAL:			34,160.00
Expenditures:			
Dickey Tremper	Audit		950.00
CenturyLink	Pole Rent		289.08
Keith Mobley	Legal		1,950.00
Gorge.net	Phone		30.00
City of The Dalles	Postage reimburse		53.87
SDAO	Insurance		5,181.00
City of The Dalles	Quarterly Invoice		4,874.50
TOTAL:			13,328.45

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2010-11		
PERIOD DETAIL	FROM:	12/15/2010 TO:	1/13/2011
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures	Bisector Project		8,728.75
Aristo	Wireless Network Study		7,000.00
MCEDD	Loan Payment		2,783.19
MCEDD	Loan Payment		3,514.80
TOTAL:			37,204.15

LSN CREDITS

5500

INVOICE SUMMARY	12/20/10	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED		\$34,160.00

Keith A. Mobley

Lawyer

E-Mail: mobley@ortelco.net

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By Appointment Only

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December 28, 2010

To: Board of Directors, QLife Network

From: Keith Mobley

Subject: Survey, Plan, and Strategic Plan

The board, at Nolan's suggestion, asked me for a discussion and recommendation on three items from the November 30, 2010 agenda.

- a. Survey of Broadband Coverage and Internet Availability
- b. Wasco County Broadband Plan
- c. Development of a QLife 10-Year Strategic Action Plan

For that meeting, Nolan also provided part of the *Wasco County Telecommunications Plan for the Period 2002-2003*. That plan was prepared by consultant Terry Edvalson in cooperation with the Eastern Oregon Telecommunications Consortium, at the request of Wasco County and the QLife Network board of directors. A quick review of that 60+ page document reveals how much has changed in eight years.

I have done some research and communicated with friends who are on top of broadband issues in Oregon. They have been very helpful, and allow me to give you a more informed response to your request.

Survey of Broadband Coverage and Internet Availability

A survey was done as part of the 2002-2003 plan, through a mix of individual interviews and community meetings. Wasco County has made substantial progress beyond where we were then. Substantial time and effort was invested in that survey. It appears that doing another survey should not be necessary to determine broadband coverage:

“All states, including Oregon, are now implementing federally funded mapping projects to determine broadband availability down to the census block level. Data is currently being collected from broadband service providers and the public. An on-line Oregon interactive broadband map is being developed and will be available early next year, and a national broadband map is expected to be available in March of 2011.” See *Broadband in Oregon; A Report of the Oregon Broadband Advisory Council*, Presented to the House Sustainability and Economic Development Committee for The Seventy-Sixth Legislative Assembly, November 1, 2010. (From Chris Tamarin, Telecommunications Strategist, Oregon Business Development Department)

I suggest we await the interactive broadband map due to arrive early in 2011 and then determine whether further information is needed.

Wasco County Broadband Plan

We have a plan, but it is substantially behind the present state of telecommunications in Wasco County. Updating that plan seems to me a good idea, but only after we know the current status of broadband availability in the county. However, my preference would be to move beyond a “Wasco County Broadband Plan” to –

Development of a QLife 10-Year Strategic Action Plan

We know the status quo does not last. This is particularly true in the telecommunications world, where new technologies lead to new uses and major opportunities. Google and Facebook, both now invested in Oregon, would neither exist nor prosper here without the Internet and broadband availability.

Adjusting to a rapidly changing status quo can be challenging, but it is much easier for those who prepare. Planning is preparation. Strategic planning is both preparation and organization in anticipation of effecting change.

Serendipity helps.

1. The following was provided by Chris Tamarin, Telecommunications Strategist, Oregon Business Development Department:

“Also, the Oregon Broadband Advisory Council (OBAC) is currently working on establishing a project plan with the PUC for a federal grant that was awarded to the PUC for an Oregon Broadband Outreach and Strategic Planning Project. This project will support county, community and tribal task forces to develop local and regional plans to accelerate broadband adoption and utilization that can feed into and be integrated into a state-level broadband strategic plan. The grant will fund contracts to establish a project team to work under the direction of OBAC to provide training and support to local volunteer leaders and organizations. Existing organizations such as cities, counties, economic development organizations and local consortia will be recruited as collaborators in the process as partners with the local efforts led by local trained volunteers with continuing support by the project team. Desired outcomes include building state, regional and local strategic plans for achieving increased adoption and utilization of broadband across Oregon and expanding employment opportunities through broadband adoption and utilization.”

Chris, who is the organizing force behind Oregon Connections, the annual Oregon telecommunications conference, asked that we keep in touch if a decision is made to go ahead with a strategic plan, as “it would fit in well with this project.”

Dr. Edwin Parker suggests that we should both coordinate with OBAC and request funding from the federal grant being administered by the PUC for the Oregon Broadband Outreach and Strategic Planning Project. At Ed Parker’s suggestion, I also called John Irwin, J Irwin Community Informatics Consulting, to discuss process and budget issues. John has a long history in telecommunications, as is obvious from a visit to his web site at: <http://jirwinconsulting.com/> He said he would anticipate the cost of development of a “strategic framework” could run as high as \$30-\$50,000.00, depending on how much the consultant was expected to do. I suggested a steering committee appointed by the QLife Network board could probably make a strong contribution to the process. He agreed. The Edvalson plan was able to make use of the Gorge Teleconsortium, a group of providers and telecom advocates organized by the Mid-Columbia Economic Development District. A small, carefully selected steering committee could be of substantial help in keeping the process on track and costs lower.

2. This is from a news release dated December 16, 2010:

WASHINGTON, D.C. — U.S. Rep. Greg Walden has been named the chairman of the House subcommittee that will oversee communications and technology policy in the 112th Congress.

He will chair the Subcommittee on Communications and Technology, one of six panels underneath the full Energy and Commerce Committee. The subcommittee’s jurisdiction includes oversight of the Federal Communications Commission and telecommunications policy spanning the Internet, broadcast, radio, wire, and satellite.

What it means for Oregon

Communications and technology related industries support nearly 10,000 jobs in Oregon’s Second District, and more than 50,000 statewide.

“As we’ve seen from the establishment of Google in The Dalles, the new Facebook project in Prineville, the first cell tower in Fossil, and a long list of other projects in the state, communications and technology play a critical role in the economy and quality of life in rural Oregon,” Rep. Walden said.

“These are industries that play a major role in the health of the state’s economy and, with the correct policies in place, hold promise for private

sector growth and new jobs for Oregonians,” Rep. Walden said. “The challenge of delivering high-speed Internet, broadband, and technological capabilities to communities and schools all across rural America and Oregon will be handled in this subcommittee.”

3. The QualityLife Intergovernmental Agency serves Wasco County and the City of The Dalles, and our friends at Google would like to see us become a thoroughly wired and wireless community.

Conclusion and Recommendation

The QualityLife Intergovernmental Agency has effected substantial change and benefits for its community, and is well positioned to do more. The next step could be the development of a county-wide strategic plan. Help in funding such a plan may be available, as mentioned above.

The Edvalson plan provides a useful foundation, detailing where we were in 2002 and illuminating what has happened (and not happened) since then.

The timing appears to be good; the opportunity for cooperative participation by providers of last mile services might never be better.

I recommend preparation of a request for proposals for the development of a 10-year strategic plan for Wasco County, to include the City of The Dalles.

Aristo
Technical Management Report
By
John Amery
1/11/2011

1. Redundancy Project –

- Planned Dates:
 - Dec. 1st – Commstructure Engineering to complete new engineering drawings based upon new site location.- **COMPLETE**
 - Cement Pad to be completed by End of Year. - **Delayed**
 - Bisector load balance study to be completed by 12/17 – **Waiting for Report**
 - RFP ready to send out by 12/10 – **DELAYED- - TBD**
 - RFP responses due by 12/22 – **DELAYED - TBD**
 - Scheduled maintenance window for winning bidder's fiber termination - last week of January 2011. – **DELAYED - TBD**

2. Portable UPS – **No Update**

- I would like Qlife to consider purchasing two portable generators for a total of \$6,500.
- It is possible that we may have a customer that is willing to pay \$100 / month for Qlife to provide Backup Generator services.
- We currently have \$100k in reserve.

3. Freeway Overpass – low cable – **Paul Titus to Discuss**

- We are still waiting for PUD to raise their power lines so that we can raise our fiber cable over the freeway.

4. BPA (Big Eddy) – **No update**

- We are developing a cost analysis for a re-design of our fiber plant at Big Eddy

5. Issues with fiber on West side of loop – **No Update**

- Before winter (and cold temperatures) we plan to perform another physical audit of the fiber on the west side of our loop. We will be looking for the extruded support member we have seen in the past.
- If possible I would like to schedule at least part of this work with the bisector project in order to save money.

6. FTTH – Fiber To The Home - discussion

- John Amery Report sent to Board Members