

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday May 17, 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 April 26, 2011 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. April Financial Reports
 - b. List of Disbursements since Last Meeting
6. Discussion Items
 - a. Use of Administrative Intern
7. Action Items
 - a. Sponsorship of Connect Oregon Conference in Hood River during October
8. Reports
 - a. Wi Fi Project update – Young
 - b. Status of redundancy/bisector project
 - c. Aristo Operational Management Report – John Amery
 - i. Budget Status
 - ii. Project Status
9. Next Meeting Dates:

Regular Board Meeting June 21, 2011 4pm – Public Hearing for Budget
10. Adjourn

QLife Network
QualityLife Intergovernmental Agency

Minutes

QLife Regular Board Meeting

Tuesday April 26, 2011
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Directly after Budget Meeting

Call to Order

The Meeting was called to order by President Ericksen at 3:55pm

Roll Call

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

Approval of Agenda

It was moved by Spatz and seconded by Hege to approve the agenda as presented. Motion passed unanimously.

Approval of March 22, 2011 Minutes QLife Regular Board Meeting

It was moved by Larson and seconded by Ahier to approve the March 22, 2011 minutes as submitted. Motion passed unanimously.

Financial Reports

Young presented the financial reports for the Month of March. There were no questions.

Reports

Status of redundancy project Amery reported that it is getting closer to being done, PUD still processing the engineering report. As soon as that is done they will do the make ready costs and create the RFP. Young requested Amery provide a project completion cost estimate one week prior to the May meeting.

Amery reported that the freeway overpass project had not been scheduled, contractors discussing safest option. He hoped to have a plan solidified by next week.

Status of Wi Fi RFP – Young reported they are still in the design stages; being able to use the cobra head lights on 3rd Street because that streetscape project has been delayed a couple of years. May 23rd the PUD pole agreement will go before City Council. Keith Mobley and City Project manager Jim Schwinof have been working with building owners on agreements for installation. They would go before Historic Landmarks soon. It was anticipated that test spots would be up within 30 days, and the system would be operational midsummer.

Young requested adding a discussion item that came out of the Budget meeting. He agreed it would be wise for the Board to develop a 5 year capital improvement plan, however, everyone associated with QLife has many other obligations. The City of The Dalles had an intern starting in August that has the skill set to help develop a plan. Would the QLife Board like to purchase some of the intern's time to create a long-term plan. It was the consensus of Board for Young to bring back a proposal for their review at the May meeting.

Mobley reported that he is remaining in contact with the OED project grant for Strategic Planning.

Next Meeting Dates:

Regular Board Meeting May 17, 2011 4 pm

Adjourn

Being no further business the meeting was adjourned at 4:20pm.

Respectfully submitted:

Izetta Grossman, Recording Secretary

ATTEST:

Erick Larson

TO: Qlife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **April 2011**

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.

83% 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 April 30, 2011</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 83,913	\$ 83,450	99.4%	* see below
Revenues	\$ 554,850	\$ 447,532	82.1%	
Expenditures	\$ 312,686	\$ 129,859	41.5%	
Transfers to Capital/Debt Fund	\$ 326,077	\$ 296,434	90.9%	
Cash at Month End	\$ 61,388.45			

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 85.2% for the year.
- 3) Expenditures:
 - a. E-Rates totaling \$31,518.72 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.

- c. The line item for Legal Fees has been over-expended by \$1,590.00 due to assistance QLife is providing with the City Wi-Fi project and work on strategic plan funding.
- d. The line item for Pole Connection Fees has been over-expended by \$238.28 due to a new item this year for a bond under our Pole Contact Agreement with the PUD. This new expense is included in our budget for next year.

- 4) Budget Changes: No budget changes have been made to this fund this fiscal year. Currently, even with the issues above, none are anticipated.

CAPITAL (601):

BUDGET COMPARISONS

	July 1, 2010 to April 30, 2011		
	Budget	Actual	Percentage
Beginning Balance	\$ 145,576	\$ 138,832	95.3% * see below
Transfers In	\$ 326,077	\$ 296,434	90.9%
Revenues	\$ 71,000	\$ 59,861	84.3%
M&S / Capital Outlay / Other	\$ 350,704	\$ 62,270	17.8%
Debt Expenditures	\$ 191,949	\$ 169,566	88.3%
Cash at Month End	\$ 263,291.28		

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:
 - a. We received the \$50,000 enterprise payment in January 2011.
- 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 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		6,992	.00		69,920	83,450.11	119	83,913	462.89
300	**	6,992	.00		69,920	83,450.11	119	83,913	462.89
300	*** BEGINNING BALANCE	6,992	.00		69,920	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	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	35,483	35,960.00	101	354,830	362,865.00	102	425,800	62,935.00
15 00	LSN CREDITS	5,500	11,000.00	200	55,000	49,500.00	90	66,000	16,500.00
20 00	CONNECT CHARGES	187	.00		1,870	3,150.00	168	2,250	900.00
344	** UTILITY SERVICES	41,170	46,960.00	114	411,700	415,515.00	101	494,050	78,535.00
340	*** CHARGES FOR SERVICES	41,170	46,960.00		411,700	415,515.00		494,050	78,535.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	66	56.27	85	660	498.52	76	800	301.48
361	** INTEREST REVENUES	66	56.27	85	660	498.52	76	800	301.48
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	28,454.40	569	50,000	31,518.72	63	60,000	28,482.28
369	** OTHER MISC REVENUES	5,000	28,454.40	569	50,000	31,518.72	63	60,000	28,482.28
360	*** OTHER REVENUES	5,066	28,510.67		50,660	32,017.24		60,800	28,782.76
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		53,228	75,470.67		532,280	530,982.35		638,763	107,780.65

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIFE/							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
66	EXPENSE-ACCOUNT										
660	FINANCIAL OPERATIONS										
02	MATERIALS & SERVICES										
31	10 ADMINISTRATIVE	1666	4035.83	242	16660	10941.99	66	.00	20000	9058.01	55
	15 COUNTY	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	20 OUTSIDE PLANT MAINTENACE	2333	.00	0	23330	4631.19	20	.00	28000	23368.81	17
	90 OTHER SERVICES	1666	.00	0	16660	.00	0	.00	20000	20000.00	0
32	10 AUDIT	483	.00	0	4830	5600.00	116	.00	5800	200.00	97
	20 LEGAL SERVICES	500	2160.00	432	5000	7590.00	152	.00	6000	1590.00	127
34	10 ENGINEERING SERVICES	1000	.00	0	10000	7777.50	78	.00	12000	4222.50	65
	30 NETWORK SYSTEM MANAGEMENT	3833	.00	0	38330	31788.30	83	.00	46000	14211.70	69
	50 SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0
43	10 BUILDINGS AND GROUNDS	166	.00	0	1660	.00	0	.00	2000	2000.00	0
	25 NETWORK EQUIPMENT	383	.00	0	3830	1190.00	31	.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 LINES MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0
	87 UTILITIES LOCATES	83	.00	0	830	88.56	11	.00	1000	911.44	9
44	10 OFFICE SPACE RENTAL	261	783.00	300	2610	2349.00	90	.00	3132	783.00	75
52	10 LIABILITY	458	.00	0	4580	5181.00	113	.00	5500	319.00	94
	30 PROPERTY	25	.00	0	250	.00	0	.00	300	300.00	0
53	20 POSTAGE	16	.00	0	160	53.87	34	.00	200	146.13	27
	30 TELEPHONE	40	30.00	75	400	333.00	83	.00	480	147.00	69
	40 LEGAL NOTICES	33	.00	0	330	240.00	73	.00	400	160.00	60
54	00 ADVERTISING	83	.00	0	830	403.27	49	.00	1000	596.73	40
57	10 PERMIT	33	.00	0	330	.00	0	.00	400	400.00	0
58	10 TRAVEL, FOOD & LODGING	33	.00	0	330	.00	0	.00	400	400.00	0
	50 TRAINING AND CONFERENCES	16	.00	0	160	150.00	94	.00	200	50.00	75
	70 MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	160	40.00	25	.00	200	160.00	20
	80 SCHOLARSHIPS	166	.00	0	1660	2000.00	121	.00	2000	.00	100
60	10 OFFICE SUPPLIES	16	.00	0	160	.00	0	.00	200	200.00	0
69	50 MISCELLANEOUS EXPENSES	41	6.00	15	410	336.95	82	.00	500	163.05	67
	60 POLE CONNECTION FEES	633	.00	0	6330	7838.28	124	.00	7600	238.28	103
	70 RIGHT OF WAY FEES	1064	1493.55	140	10640	9807.15	92	.00	12774	2966.85	77
	80 ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0
02	** MATERIALS & SERVICES	15463	8508.38	55	154630	98340.06	64	.00	185686	87345.94	53
03	CAPITAL OUTLAY										
74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	16660	.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	16660	.00	0	.00	20000	20000.00	0
05	OTHER										
67	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	8508.38	50	171290	98340.06	57	.00	205686	107345.94	48
66	** ** EXPENSE-ACCOUNT	17129	8508.38	50	171290	98340.06	57	.00	205686	107345.94	48

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	*****CURRENT*****					BUDGET	BALANCE	BDGT	
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	ENCUMBR.	BUDGET	BALANCE	BDGT
60	QLIFE FUND									
81 62	IF PMT TO OTHER FUNDS	0	.00	0	0	.00	0	0	.00	0
91	QLIFE CAPITAL FUND	27173	29643.36	109	271730	296433.60	109	326077	29643.40	91
83 10	ESD E-RATE	5000	28454.40	569	50000	31518.72	63	60000	28481.28	53
05 **	OTHER	32173	58097.76	181	321730	327952.32	102	386077	58124.68	85
06	CONTINGENCY / UAFB									
88 00	CONTINGENCY	3916	.00	0	39160	.00	0	47000	47000.00	0
89 00	UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	.00	0
06 **	CONTINGENCY / UAFB	3916	.00	0	39160	.00	0	47000	47000.00	0
600 ** **	OTHER USES	36089	58097.76	161	360890	327952.32	91	433077	105124.68	76
60 ** **	QLIFE FUND	36089	58097.76	161	360890	327952.32	91	433077	105124.68	76
DIV 9500	TOTAL *****	36089	58097.76	161	360890	327952.32	91	433077	105124.68	76
DEPT 95	TOTAL *****									
	OTHER USES	36089	58097.76	161	360890	327952.32	91	433077	105124.68	76
FUND 600	TOTAL *****									
	QUALITYLIFE AGENCY FUND	53218	66606.14	125	532180	426292.38	80	638763	212470.62	67

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	.00		121,310	138,832.34	114	145,576	6,743.66
300	**	12,131	.00		121,310	138,832.34	114	145,576	6,743.66
300	*** BEGINNING BALANCE	12,131	.00		121,310	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	** 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	1,750	.00		17,500	9,861.25	56	21,000	11,138.75
344	** UTILITY SERVICES	1,750	.00		17,500	9,861.25	56	21,000	11,138.75
340	*** CHARGES FOR SERVICES	1,750	.00		17,500	9,861.25		21,000	11,138.75
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		41,660	50,000.00	120	50,000	.00
369	** OTHER MISC REVENUES	4,166	.00		41,660	50,000.00	120	50,000	.00
360	*** OTHER REVENUES	4,166	.00		41,660	50,000.00		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	271,730	296,433.60	109	326,077	29,643.40
391	** OPERATING TRANSFERS IN	27,173	29,643.36	109	271,730	296,433.60	109	326,077	29,643.40
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	27,173	29,643.36		271,730	296,433.60		326,077	29,643.40
FUND TOTAL QLIFE CAPITAL FUND		45,220	29,643.36		452,200	495,127.19		542,653	47,525.81

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
BA	ELE	OBJ	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.					
SUB	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	833	.00	0	8330	.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	1660	.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	.00	0	9990	.00	0	.00	12000	12000.00	0		
03		CAPITAL OUTLAY												
72	20	BUILDINGS	166	.00	0	1660	.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	.00	0	92070	20520.32	22	.00	110487	89966.68	19		
76	10	PRIMARY	4166	.00	0	41660	27361.00	66	.00	50000	22639.00	55		
	20	SECONDARY	3125	.00	0	31250	13938.31	45	.00	37500	23561.69	37		
	30	POLE MAKE READY COSTS	416	450.00	108	4160	450.00	11	.00	5000	4550.00	9		
03	**	CAPITAL OUTLAY	17080	450.00	3	170800	62269.63	37	.00	204967	142717.37	30		
04		DEBT SERVICE												
79	50	LOAN PRINCIPAL PAYMENTS	12251	7882.69	64	122510	127756.55	104	.00	147014	19257.45	87		
	51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0		
	60	LOAN INTEREST PAYMENTS	3744	3611.42	97	37440	41809.73	112	.00	44935	3125.27	93		
	90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0		
04	**	DEBT SERVICE	15995	11494.11	72	159950	169566.28	106	.00	191949	22382.72	88		
660	**	FINANCIAL OPERATIONS	34074	11944.11	35	340740	231835.91	68	.00	408936	177100.09	57		
66	**	EXPENSE-ACCOUNT	34074	11944.11	35	340740	231835.91	68	.00	408936	177100.09	57		
DIV	6000	TOTAL *****	34074	11944.11	35	340740	231835.91	68	.00	408936	177100.09	57		
DEPT	60	TOTAL *****	34074	11944.11	35	340740	231835.91	68	.00	408936	177100.09	57		
		QLIFE	34074	11944.11	35	340740	231835.91	68	.00	408936	177100.09	57		

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2010-11		
PERIOD DETAIL	FROM:	4/15/2011 TO:	5/14/2011
Revenue:	Billed as of		
	QLife Monthly Billings	BILLING DONE ON THE 20TH	35,483.00
TOTAL:			35,483.00
Expenditures:			
Gorge.net	Phone		30.00
Commstructures	Engineering		3,332.50
The Dalles Chronicle	Budget Notice		40.60
Northsky	Emergency Call broken Fiber		1,800.00
Keith Mobley	Legal		1,095.00
TOTAL:			6,298.10

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2010-11		
PERIOD DETAIL	FROM:	4/15/2011 TO:	5/14/2011
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Northsky	Splice Big Eddy City Hall		2,400.00
Gorge Mail Service	Return Sample product		298.94
Commstructures	Level 3 work		1,320.00
RAL Communications	Parts		639.00
Commstructures	LSN/Hospice/Myrtle		7,645.00
TOTAL:			27,480.35

LSN CREDITS 5500

QLife Network
QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board
FROM: Nolan Young, Administrator *ny*
DATE: May 12, 2011
SUBJECT: Administrative Intern

During the April Budget and Board Meeting there was discussion about QLife purchasing the services of the City's Administrative Intern to help with preparing some preliminary information for strategic planning and to look at a 5-year Capital Improvement Plan for the system.

Strategic Planning:

Attached is information from QLife attorney, Keith Mobley on the State Broadband Data and Development Program (SBDD). Basically, it identifies that the Public Utilities Commission and Oregon Business Department will be sending out RFP's between January and March 2012 for community broadband planning projects. In discussing these issues with Keith, we identified the following tasks that an Intern could perform to help us be better prepared for competing for, receiving, and completing one of these projects.

- Prepare a draft work scope and run it by Oregon Business's Chris Cameron
- Identify the unmet needs of the community and our customers
- Survey of the community's wired status (what broadband services are available, how it's being utilized and number of PC and internet connections in both residential and commercial community)
- Samples of local initiatives in Oregon (both with and without government assistance)
- Respond to the PUC Community Broadband Strategic Planning RFP

To assist the Intern in this process we would have them review the 2002 Wasco County Strategic Plan from Terry Eidualson and form a steering committee as a resource to further develop the task and review the information. The steering committee could include Keith Mobley, Board members, Budget committee members and some of our partners (for example IT representative from CGCC).

**Through Cooperation of the City of The Dalles and Wasco County
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Capital Improvement Plan:

- Identify process to do a technical review of the system and needs
- Work with technical staff in developing a 5-year Capital Improvement Plan. The plan could be adjusted to what we find out doing the.

Issue:

If the Board is interested we would propose amending the budget in June to include \$10,000 (about 575 hours) to purchase intern services from the City to work on these and other QLife projects that may develop.

State Broadband Data and Development Program (SBDD)

<http://www2.ntia.doc.gov/SBDD>

Broadband Strategic Planning Project (State Capacity Building) - Description

The Public Utility Commission of Oregon will partner with the Oregon Broadband Advisory Council (OBAC) to improve job creation and economic development through accelerated broadband adoption and utilization. This coordinated project will develop demand-driven local community level plans to meet local community goals. The key elements of the project include the development of a broadband strategic planning process template and the development of local broadband strategic plans in eight communities.

Project Activities and Scope

Facilitate and support the development of eight plans in communities around the state that advance the individual community's goals through the increased adoption of broadband services and the increased utilization of broadband enabled applications.

Activities

Develop Broadband Strategic Planning Process Template (Estimated July - September 2011)

- Identify and incorporate best practices from around the state and the country.
- Develop a broadband strategic planning process that is both structured and flexible using a consultant / project manager and involving experienced participants from around the state.
 - What has worked in the past?
 - What were the pitfalls and errors in the past?
 - How do we "connect the dots" to identify broadband solutions to problems facing state and local elected officials?
 - How can broadband help solve local community problems and meet local community needs?
 - Use the National Broadband Plan as a reference for adoption and utilization ideas
- Define Metrics

[Develop RFPs, select and contract with a project manager and consultant - July - September 2011, develop a broadband strategic planning process template - October - December 2011

Engage communities through community and business leaders, elected officials and tribal governments

- Select communities with officials that *want* to participate in the broadband strategic planning process and see a benefit for their communities in doing so
- Select a diverse group of participants using the attributes of
 - Location
 - Demographics
 - Broadband service availability
 - Other selection criteria to be defined

[Issue Group 1 RFPs for community broadband planning projects for four communities

January - March 2012

Issue Group 2 RFPs for community broadband planning projects for four communities

January - March 2013]

Provide technical assistance and training to eight local communities on the planning process template

- Contract with Consultant / Project Manager
- Contract with trainers

Produce local community broadband strategic plans to support and accelerate broadband adoption and utilization

- Formalized plans using the planning process template

Measure and report results

- Use the Broadband Metrics Hierarchy

Scope

The Oregon Broadband Mapping Project is focused on identifying broadband availability. This outreach and strategic planning project will focus on a Broadband Strategic Planning Process. The goals are to increase broadband adoption and utilization and to develop a Broadband Strategic Planning Process Template that may be used by other communities and by the State.

QLife Network
QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board
FROM: Nolan Young, Administrator 
DATE: May 12, 2011
SUBJECT: Participation in Connect Oregon Conference in Hood River in October

Last year QLife provided a \$500 sponsorship for the Connect Oregon Conference, we also had Izetta Grossman create and staff a display. Although we received no direct sales from that participation, we did receive valuable publicity and it did assist this valuable conference in moving forward.

We have been once again been asked to participate in the conference which is being held for the second year in Hood River. We have \$1000 in our advertising budget that could be used toward this project.

Staff Recommendation:

Authorize the purchase of a \$500 sponsorship of the 2011 Connect Oregon Conference and necessary staff and materials costs.

QLife Network
QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board
FROM: Nolan Young, Administrator *ny*
DATE: May 12, 2011
SUBJECT: Budget Status of Capital Projects

As promised at the budget meeting our technical staff has provided us with information on the status of two capital projects that we are rolling over into the FY 2011-12 Budget; the redundancy and bisector projects. He will also make a verbal report and answer questions at the meeting.

Below is a table that shows the current financial status of these projects and the budget amount that was rolled over. Based on this information we are recommending that the Board direct the financial staff to prepare an amendment for the FY 2011-12 budget shifting \$24,038 from system improvement reserve to the bisector project and \$46,815 to the redundancy project.

Table 1: Capital Projects Budget		
	Redundancy	Bi-Sector
Original Estimate	120,079	50,000
Current Estimate	128,588	94,150
Expended to Date	27,408	33,750
Remaining Estimated cost	101,180	60,400
Current budget	90,000	23,000
Difference	11,180	37,400
Proposed Budget w/o contingency	101,180	60,400
Proposed Budget with 10% Contingency	114,038	69,815

Current Reserve for System Improvement	204,332
Proposed Amended Reserve (with contingency)	133,479

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In addition to these two projects, the technical and engineering staff has been working with two customers to provide fiber to vaults outside the CenturyLink central office (CO). QLife's participation in this project should be under \$20,000. We have funds in the budget, following the board's financial priorities to have at least \$20,000 available for customer connections.

Aristo
Technical Management Report
By
John Amery
5/11/2011

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 – **submitted to PUD. Pud has Accepted all data from our engineering and is now analyzing Make Ready Costs.**
 - 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. Generator Upgrade – **Currently visiting need for larger generator at City Hall**

- Qlife is currently looking into the option of increasing the generator capacity at City Hall.
- We currently have \$100k in reserve.

3. Freeway Overpass – low cable – **Work Complete.** We are now above legal height.

4. Issues with fiber on West side of loop – **Waiting to try to coordinate with bisector project**

- 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.