

**QLife Network**  
**QualityLife Intergovernmental Agency**

**AGENDA**

**QLife Regular Board Meeting**

**Tuesday April 28, 2009  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room  
Directly after Budget Meeting**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of March 17, 2009 Minutes QLife Regular Board Meeting**
- 5. Financial Reports**
  - a. March Financial Reports**
  - b. List of Disbursements since Last Meeting**
- 6. Reports**
  - a. Aristo Operational Management Report – John Amery**
  - b. Bisector Project Progress**
  - c. Redundancy Project Progress**
- 7. Next Meeting Dates:**

**Regular Board Meeting May 26, 2009 3:30pm**
- 8. Adjourn**

  
QualityLife Intergovernmental Agency

**MINUTES**

**QLife Regular Board Meeting**

Tuesday March 17, 2009  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room  
3:30 pm

**Call to Order**

The meeting was called to order by President Dan Ericksen at 3:40pm

**Roll Call**

In attendance: Board members: Erick Larson, Brian Ahler, Dan Spatz. Staff: Nolan Young, Keith Mobley, John Amery, Izetta Grossman.

**Approval of Agenda**

Young asked to add Action Item: The Dalles Area Utility Commission Membership. It was moved by Spatz and seconded by Larson to approve the Agenda as amended. The motion carried unanimously, 1 absent.

**Approval of February 24, 2009 Minutes QLife Regular Board Meeting**

It was moved by Larson and seconded by Spatz to approve the minutes of the February 24, 2009 Board meeting. The motion carried unanimously, 1 absent.

**Financial Reports** – reviewed by Young, no questions.

- a. **February Financial Reports**
- b. **List of Disbursements since Last Meeting (billing not yet done)**

**Action Items**

- a. **Adopt FY 2009-10 Financial Priorities Policy** - it was moved by Spatz and 2<sup>nd</sup> by Ahler to adopt the FY 2009-10 Financial Priorities Policy as presented.
- b. **The Dalles Area Utility Council Membership** - Young explained this council is a group that included the City, County, NWC PUD, Chenoweth Water, Embarq, NW Natural Gas that gets grants for the Call before you dig program. QLife has been invited to join. Membership is \$40/year and requires attendance at a monthly meeting. Young suggested that Jim Schwinof be asked to represent QLife at these meetings, as he is the person who handles the "dig tickets" for QLife. It was the consensus of the Board to join and ask Jim Schwinof to attend the meetings.

**Reports**

- a. **Aristo Operational Management Report** – Amery reported that the fiber repair costs were close to \$40,000. He doesn't have everything in yet. He brought a case to show the fiber.
- b. **Bisector Project/Redundancy Project Progress** – Amery reported he is still working on cutting construction costs. Eric Orton is on vacation and when he returns they will get together to review options.
- c. **Dan Spatz** reported on Broadband stimulus package meeting that he attended while in Washington DC with the Outreach Team. The focus is on underserved areas, education, healthcare, law enforcement and business development. Link Shadley is working on draft ideas. The specific guidelines for proposals have not been established. The large telecom companies are going after the \$7 billion.

The board asked that the following ideas be passed on to Link:

1. Expand the Qlife area of service
2. Wireless cloud
3. Maupin Education Service
4. Fringe area expansion
5. Law enforcement

**Next Meeting Dates:**

**Budget Committee Meeting April 28, 009 3:30 pm**

**Regular Board Meeting April 28, 2009 directly following in the Budget Committee meeting**

**Adjourn**

Being no further business the meeting was adjourned at 4:23pm

**Submitted by**

**Izetta Grossman**

**Recording Secretary**

**Signed: \_\_\_\_\_**  
**Erick Larson, Sec/Tres**

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – March 31, 2009

**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 March 2009 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

75% 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, 2008 to March 31, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 328,543	67.8%
Expenditures	\$ 222,844	\$ 91,039	40.8%
Transfers to Capital/Debt	\$ 323,847	\$ 250,385	77.3%
Cash at Month End	\$22,254.07		

**Exceptions:**

- 1) Beginning Balance: The audited beginning balance of \$63,842 is \$1,899 more than the estimate for this fiscal year.
- 2) Revenues:
  - a. Customer Revenue is 95% of where it should be after seven months. This is not a concern as we had budgeted a 10% increase in customer revenue this year, and we are negotiating with some new customers.
  - b. Our Accounts Receivables is \$29,291. We have a few customers that are historically in the 30 day late area. We have been successful in bringing all but one of our customers current, and continue efforts to encourage keeping these accounts up to date.

3) Expenditures:

- a. The 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
- b. The 112% expended for legal fees is the \$5,000 for outside legal advice on federal requirements. We will amend this line item only if necessary to meet budget in the Materials & Services category.
- c. The 1,294.72 over expenditure in the Network Equipment line item is due to a new maintenance contract for equipment that is now off the warranty.
- d. The \$375 expended from the unbudgeted permits line item reflect past and current annual federal licenses that we were unaware of until recently. In the future we will budget for these permits. We will amend this line item only if necessary to meet budget in the Materials & Services category.

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

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2008 to March 31, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 113,480	\$ 94,224	83.0%
Transfers In	\$ 323,847	\$ 250,385	77.3%
Revenues	\$ 71,000	\$ 58,344	82.1%
Expenditures	\$ 508,327	\$ 196,080	38.6%
Cash at Month End	\$ 206,424.81		

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$94,224 is 19,256 less than the estimate for this fiscal year. We can compensate for this shortage by decreasing the funds for the wireless project from \$65,000 to \$45,744.
- 2) Revenues:
  - a. We received the full \$50,000 Enterprise Zone payment in January.
- 3) Expenditures:
  - a. The 'Lines Maintenance & Supplies' line item is at 100% because we have purchased all of the surplus fiber cable approved by the Board.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

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		5,161	.00		46,449	63,841.66	137	61,943	1,898.66-
300 **		5,161	.00		46,449	63,841.66	137	61,943	1,898.66-
300 ***	BEGINNING BALANCE	5,161	.00		46,449	63,841.66		61,943	1,898.66-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
	FEDERAL GRANTS-MISC	0	.00		0	.00	0	0	.00
331 **	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
334 90 00	STATE GRANTS	0	.00		0	.00	0	0	.00
	STATE GRANTS, OTHER	0	.00		0	.00	0	0	.00
334 **	STATE GRANTS	0	.00		0	.00	0	0	.00
337 90 00	LOCAL GOVERNMENT REVENUES	0	.00		0	.00	0	0	.00
	LOCAL GOVT REV-PARTNERS	0	.00		0	.00	0	0	.00
337 **	LOCAL GOVERNMENT REVENUES	0	.00		0	.00	0	0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00	0	0	.00
340	CHARGES FOR SERVICES								
341 80 00	GENERAL GOVERNMENT	29,652	29,135.00	98	266,958	252,285.99	95	355,950	103,664.01
	COPIES, PLANE, ORD'S ETC	5,504	11,002.00	200	49,536	43,009.00	87	66,043	23,039.00
90 00	MISC SALES AND SERVICES	187	1,896.00	1014	1,683	3,245.00	193	2,250	596.00-
341 **	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
344 **	UTILITY SERVICES	35,353	42,026.00	-19	318,177	298,540.99	94	424,248	125,707.01
345 10 00	UTILITY SERVICE CHARGES	29,652	29,135.00	98	266,958	252,285.99	95	355,950	103,664.01
	LSN CEDIT'S	5,504	11,002.00	200	49,536	43,009.00	87	66,043	23,039.00
20 00	CONNECT CHARGES	187	1,896.00	1014	1,683	3,245.00	193	2,250	596.00-
90 00	DELINQUENT ACCT INTEREST	0	.00		0	.00	0	0	.00
345 20 00	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00
	SENIOR RATE ASSISTANCE	0	.00		0	.00	0	0	.00
30 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00	0	0	.00
40 00	ROADMET DISCOUNT FEES	0	.00		0	.00	0	0	.00
345 **	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00
340 ***	CHARGES FOR SERVICES	35,353	42,026.00		318,177	298,540.99		424,248	125,707.01

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	***** ACTUAL	***** %REV	***** ESTIMATE	***** UNREALIZED BALANCE
360	OTHER REVENUES								
361	INTEREST REVENUES	41	114.32	279	369	567.93	154	500	67.93-
361	INTEREST REVENUES	41	114.32	279	369	567.93	154	500	67.93-
269	OTHER MISC REVENUES	0	.00		0	435.00		0	435.00-
20 00	OTHER MISC REVENUES	5,000	.00		45,000	28,999.44	64	60,000	31,000.56
20 00	3-RATE REIMBURSEMENT								
269	OTHER MISC REVENUES	5,000	.00		45,000	29,434.44	65	60,000	30,565.56
360	OTHER REVENUES	5,041	114.32		45,369	30,002.37		60,000	30,497.63
390	OTHER FINANCING SOURCES								
392	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	45,555	42,140.32		409,995	392,385.02		516,591	154,305.98

FUND	EA	SUB	SUR	DESCRIPTION	*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDRT
					BUDGET	ACTUAL	BUDGET	ACTUAL				
610	02	00	00	AIRPORT	0	.00	0	.00	.00	0	.00	0
610	02	00	00	MATERIALS & SERVICES	0	.00	0	.00	.00	0	.00	0
610	02	00	00	ASSETS < 95000	0	.00	0	.00	.00	0	.00	0
610	02	00	00	MATERIALS & SERVICES	0	.00	0	.00	.00	0	.00	0
610	02	00	00	AIRPORT	0	.00	0	.00	.00	0	.00	0
610	02	00	00	AIRPORT	0	.00	0	.00	.00	0	.00	0
650	650	00	00	EXPENSE-ACCOUNT	1666	30	0	14924	4205.03	28	15793.97	21
650	650	00	00	FINANCIAL OPERATIONS	416	30	0	3744	.00	0	5000.00	0
650	650	00	00	MATERIALS & SERVICES	1333	12922.50	959	11997	13138.50	110	2861.50	82
650	650	00	00	ADMINISTRATIVE	0	0	0	0	.00	0	.00	0
650	650	00	00	OUTSIDE PURCH MAINTENACE	0	0	0	0	.00	0	.00	0
650	650	00	00	COUNTY	0	0	0	0	.00	0	.00	0
650	650	00	00	OTHER SERVICES	0	0	0	0	.00	0	.00	0
650	650	00	00	LEGAL SERVICES	465	30	0	4194	5500.00	134	5600.00	100
650	650	00	00	ENGINEERING SERVICES	600	495.00	93	5400	8030.00	149	1200.00	112
650	650	00	00	NETWORK SYSTEM MANAGEMENT	1616	660.00	41	14544	2574.00	18	19400.00	13
650	650	00	00	SPECIAL STUDIES & REPORTS	3275	0	0	29475	14771.00	50	39300.00	38
650	650	00	00	BUILDINGS AND GROUNDS	0	0	0	0	.00	0	.00	0
650	650	00	00	NETWORK EQUIPMENT	166	30	0	1494	.00	0	2000.00	0
650	650	00	00	OFFICE EQUIPMENT	166	30	0	1494	.00	0	2000.00	0
650	650	00	00	SPECIAL UTILITY EQUIPMENT	0	0	0	0	.00	0	.00	0
650	650	00	00	UTILITIES LOCATES	0	0	0	0	.00	0	.00	0
650	650	00	00	OFFICE SPACE RENTAL	83	0	0	747	112.35	15	997.55	11
650	650	00	00	LIABILITY	261	0	0	2345	1565.00	57	3132.00	50
650	650	00	00	PROPERTY	462	0	0	4158	4763.00	115	787.00	86
650	650	00	00	AUTOMOTIVE	22	0	0	198	280.00	141	5.00	102
650	650	00	00	POSTAGE	0	0	0	0	.00	0	.00	0
650	650	00	00	TELEPHONE	16	0	0	144	105.00	73	95.00	53
650	650	00	00	LEGAL NOTICES	54	0	0	486	435.54	90	213.46	67
650	650	00	00	PUBLIC EDUCATION/INFO	23	0	0	297	.00	0	600.00	0
650	650	00	00	ADVERTISING	83	0	0	747	.00	0	1000.00	0
650	650	00	00	PERMIT	0	0	0	0	.00	0	375.00	0
650	650	00	00	TRAVEL, FOOD & LODGING	83	0	0	747	375.00	0	808.95	19
650	650	00	00	TRAINING AND CONFERENCES	33	0	0	297	191.95	26	400.00	0
650	650	00	00	MEMBERSHIPS/DUES/SUBSCRIP	25	0	0	325	.00	0	300.00	0
650	650	00	00	OFFICE SUPPLIES	41	0	0	369	80.80	23	419.10	15
650	650	00	00	SPECIAL DEPT SUPPLIES	0	0	0	0	.00	0	.00	0
650	650	00	00	MISCELLANEOUS EXPENSES	41	0	0	369	400.00	108	100.00	80
650	650	00	00	SOLE CONNECTION FEES	500	0	0	4500	5419.44	120	589.56	90
650	650	00	00	MATERIALS & SERVICES	11441	14077.50	123	102969	62039.81	60	72072.47	48
650	650	00	00	CAPITAL OUTLAY	0	0	0	0	.00	0	.00	0





FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL UNENCUMBR.		%	
SUB	DESCRIPTION	BUDGET	ACTUAL	SEXP	BUDGET	ACTUAL	SEXP	BUDGET	ENCUMBR.	BUDGET	BALANCE	SEGT	
60	QUALITYLIFE AGENCY FUND												
600	ACCOUNT												
05	OTHER USES												
81	91 OLIVE CAPITAL FUND	26987	27820.58	103	242883	250385.22	103	323847	.00	323847	73461.78	77	
83	00 OTHER TRANSFERS	0	.00	0	0	.00	0	0	.00	0	.00	0	
10	ISE E-RATE	5000	.00	0	45000	28599.54	54	60000	.00	60000	31000.56	48	
88	00 CONTINGENCY	453	.00	0	4077	.00	0	5437	.00	5437	5437.00	0	
89	00 UNAPPORTIONED ENDING BAL	0	.00	0	0	.00	0	0	.00	0	.00	0	
05	** OTHER	32440	27820.58	86	291360	279384.66	96	389284	.00	389284	109899.34	72	
600	** OTHER USES	32440	27820.58	86	291360	279384.66	96	389284	.00	389284	109899.34	72	
60	** QUALITYLIFE AGENCY FUND	32440	27820.58	86	291360	279384.66	96	389284	.00	389284	109899.34	72	
DIV	9500 TOTAL *****	32440	27820.58	86	291360	279384.66	96	389284	.00	389284	109899.34	72	
DEPT	95 TOTAL *****	32440	27820.58	86	291360	279384.66	96	389284	.00	389284	109899.34	72	
FUND	600 TOTAL *****	45547	41898.08	92	409323	34424.67	83	3294.72		546691	201971.91	63	

City of The Dalles

FUND 601 Q-LIFE CAPITAL FUND

ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** \$REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		9,456	.00		85,104	94,224.31	111	113,480	19,255.69
300 **		9,456	.00		85,104	94,224.31	111	113,480	19,255.69
300 ***	BEGINNING BALANCE	9,456	.00		95,104	94,224.31		113,480	19,255.69
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00		0	.00
331 90 00	FEDERAL, GRANTS-MISC	0	.00		0	.00		0	.00
331 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
334 11 00	OREGON INVESTMENT BOARD	0	.00		0	.00		0	.00
334 12 00	LOWER JOHN DAY PARTNERSHP	0	.00		0	.00		0	.00
334 30 00	OREGON SPN2	0	.00		0	.00		0	.00
334 90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334 **	STATE GRANTS	0	.00		0	.00		0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341	GENERA. GOVERNMENT	0	.00		0	.00		0	.00
341 80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00
341 **	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
344 15 00	LSN CREDITS	0	.00		0	.00		0	.00
344 20 00	CONNECT CHARGES	1,750	450.00	26	15,750	8,344.52	53	21,000	12,655.48
344 **	UTILITY SERVICES	1,750	450.00	26	15,750	8,344.52	53	21,000	12,655.48
340 ***	CHARGES FOR SERVICES	1,750	450.00		15,750	8,344.52		21,000	12,655.48
360	OTHER REVENUES								
361	INTEREST REVENUES	0	.00		0	.00		0	.00
361 00 00	INTEREST REVENUES	0	.00		0	.00		0	.00
361 **	INTEREST REVENUES	0	.00		0	.00		0	.00
369	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369 10 00	OTHER MISC REVENUES	4,156	.00		37,494	50,000.00	133	50,000	.00
369 **	ENTERPRISE ZONE PAYMENT	4,156	.00		37,494	50,000.00	133	50,000	.00
369 ***	OTHER MISC REVENUES	4,156	.00		37,494	50,000.00	133	50,000	.00
360 ***	OTHER REVENUES	4,156	.00		37,494	50,000.00		50,000	.00

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 601	QUALIFE CAPITAL FUND								
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,987	27,820.58	103	242,983	250,385.22	103	323,847	73,461.78
	QUALIFE OPERATING FUND								
391	OPERATING TRANSFERS IN	26,987	27,820.58	103	242,983	250,385.22	103	323,847	73,461.78
393	PROCEEDS LT LIABILITIES	0	00		0	-30		0	.00
	LOAN/BOND PROCEEDS								
393	PROCEEDS- LT LIABILITIES	0	00		0	.00		0	.00
300	OTHER FINANCING SOURCES	25,987	27,820.58		242,083	250,385.22		323,847	73,461.78
	FUND TOTAL QUALIFE CAPITAL FUND	42,359	28,270.58		381,231	402,954.05		508,327	105,372.95





**QLIFE - LISTING OF FINANCIAL TRANSACTIONS**

<b>FUND:</b>	<b><u>OPERATING 600</u></b>			
<b>FISCAL YEAR:</b>	2008-2009			
<b>PERIOD DETAIL</b>	<b>FROM:</b>	<b>2/22/2009 TO</b>	<b>3/21/2009</b>	<b>31,476.00</b>
	<b>FROM:</b>	<b>3/22/2009 TO:</b>	<b>4/21/2009</b>	<b>30,486.00</b>
Revenue:	Billed as of			
	QLife Monthly Billings			
<b>TOTAL:</b>				<b>61,962.00</b>
Expenditures:				
3/9/2009 Coburn Electric	Install Cat 5 (LSN pass through)			\$316.00
3/19/2009 NorthSky	Fiber repair project			\$12,922.50
3/27/2009 NorthSky	Fiber repair project			13,999.57
4/15/2009 City of The Dalles	Rent/services			3,652.37
3/30/2009 Embarq	Pole Rent (2003-2008) and 2009			957.66
4/2/2009 Aristo	Dec - March retainer +			19,918.25
4/2/2009 Keith Mobley	Legal Services			330.00
<b>TOTAL:</b>				<b>52,096.35</b>

<b>FUND:</b>	<b><u>CAPITAL 601</u></b>			
<b>FISCAL YEAR:</b>	2008-2009			
<b>PERIOD DETAIL</b>	<b>FROM:</b>	<b>3/22/2009 TO:</b>	<b>4/21/2009</b>	
Revenue:				
<b>TOTAL:</b>				
Expenditures:				
4/3/2009 Columbia River Bank	Commercial Loan/Interest			11,494.11
Mt. Hood Econ Alliance	Loan Payment			3,683.30
4/13/2009 Commstructures	OSP Project			2,200.00
4/6/2009 Aristo	Redundancy Build out			690.00
<b>TOTAL:</b>				<b>18,067.41</b>

**QLife Network**

QualityLife Intergovernmental Agency

INVOICE SUMMARY	4/20/09	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED		\$316.00



**QLife Network**

Qualitylife Intergovernmental Agency

INVOICE SUMMARY	4/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED		\$29,420.00

# QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	4/20/09	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED		\$750.00

