

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

**Tuesday August 26, 2008
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
5:30 pm**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of June 17, 2008 Minutes QLife Regular Board Meeting (No July Meeting)**
- 5. Financial Reports**
 - a. June/July Financial Reports**
 - b. List of Disbursements since Last Meeting**
- 6. Action Items**
 - a. Contract for assistance with FCC filings**
- 7. Discussion Items**
 - a. Mesh Network Wi Fi**
- 8. Reports**
 - a. Aristo Management Report – John Amery**
BiSector Beef up status
Redundancy status
- 9. Next Meeting Dates:**
Regular Board Meeting September 23, 2008 5:30 pm
- 10. Adjourn**

QLife Network

QualityLife Intergovernmental Agency

Minutes

QLife Regular Board Meeting

Tuesday June 17, 2008
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
5:30 pm

Call to Order

The meeting was called to order by VP Broehl at 5:35pm

Roll Call

In attendance: Bill Lennox, Rob Kovacich, Jim Broehl, Nolan Young, Keith Mobley, Izetta Grossman, John Amery, Rodger Nichols.

Absent: Dan Ericksen, Erick Larson

Approval of Agenda

Young asked to amend the agenda adding a Discussion Item B. Connection to CGCC. It was moved by Kovacich to approve the agenda as amended, and seconded by Lennox. The motion carried unanimously, 2 absent.

Approval of May 27, 2008 Minutes QLife Regular Board Meeting

It was moved by Lennox and seconded by Kovacich to approve the minutes of the May 22, 2008 meeting as submitted. The motion carried unanimously, 2 absent.

Financial Reports

- a. April Financial Reports
 - b. List of Disbursements since Last Meeting
- Young reviewed the financial reports. There were no questions.

Public Hearing

Fiscal Year 2008-09 QLife Budget – Broehl declared the Public Hearing for the QLife Budget for Fiscal Year 2008-09 open. Being no testimony Broehl closed the Public Hearing.

Action Items

It was moved by Kovacich and seconded by Lennox to approve Resolution 08-001 Adopting the QualityLife (QLife) Intergovernmental Agency Budget for FY 2008-09, making appropriations and authorizing expenditures. The motion passed unanimously, 2 absent

Discussion Items

FY 2008-09 Project Schedule based on anticipated cash flow; Young reviewed the proposed schedule. It was the consensus of the board to authorize Aristo to begin the projects as outlined.

Connection to CGCC: Young reviewed the request by the college for dark fiber to complete their connection of the Hood River and The Dalles campuses. This request is within our policies as they are partners with ESD who has lit service. We would be charging them \$850 for dark fiber contract and are

asking for them to allow us to have a switch on campus. Aristo has reviewed this plan and is recommending it to the board. It was the consensus of the board to proceed with this connection.

Reports

- a. Aristo Management Report –Amery reports all is well

Next Meeting Dates:

Regular Board Meeting July 22, 2008 5:30 pm

Being no further business the meeting was adjourned at 6:00pm

Respectfully submitted:

Izetta Grossman
Recording Secretary

SIGNED:



Erick Larson, Secretary-Treasurer

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – June 30, 2008

Banking:

QLife monies are deposited into a separate bank account. As the minimum balance is below the required amount for interest earnings we receive no revenue from this checking account.

The information below is a comparison of budget to actual revenues and expenditures for June 2008 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 narrative has four possible paragraphs; 1-is the beginning balance (calculated), 2-is new revenues, 3-is expenditures and 4-if present is budget changes.

NOTE: The information in this report is as of June 30, 2008 and will not be the final FY07/08 figures as year end adjustments are made in July to post payables and receivables information that is not available until July. The FY07/08 books will not be closed until after the year end adjustments and any adjustments required by the annual audit have been completed.

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2007 to June 30, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 340,716	87.9% *
Expenditures	\$ 466,126	\$ 347,178	74.5%
Cash at Month End		\$25,298.33	

* Excluding the E-Rate Reimbursement expenditure, we have collected 102% of revenues and made 83% of the budgeted expenditures.

Exceptions:

- 1) **Beginning Balance:** The audited beginning balance of \$65,300 is 13,014 less than the estimate for this fiscal year.
- 2) **Revenues:**
 - a. We have not yet received the LSN payment for June. When that is received, we will have exceed budget by \$5,496.
 - b. Invoiced user fees revenue for FY07/08 is 105.0% of budget, resulting in an additional \$14,485.

- c. We received only \$4,647 of the E-Rate Reimbursement \$60,000 budget. Since this is pass-through dollars, it is of no concern.
- 3) Expenditures:
- a. Total transfers from the operating fund (600) to the capital fund (601) is at 100.0% for the year.
- b. The 'Engineering Services' line item is over-expended by \$1,585.00 due to increased activity with new and potential customers.
 The 'Buildings and Grounds' line item is over-expended by \$503.16 due to improvements to second room expansion to accommodate new customers.
 The 'Office Space Rental' line item is over-expended by \$847.00 because we are renting a second room.
 The 'Liability' insurance line item is over-expended by \$43.00.
 The 'Telephone' line item is over-expended by \$4.43.
 The 'Training & Conferences' line item is over-expended by \$5,200.
- 4) Budget Changes: Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
- ✓ increased the Beginning Balance by \$27,314
 - ✓ added \$5,000 to Contractual Services line item
 - ✓ added \$8,000 to Travel, Food & Lodging line item
 - ✓ added \$14,314 to Transfers Out to the QLife Capital Fund line item

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2007 to June 30, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 358,255 *	120.6%
Expenditures	\$ 316,278	\$ 288,448 *	91.2%
Cash at Month End		\$ 54,019.62	

** Excludes FFCO Loan revenues and expenditures (\$1,079,978.00) posted in May. The loan monies were not received in the QLife bank account, but were paid directly to Columbia River Bank and the State to retire prior loans.*

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$24,418 is now \$4,985 more than the estimate for FY07/08. We do have reimbursements outstanding \$14,093 for Project 02 redundancy that we hope to collect this year. The fire damage payment of \$17,000 has been received.
- 2) Revenues:
- a. \$52,517 of the revenue is connection costs that new customers have paid for.
- b. The \$50,000 E-Zone payment was received in February and was used to make a \$50,000 payment on the Columbia River Bank loan.

- c. The \$17,392 in Miscellaneous Revenue is for reimbursement of fire damages by the railroad.
- 3) Expenditures:
- a. Expenditures include \$52,511 in primary and secondary lines for connection of new customers.
 - b. Expenditures against line items with no budget caused 'Buildings' to be over-expended by \$3,170, and 'Computer Equipment' to be over-expended by \$1,615. The line item for 'Secondary' lines has been over-expended by \$40,315.64. This is for work that we will be reimbursed for. All of these line items are in the Capital Outlay category, and that overall category is still within budget.
 - c. The Debt Service Category shows a total of \$1,075,206.13 over-expended. This is due to FFCO Loan revenues received that were used to pay off a prior loan to the Columbia River Bank and two Special Public Works Loans to the State. This over-expenditure will not be considered a violation of budget law because budget law does not require a supplemental budget for grant or loan funds received and expended in the same budget year for a specific purpose.
- 4) Budget Changes: Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
- ✓ increased the Beginning Balance by \$9,686
 - ✓ increased the Transfers In from the Capital Fund by \$14,314
 - ✓ added \$24,000 to the Columbia River Bank – Principal Payment line item

City of The Dalles

ACCOUNT	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		6,528	.00		78,314	65,300.00	83	78,314	12,014.00
300	**		6,528	.00		78,314	65,300.00	83	78,314	13,014.00
300	***	BEGINNING BALANCE	6,528	.00		78,314	65,300.00	83	78,314	13,014.00
330		INTERGOVERNMENTAL REVENUE								
330	90 00	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
330	90 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
334	**	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
337	**	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	90 00	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
341	**	COPIES, PLANS, ORD'S ETC	0	.00		0	.00	0	0	.00
341	**	MISC SALES AND SERVICES	0	.00		0	.00	0	0	.00
341	**	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
344	10 00	UTILITY SERVICES	22,537	.00		270,510	284,885.00	305	270,510	14,485.00-
344	15 00	UTILITY SERVICE CHARGES	4,546	.00		54,552	55,044.00	101	54,552	492.00-
344	20 00	LSN CREDITS	182	.00		2,250	3,150.00	140	2,250	900.00-
344	20 00	CONTRACT CHARGES	0	.00		0	.00	0	0	.00
344	30 00	DELINQUENT ACCT INTEREST	0	.00		0	.00	0	0	.00
344	**	UTILITY SERVICES	27,265	.00		327,312	343,889.00	305	327,312	15,877.00-
345	10 00	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00
345	20 00	SENIOR RATE ASSISTANCE	0	.00		0	.00	0	0	.00
345	30 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00	0	0	.00
345	30 00	NOANET DISCOUNT FEES	0	.00		0	.00	0	0	.00
345	40 00	NOANET CHARGES	0	.00		0	.00	0	0	.00
345	**	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** \$REV	***** ESTIMATE	UNREALIZED BALANCE
340	CHARGES FOR SERVICES				327,312	343,189.00	105	327,312	15,877.00
345	OTHER LINE CHARGES								
349	*** CHARGES FOR SERVICES	27,265	.00		327,312	343,189.00	105	327,312	15,877.00
360	OTHER REVENUES								
361	INTEREST REVENUES	38	.00		500	.00		500	500.00
361	** INTEREST REVENUES	38	.00		500	.00		500	500.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	7,130.00-	0	0	7,130.00
20 00	3-RATE REIMBURSEMENT	5,000	.00		60,000	4,656.96	8	60,000	55,343.04
369	** OTHER MISC REVENUES	5,000	.00		60,000	2,473.04-	4	60,000	52,473.04
360	*** OTHER REVENUES	5,038	.00		60,500	2,473.04-	4	60,500	62,973.04
390	OTHER FINANCING SOURCES								
392	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	38,831	.00		465,126	406,015.95	87	466,126	60,110.04

FUND 599 QUALITY LIFE AGENCY FUND BA ELE OBJ ACCOUNT	SUB DESCRIPTION	DEBT/DIV 600C QUITFE/ *****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR	ANNUAL BUDGET	UNENCUMB. BALANCE	%
		BUDGET	ACTUAL	%EXP	BUDGET				
66	EXPENSE-ACCOUNT								
660	FINANCIAL OPERATIONS								
	MATERIALS & SERVICES								
32	10 ADMINISTRATIVE	1663	3885.82	234	20000	.00	20000	7062.83	65
15	COUNTY	625	.00	0	5000	.00	5000	3620.00	28
20	COURT SIDE PLANT MAINTENANCE	1337	.00	0	16000	.00	16000	14380.00	11
30	OTHER SERVICES	0	.00	0	0	.00	0	.00	0
32	30 AUDIT	437	.00	0	5200	.00	5200	160.00	97
20	LEGAL SERVICES	600	300.00	50	7200	.00	7200	1487.00	79
34	10 ENGINEERING SERVICES	913	560.00	72	11000	.00	11000	1585.00	112
30	NETWORK SYSTEM MANAGEMENT	2700	.00	0	32400	.00	32400	720.00	98
50	SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0
43	10 BUILDINGS AND GROUNDS	163	.00	0	2000	.00	2000	245.74	88
25	NETWORK EQUIPMENT	87	.00	0	1000	.00	1000	503.16	150
40	OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0
71	SPEC. UTILITY EQUIPMENT	0	.00	0	0	.00	0	.00	0
86	LINES MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0
87	UTILITIES LOCATES	87	17.85	21	1000	.00	1000	616.00	38
44	10 OFFICE SPACE RENTAL	140	783.00	55	1680	.00	1680	847.00	150
52	10 LIABILITY	413	.00	0	5000	.00	5000	43.00	101
30	PROPERTY	22	.00	0	275	.00	275	275.00	0
50	AUTOMOTIVE	0	.00	0	0	.00	0	.00	0
53	10 NOANET CHARGES	0	.00	0	0	.00	0	.00	0
20	POSTAGE	13	.00	0	200	.00	200	25.79	87
30	TELEPHONE	55	.00	0	630	.00	630	4.43	01
40	LEGAL FEES	37	84.48	228	400	.00	400	238.96	40
60	PUBLIC EDUCATION/INFO	0	.00	0	0	.00	0	.00	0
54	00 ADVERTISING	87	.00	0	1000	.00	1000	984.16	2
58	10 TRAVEL, FOOD & LODGING	1087	.00	0	9000	.00	9000	6595.00	27
50	TRAINING AND CONFERENCES	37	.00	0	400	.00	400	5200.00	1400
70	MEMBERSHIPS/DUES/SUBSCRIP	25	.00	0	300	.00	300	150.00	50
60	10 OFFICE SUPPLIES	38	.00	0	500	.00	500	493.00	1
85	SPECIAL DEPT SUPPLIES	0	.00	0	0	.00	0	.00	0
69	50 MISCELLANEOUS EXPENSES	38	.00	0	500	.00	500	275.00	45
60	POLE CONNECTION FEES	625	.00	0	7500	.00	7500	2089.56	72
02	** MATERIALS & SERVICES	11230	573.15	51	128205	.00	128205	31040.01	76
03	CAPITAL OUTLAY								
74	20 TELECOMMUNICATIONS EQUIP	1553	.00	0	20000	.00	20000	12988.65	35
78	50 FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0
59	FUTURE CAPITAL PROJECTS	0	.00	0	0	.00	0	.00	0
03	** CAPITAL OUTLAY	1663	.00	0	20000	.00	20000	12988.65	35
05	OTHER								
87	00 DEPRECIATION EXPENSE	0	.00	0	0	.00	0	.00	0
05	** OTHER	0	.00	0	0	.00	0	.00	0
660	** FINANCIAL OPERATIONS	12893	5731.15	45	148205	.00	148205	44028.66	70

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
FUND 601	OLIFE CAPITAL FUND								
300	BEGINNING BALANCE								
300		1,624	.00		19,433	24,418.00	126	19,433	4,985.00-
300	**	1,624	.00		19,433	24,418.00	126	19,433	4,985.00-
300	***	1,624	.00		19,433	24,418.00	126	19,433	4,985.00-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
331	FEDERAL GRANTS-MISC	0	.00		0	.00	0	0	.00
331	**	0	.00		0	.00	0	0	.00
331	**	0	.00		0	.00	0	0	.00
334	STATE GRANTS								
11 00	OREGON INVESTMENT BOARD	0	.00		0	.00	0	0	.00
12 00	LOWER JOHN DAY PARTNERSHP	0	.00		0	.00	0	0	.00
30 00	OREGON SEWF	0	.00		0	.00	0	0	.00
90 00	STATE GRANTS, OTHER	0	.00		0	.00	0	0	.00
334	**	0	.00		0	.00	0	0	.00
330	***	0	.00		0	.00	0	0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
341	**	0	.00		0	.00	0	0	.00
344	UTILITY SERVICES								
15 00	LSN CEDITIS	0	.00		0	.00	0	0	.00
20 00	CONNECT CHARGES	712	.00		8,500	52,517.39	618	8,500	44,017.39-
344	**	712	.00		8,500	52,517.39	618	8,500	44,017.39-
340	***	712	.00		8,500	52,517.39	618	8,500	44,017.39-
360	OTHER REVENUES								
361	INTEREST REVENUES	0	.00		0	.00	0	0	.00
00 00	INTEREST REVENUES	0	.00		0	.00	0	0	.00
361	**	0	.00		0	.00	0	0	.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00	0	0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,163	.00		50,000	17,392.22	100	50,000	17,392.22
369	**	4,163	.00		50,000	67,392.22	135	50,000	17,392.22-

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	YEAR-TC-DATE ACTUAL	***** \$REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
FUND 601	OLIFE CAPITAL FUND								
360	OTHER REVENUES								
360 ***	OTHER MISC REVENUES	4,163	.00		50,000	67,392.22	135	50,000	17,392.22-
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	19,853	.00		238,345	238,345.00	100	238,345	.00
391 **	OPERATING TRANSFERS IN	19,852	.00		238,345	238,345.00	100	238,345	.00
393	PROCEEDS- LT LIABILITIES								
393 00 00	LOAN/BOND PROCEEDS	0	.00		0	1,079,978.00		0	1,079,978.00-
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	1,079,978.00		0	1,079,978.00-
390 ***	OTHER FINANCING SOURCES	19,853	.00		238,345	1,313,323.00	553	238,345	1,079,978.00-
	FUND TOTAL OLIFE CAPITAL FUND	25,562	.00		316,278	1,462,650.61	463	316,278	1,146,372.61-

FUND 601 OLIVE CAPITAL FUND		DEPT/DIV 9900 OTHER USES/		*****YEAR-TO-DATE*****		*****		*****	
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	\$EXP	ANNUAL	UNENCUMB.
SUB	DESCRIPTION							BUDGET	BALANCE
66	EXPENSE-ACCOUNT								
660	FINANCIAL OPERATIONS								
	OTHER								
88 00	CONTINGENCY	806	.00	0	9727	.00	0	9727	9727.00
89 00	UNAPPORTIONED ENDING BAL	0	.00	0	0	.00	0	0	.00
C5 **	OTHER	806	.00	0	9727	.00	0	9727	9727.00
660 **	FINANCIAL OPERATIONS	806	.00	0	9727	.00	0	9727	9727.00
66 **	EXPENSE-ACCOUNT	806	.00	0	9727	.00	0	9727	9727.00
DIV 9100	TOTAL *****	806	.00	0	9727	.00	0	9727	9727.00
DEPT 95	TOTAL *****	806	.00	0	9727	.00	0	9727	9727.00
	OTHER USES	806	.00	0	9727	.00	0	9727	9727.00
FUND 601	TOTAL *****	27340	.00	0	316278	1368426.30	433	316278	1052148.30
	OLIVE CAPITAL FUND							433	433

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: **OPERATING 600**
 FISCAL YEAR: 2008-2009

PERIOD DETAIL FROM: 6/13/2008 TO: 6/30/2008

Revenue:	QLife Monthly Billings		
	June billing		35,010.00
	July billing		26,870.00

TOTAL: 61,880.00

Expenditures:			
On Call Concepts	Call B4U dig		17.85
Keith Mobley	Legal		\$300.00
NANP	FCC filing/numbering		\$125.00
One Call	locates		35.70
Embarq	phone		54.17
Commstructures	June billing		660.00
City of The Dalles	4th Quarter rent/adminstrative services		4,668.82
The Dalles Chronicle	hearing notice		84.48
Aristo	April - June		9,194.00

TOTAL: 15,140.02

FUND: **CAPITAL 601**
 FISCAL YEAR: 2008-2009

PERIOD DETAIL FROM: 7/1/2008 TO: 7/21/2008

Revenue:

TOTAL:

Expenditures:			
Columbia River Bank	Commercial Loan/Interest due thru 6/29/08		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
North Sky	Splice to Charter (LSN)		1,350.00

TOTAL: 16,527.41

