

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday June 17, 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 May 27, 2008 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. April Financial Reports
 - b. List of Disbursements since Last Meeting
6. Public Hearing

Fiscal Year 2008-09 QLife Budget
7. Action Items
 - a. Resolution 08-001 Adopting FY 2008-09 Budget
8. Discussion Items
 - a. FY 2008-09 Project Schedule based on anticipated cash flow
9. Reports
 - a. Aristo Management Report – John Amery
10. Next Meeting Dates:

Regular Board Meeting July 22, 2008 5:30 pm
11. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday May 27, 2008
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
5:30 pm

Call to Order

President Dan Ericksen called the meeting to order at 5:35pm

Roll Call

Present: Jim Broehl, Rob Kovacich, Keith Mobley, Nolan Young, John Amery, Izetta Grossman
Absent: Bill Lennox, Eric Larsen

Approval of Agenda

It was moved by Broehl and seconded by Kovacich to approve the agenda as submitted. The motion carried unanimously; 2 absent.

Approval of April 29, 2008 Minutes QLife Regular Board Meeting

It was moved by Broehl and seconded by Kovacich to approve the minutes of the April 29, 2008 meeting as submitted. The motion carried unanimously; 2 absent.

Financial Reports

Young presented the financial reports.

- a. April Financial Reports
- b. List of Disbursements since Last Meeting

Action Items

a. Authorization to proceed with additional fiber for loop bisector – Young reviewed the staff report. Broehl moved to authorize staff to proceed with purchase and construction of additional fiber for the bisector as presented in the staff report. Kovacich seconded the motion. The motion carried unanimously; 2 absent.

b. Authorization to purchase surplus fiber for repairs – Young reviewed the staff report. Broehl moved to authorize staff to purchase surplus fiber for inventory. Kovacich asked if we needed 3 bids, due to the amount of the purchase, Mobley concurred. Broehl revised motion to read authorize staff to purchase surplus inventory fiber after 3 bids were received, taking the best bid. Kovacich seconded the motion. The motion passed unanimously, 2 absent.

Discussion Items

a. Proposed QLife proactive maintenance – Amery reviewed the staff report noting that after conversations with Eric Orton it was discovered that not to exceed 40 hour of engineering time needed to be added to the project. It was the consensus of the Board that due to the level of customers it is prudent to proceed with this proactive maintenance.

Reports

- a. Big Eddy Project 02 Construction – Young reported that this project is complete; charges are being compiled for invoicing.

- b. Aristo Management Report -Amery reported an eventful month, busy, not negative. Customers are requiring us to step up, and this is a good thing.

Next Meeting Dates:

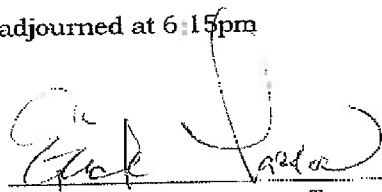
Regular Board Meeting and Budget Public Hearing: June 17, 2008 5:30 pm

Adjourn

Being no further business the meeting was adjourned at 6:15pm

Submitted by/
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 – May 31, 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 May 2008 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

92% 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.

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2007 to May 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 307,117	79.2%
Expenditures	\$ 466,126	\$ 312,123	67.0%
Cash at Month End		\$18,464.30	

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. The monthly LSN Credit amount has increased by \$976 due to a new customer. The monthly billing average for LSN Credit for July through April is \$5,004, and at this rate should exceed the FY07/08 budgeted estimate by \$5,496 for the year. We have not yet received the payment for May.
 - b. The monthly billing average for the FY07/08 is \$23,350. We excluded the LSN Credits in this calculation. User fees revenue is currently 95.0% of budget.
- 3) **Expenditures:**
 - a. Total transfers from the operating fund (600) to the capital fund (601) is at 94.0% for the year. This is slightly ahead of schedule because larger transfers were made in December in order to cover the debt service payments.

- b. The 'Office Space Rental' line item is over-expended by \$64.00 because we are renting a second room.
 The 'Liability' insurance line item is over-expended by \$43.00.
 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 May 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 303,735 *	102.3%
Expenditures	\$ 316,278	\$ 250,076 *	79.1%
Cash at Month End		\$ 75,395.76	

** 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:** \$6,068 of the revenue is a connection cost for a new customer. The \$50,000 E-Zone payment was received in February. The \$50,000 payment on the Columbia River Bank loan was made in March.
- 3) **Expenditures:**
 - a. Expenditures include \$4,986 in secondary lines for connection of a new customer.
 - 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 \$19,086.67. 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.
- 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
340		CHARGES FOR SERVICES								
345		OTHER LINE CHARGES								
340	***	CHARGES FOR SERVICES	27,277	31,024.00	114	300,047	309,590.00	103	327,312	17,722.00
360		OTHER REVENUES								
361	00 00	INTEREST REVENUES	42	.00		462	.00		500	500.00
361	**	INTEREST REVENUES	42	.00		462	.00		500	500.00
369	00 00	OTHER MISC REVENUES	0	330.00		0	7,130.00-	0	0	7,130.00
20 00		OTHER MISC REVENUES	5,000	.00		55,000	4,656.96	9	60,000	55,343.04
		E-RATE REIMBURSEMENT								
369	**	OTHER MISC REVENUES	5,000	330.00	7	55,000	2,473.04-	5	60,000	62,473.04
360	***	OTHER REVENUES	5,042	330.00	7	55,462	2,473.04-	5	60,500	62,973.04
390		OTHER FINANCING SOURCES								
392	00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
		SALE OF FIXED ASSETS								
392	**	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
		PUND TOTAL QUALITYLIFE AGENCY FUND	39,983	31,354.00	79	426,157	372,416.96	97	466,126	93,709.04

FUND	EA	OBJ	SUB	DESCRIPTION	DEPT/DIV 6003 OLIVE/		*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	ANNUAL BUDGET	UNENCUMBS. BALANCE	% BOST	
					BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP					
66				EXPENSE-ACCOUNT											
660				FINANCIAL OPERATIONS											
				MATERIALS & SERVICES											
	31	10		ADMINISTRATIVE	1667	.00	C	18337	9051.35	49	.00	20000	10948.65	45	
		15		COUNTY	625	.00	C	4375	1380.00	32	.00	5000	3620.00	28	
		20		OUTSIDE PLANT MAINTENANCE	1333	.00	C	14663	.00	0	.00	16000	16000.00	0	
		90		OTHER SERVICES	0	.00	C	0	.00	0	.00	0	0.00	0	
	32	10		AUDIT	433	.00	C	4753	5040.00	106	.00	5200	150.00	97	
		20		LEGAL SERVICES	600	1110.00	C	6600	4826.00	73	.00	7200	2372.00	67	
	34	10		ENGINEERING SERVICES	917	545.00	C	10087	9985.00	99	.00	11000	1015.00	91	
		30		NETWORK SYSTEM MANAGEMENT	2700	4997.00	C	29700	22485.50	76	.00	32400	9914.50	69	
		50		SPECIAL STUDIES & REPORTS	0	.00	C	0	.00	0	.00	0	0.00	0	
	43	10		BUILDINGS AND GROUNDS	167	.00	C	1837	1750.26	95	.00	2000	249.74	88	
		25		NETWORK EQUIPMENT	83	.00	C	913	313.16	34	.00	1000	686.84	31	
		40		OFFICE EQUIPMENT	0	.00	C	0	.00	0	.00	0	0.00	0	
		71		SPECL UTILITY EQUIPMENT	0	.00	C	0	.00	0	.00	0	0.00	0	
		86		LINES MNTNCE & SUPPLIES	0	.00	C	0	.00	0	.00	0	0.00	0	
	87			UTILITIES ACCATES	83	54.60	C	913	330.45	36	.00	1000	669.55	33	
	44	10		OFFICE SPACE RENTAL	140	.00	C	1540	1749.00	113	.00	1680	64.00	104	
	52	10		LIABILITY	417	.00	C	4587	5043.00	110	.00	5000	43.00	101	
		30		PROPERTY	23	.00	C	253	.00	0	.00	275	275.00	0	
		50		AUTOMOTIVE	0	.00	C	0	.00	0	.00	0	0.00	0	
	53	10		MOAN27 CHARGES	0	.00	C	0	.00	0	.00	0	0.00	0	
		20		POSTAGE	17	.00	C	187	108.11	58	.00	200	91.89	54	
		30		TELEPHONE	54	54.17	C	594	600.26	61	.00	650	49.74	32	
		40		LEGAL NOTICES	33	52.80	C	363	76.56	21	.00	400	323.44	19	
		50		PUBLIC EDUCATION/INFO	0	.00	C	0	.00	0	.00	0	0.00	0	
	54	00		ADVERTISING	83	.00	C	913	15.84	2	.00	1000	984.16	2	
	58	10		TRAVEL, FOOD & LODGING	1083	.00	C	7913	2405.00	30	.00	9000	6595.00	27	
		50		TRAINING AND CONFERENCES	33	.00	C	363	5600.00	1543	.00	400	5200.00	1400	
		70		MEMBERSHIP/DUES/SUBSCRIP	25	.00	C	275	150.00	55	.00	300	150.00	50	
	60	10		OFFICE SUPPLIES	42	.00	C	462	6.99	2	.00	500	493.01	1	
		85		SPECIAL DEPT SUPPLIES	0	.00	C	0	.00	0	.00	0	0.00	0	
	69	50		MISCELLANEOUS EXPENSES	42	.00	C	462	99.95	22	.00	500	400.05	20	
		60		POLE CONNECTION FEES	625	.00	C	6875	5410.44	79	.00	7500	2089.56	72	
	02	**		MATERIALS & SERVICES	11225	6813.57	C	116975	76423.87	65	.00	126205	51781.13	60	
	83			CAPITAL OUTLAY											
	74	20		TELECOMMUNICATIONS EQUIP	1667	.00	C	18337	7011.35	38	.00	20000	12988.65	35	
	78	50		FIXED ASSET RECLASS ACCT	0	.00	C	0	.00	0	.00	0	0.00	0	
		99		FUTURE CAPITAL PROJECTS	0	.00	C	0	.00	0	.00	0	0.00	0	
	03	**		CAPITAL OUTLAY	1667	.00	C	18337	7011.35	38	.00	20000	12988.65	35	
	95			OTHER	0	.00	C	0	.00	0	.00	0	0.00	0	
	87	00		DEPRECIATION EXPENSE	0	.00	C	0	.00	0	.00	0	0.00	0	
	05	**		OTHER	0	.00	C	0	.00	0	.00	0	0.00	0	
660	**	**		FINANCIAL OPERATIONS	12892	6813.57	C	135312	83435.22	62	.00	148205	64769.70	56	

DETAIL BUDGET REPORT BY CATEGORY
 92% OF YEAR LAPSED

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	ENCUMBER.	BUDGET	BALANCE	%
SUB	DESCRIPTION										BDGT
60	OLIFE FUND										
51 91	OLIFE CAPITAL FUND	20458	18669.25	91	217882	221031.00	103	.00	238345	-4314.00	94
83 00	OTHER TRANSFERS	0	.00	0	0	.00	0	.00	0	.00	0
10	ESD E-RATE	5000	.00	0	55000	4688.96	9	.00	60000	55343.04	8
88 00	CONTINGENCY	1631	.00	0	1794	.00	0	.00	19576	19576.00	0
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0
05 **	OTHER	27089	18669.25	69	230823	228687.96	79	.00	317921	89233.04	72
60J **	OTHER USES	27089	18669.25	69	230823	228687.96	79	.00	317921	89233.04	72
60 **	OLIFE FUND	27089	18669.25	69	230823	228687.96	79	.00	317921	89233.04	72
DIV 9500	TOTAL *****	27089	18669.25	69	230823	228687.96	79	.00	317921	89233.04	72
DEPT 95	TOTAL *****	27089	18669.25	69	230823	228687.96	79	.00	317921	89233.04	72
FUND 600	TOTAL *****	39981	25482.82	64	456135	312123.18	73	.00	456126	154002.82	67

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** ACTUAL	***** \$REV	***** ESTIMATED	***** ACTUAL	***** \$REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 601	CAPITAL FUND								
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
360	*** OTHER REVENUES	4,167	158,000	4	45,837	67,392.22	147	50,000	17,392.22
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
90 01	OLIFE OPERATING FUND	20,458	18,669.25	91	217,882	224,031.00	103	238,345	14,314.00
391	** OPERATING TRANSFERS IN	20,458	18,669.25	91	217,882	224,031.00	103	238,345	14,314.00
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	1,079,978.00	0	0	1,079,978.00	0	0	1,079,978.00
393	** PROCEEDS- LT LIABILITIES	0	1,079,978.00	0	0	1,079,978.00	0	0	1,079,978.00
390	*** OTHER FINANCING SOURCES	20,458	1,098,647.25	5370	217,882	1,304,009.00	599	238,345	1,065,654.00
	FUND TOTAL OLIFE CAPITAL FUND	27,356	1,098,489.25	4016	288,916	1,402,131.12	487	316,278	1,091,853.12

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2007-2008

PERIOD DETAIL FROM: 5/22/2008 TO: 6/13/2008

Revenue: Billed as of

QLife Monthly Billings

Design LLC Big Eddy 33,790.49
 33,790.49

TOTAL:

Expenditures:

Embarq Telephone \$54.17
 Commstructures Services \$1,940.00
 Keith Mobly Services 585.00
 NSC Maintenance 1,820.00
 AFO OSP Edit Support license 1,190.00

TOTAL:

5,589.17

FUND: CAPITAL 601
 FISCAL YEAR: 2007-2008

PERIOD DETAIL FROM: 5/22/2008 TO: 6/13/008

Revenue:

TOTAL:

Expenditures:

Columbia River Bank New Loan 11,494.11
 Mt. Hood Econ Alliance Loan Payment 3,683.30
 Commstructures Big Eddy 2,680.00
 Gary Peterson Big Eddy 480.00
 NSC Big Eddy 15,349.77
 NSC Level 3 2,480.00
 NSC Columbia View 2,685.00

TOTAL:

38,852.18

INVOICE SUMMARY	6/13/08	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED	\$33,790.49	

