

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday March 23, 2010
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Following Budget Workshop

1. Call to Order
2. Roll Call
3. Election of 2010 Officers
4. Approval of Agenda
5. Approval of March 4, 2010 Minutes QLife Regular Board Meeting
6. Financial Reports
 - a. February Financial Reports
 - b. List of Disbursements since Last Meeting
7. Action Items
 - a. Adopt FY 2010-11 Financial Priorities Policy
8. Reports
 - a. Aristo Operational Management Report – John Amery
9. Next Meeting Dates:
Regular Board Meeting April 20, 2010 3:30 pm
10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Thursday, March 4, 2010
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
5:15 pm

Call to Order

The meeting was called to order at 5:20pm by President Dan Ericksen

Roll Call

In attendance: Erick Larson, Bill Lennox, Dan Spatz,
Nolan Young, Izetta Grossman, John Amery, Brian Adams, Keith Mobley,
The Dalles Chronicle Reporter: Rodger Nichols
Absent: Brian Ahier

Approval of Agenda

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

Approval of January 2010 Minutes QLife Regular Board Meeting

It was moved by Larson and seconded by Spatz to approve the minutes of the January 26, 2010 board meeting. The motion passed unanimously, 1 absent.

Financial Reports

Young reviewed the financial reports, noting that the 1st Street LID project used the line item; however, he doesn't see any issues. In answer to a question, Young explained that the East Gateway utility moves were paid for under the Urban Renewal Plan, the 1st Street LID was not. This is consistent with how the City treated all utilities.

Discussion Items

Wi Fi Grant: Young reviewed memo, explaining that the City would be looking for assistance with the long term maintenance of the Free Downtown WiFi system that the City received a \$100,000 grant from Google for the installation and 3 year maintenance. Young explained that getting the longest maintenance agreements on the hardware was the most frugal move. There could be the need to negotiate locations with property owners for the pods. There will need to be a Historic Landmark review of the project, as it is covering the Historic Downtown area. After the 3 year grant period the system could evolve to some added value elements. Staying within the QLife mission, QLife could allow ISPs to provide the added value services. Larson asked if QLife had the available fibers, Amery said yes. Lennox moved to Authorize the QLife President to sign a Professional Services Agreement with Aristo, to provide services for the the Wi Fi Grant RFP, and authorize the expenditure of up to \$20,487 for the Wi Fi project, further authorize the City use of at least two pair of fiber for completion of the downtown Wi Fi system. Spatz seconded the motion; the motion passed unanimously, 1 absent.

Young reviewed a Google Broadband initiative where they are asking for Requests for Information to communities regarding a 1-gig power internet to households. They want a variety of communities in the test. Rural areas are excellent. Spatz commented that there is an outside chance to do a regional effort. It was the consensus of the board to have Young move forward with a RFI to Google.

Reports

Aristo Management Report Amery reported still working on the south route issue. The scope of the issue should be done this month. He had no cost estimate. With the better weather, they are revisiting the redundancy issue, there are two theories:

1. Bad installation that created fold overs and cracked the outer sheath.
2. Extreme heat/cold shrinks the sheath creating cracks.

Next Meeting Dates:

Work Session with Budget Committee Board Meeting March 23, 2010 3:30 pm

Adjourn

Being no further business the meeting was adjourned at 5:45pm

Respectfully submitted:

Izetta Grossman
Recording Secretary

Attested:

Erick Larson, Sec/Tres

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – February, 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 January 2010 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

66.7% 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, 2009 to February 28, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 41,466	\$ 29,492	71.1%	* see below
Revenues	\$ 484,700	\$ 323,455	66.7%	
Expenditures	\$ 286,860	\$ 146,148	51.0%	
Transfers to Capital/Debt Fund	\$ 239,306	\$ 195,796	81.8%	

Cash at Month End\$ -33,920.53 (This fund has \$47,127.27 in receivables as of 02/28/10 and has transferred funds to Fund 601 ahead of schedule. This problem will be corrected in March.)

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) **Beginning Balance:** The audited beginning balance of \$29,492 is \$11,974 less than the budgeted estimate for this fiscal year. The budgeted Beginning Balance was increased in an attempt to reflect a \$22,000 interfund loan from the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$19,446.00. With this in mind, **the audited actual Beginning Balance is \$10,046 over the original estimate or 151.6% .**
- 2) **Revenues:**
 - a. \$33,926.40 in “E-Rates” have been received as revenue and paid out this fiscal year.
 - b. The \$22,000 interfund loan was repaid to the Capital Fund in September 2009.

- 3) Expenditures:
 - a. The “Outside Plant Maintenance” line item is currently over-expended by \$15,839.08 due to moving the maintenance and service connections for the 1st Street LID project.
 - b. The “Pole Connection” line item is currently over-expended by \$1,482.48, due to an unanticipated PUD requirement to purchase a bond for pole connections. This will be an annual recurring cost.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2009 to February 28, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 204,026	\$ 207,755	101.8%	* see below
Transfers In	\$ 239,306	\$ 195,796	81.8%	
Revenues	\$ 93,000	\$ 50,950	53.8%	
Expenditures	\$ 536,332	\$ 221,317	41.2%	
Cash at Month End	\$ 232,284.95			

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$207,755 is \$3,729 more than the estimate for this fiscal year. The budgeted Beginning Balance was decreased in an attempt to reflect a \$22,000 interfund loan to the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$226,026.00. With this in mind, **the audited actual Beginning Balance is \$18,271 less than the original estimate or 91.9% of the budget.** This was expected because more than that amount was spent on projects that carry over into this year, which reduces the amount to be spent this year.
- 2) Revenues:
 - a. The \$22,000 interfund loan was repaid by the Operations Fund in September 2009.
 - b. The \$50,000 Enterprise Zone Payment was received in January 2010.
- 3) Expenditures:
 - a. .
- 4) Budget Changes: Resolution No. 10-001, making some budget adjustments to reflect certain project estimates that have been revised or added since the budget was adopted, was adopted by the Board at their meeting on December 15, 2009.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	***** ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		3,455	.00		27,640	29,491.42	107	41,466	11,974.58
300 **		3,455	.00		27,640	29,491.42	107	41,466	11,974.58
300 ***		3,455	.00		27,640	29,491.42		41,466	11,974.58
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
341 **	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	29,662	33,290.00	112	237,296	238,850.00	101	355,950	117,100.00
15 00	LSN CREDITS	5,500	5,500.00	100	44,000	38,500.00	88	66,000	27,500.00
20 00	CONNECT CHARGES	187	3,825.52	2046	1,496	11,542.27	772	2,250	9,292.27-
344 **	UTILITY SERVICES	35,349	42,615.52	121	282,792	288,892.27	102	424,200	135,307.73
340 ***	CHARGES FOR SERVICES	35,349	42,615.52		282,792	288,892.27		424,200	135,307.73
360	OTHER REVENUES								
361 00 00	INTEREST REVENUES	41	52.26	128	328	635.85	194	500	135.85-
361 **	INTEREST REVENUES	41	52.26	128	328	635.85	194	500	135.85-
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		40,000	33,926.40	85	60,000	26,073.60
369 **	OTHER MISC REVENUES	5,000	.00		40,000	33,926.40	85	60,000	26,073.60
360 ***	OTHER REVENUES	5,041	52.26		40,328	34,562.25		60,500	25,937.75
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	43,845	42,667.78		350,760	352,945.94		526,166	173,220.06

DETAIL BUDGET REPORT BY CATEGORY
 67% OF YEAR LAPSED

DEPT/DIV 6000 OLIFE/ *****CURRENT*****		*****YEAR-TO-DATE*****		*****ENCUMBR.*****		*****UNENCUMB.*****	
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	BUDGET	ENCUMBR.	BUDGET	BALANCE
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	%EXP	BALANCE	BDGT
66	EXPENSE-ACCOUNT						
660	FINANCIAL OPERATIONS						
03	CAPITAL OUTLAY						
05	OTHER						
87 00	DEPRECIATION EXPENSE	0	.00	0	.00	0	.00
05 **	OTHER	0	.00	0	.00	0	.00
660 **	FINANCIAL OPERATIONS	14228	40450.39	284	113824	170860	58638.50
66 **	EXPENSE-ACCOUNT	14228	40450.39	284	113824	170860	58638.50
DIV 6000	TOTAL *****	14228	40450.39	284	113824	170860	58638.50
DEPT 60	TOTAL *****	14228	40450.39	284	113824	170860	58638.50
	OLIFE						

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****	
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDTG
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60	QLIFE FUND										
600	OTHER USES										
81 62	IF PMT TO OTHER FUNDS	1833	.00	0	14664	.00	0	.00	22000	22000.00	0
91	QLIFE CAPITAL FUND	19942	43510.18	218	159536	195795.82	123	.00	239306	43510.18	82
83 10	ESD E-RATE	5000	.00	0	40000	33926.40	85	.00	60000	26073.60	57
88 00	CONTINGENCY	2833	.00	0	22664	.00	0	.00	34000	34000.00	0
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	0	0
05 **	OTHER	29608	43510.18	147	236864	229722.22	97	.00	355306	125583.78	65
600 ** **	OTHER USES	29608	43510.18	147	236864	229722.22	97	.00	355306	125583.78	65
60 ** **	QLIFE FUND	29608	43510.18	147	236864	229722.22	97	.00	355306	125583.78	65
DIV 9500	TOTAL *****	29608	43510.18	147	236864	229722.22	97	.00	355306	125583.78	65
DEPT 95	TOTAL *****	29608	43510.18	147	236864	229722.22	97	.00	355306	125583.78	65
FUND 600	TOTAL *****	43836	83960.57	192	350688	341943.72	98	.00	526166	184222.28	65

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								
	ACCOUNT								
300	BEGINNING BALANCE								
300 00 00		17,002	.00		136,016	207,754.92	153	204,026	3,728.92-
300 **		17,002	.00		136,016	207,754.92	153	204,026	3,728.92-
300 ***		17,002	.00		136,016	207,754.92		204,026	3,728.92-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
331 90 00	FEDERAL GRANTS-MISC								
331 **		0	.00		0	.00	0	0	.00
331 ***		0	.00		0	.00	0	0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES	1,750	900.00	51	14,000	950.00	7	21,000	20,050.00
344 20 00	CONNECT CHARGES								
344 **		1,750	900.00	51	14,000	950.00	7	21,000	20,050.00
344 ***		1,750	900.00		14,000	950.00		21,000	20,050.00
360	OTHER REVENUES								
369	OTHER MISC REVENUES	0	.00		0	.00	0	0	.00
369 00 00	OTHER MISC REVENUES								
369 10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		33,328	50,000.00	150	50,000	.00
369 **		4,166	.00		33,328	50,000.00	150	50,000	.00
369 ***		4,166	.00		33,328	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	1,833	.00		14,664	.00		22,000	22,000.00
391 40 00	IF PMT FROM OTHER FUNDS								
391 90 01	OLIFE OPERATING FUND	19,942	43,510.18	218	159,536	195,795.82	123	239,306	43,510.18
391 **		21,775	43,510.18	200	174,200	195,795.82	112	261,306	65,510.18
391 ***		21,775	43,510.18		174,200	195,795.82		261,306	65,510.18
393	PROCEEDS- LT LIABILITIES								
393 10 00	LOAN/BOND PROCEEDS	0	.00		0	.00	0	0	.00
393 **		0	.00		0	.00	0	0	.00
393 ***		0	.00		0	.00	0	0	.00
390	OTHER FINANCING SOURCES	21,775	43,510.18		174,200	195,795.82		261,306	65,510.18
FUND TOTAL	OLIFE CAPITAL FUND	44,693	44,410.18		357,544	454,500.74		536,332	81,831.26

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 2/22/2010 TO: 3/17/2010

Revenue: Billed as of **not yet billed this month**

QLife Monthly Billings

TOTAL:			-
Expenditures:			
Keith Mobley	Legal services		585.00
Gorge.net	Phone		30.00
On Call	Dig Tickets		9.45

TOTAL: 624.45

FUND: CAPITAL 601
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 2/22/2010 TO: 3/17/2010

Revenue:

TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures	Locate Wire Upgrade		2,307.00
NorthSky	Locate Wire Upgrade		54,820.00

TOTAL: 72,304.41

LSN CREDITS 5500