

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

**AGENDA**

**QLife Regular Board Meeting**

**Tuesday May 26, 2009**  
**The Dalles City Hall, 313 Court Street**  
**2<sup>nd</sup> Floor Conference Room**  
**3:30pm**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of April 28, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. April Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Items
  - a. Application for Federal Broadband Grant
7. Reports
  - a. Aristo Operational Management Report – John Amery
  - b. Bisector Project Progress
  - c. Redundancy Project Progress
8. Next Meeting Dates:

**Regular Board Meeting June 23, 2009 3:30pm**
9. Adjourn



## QualityLife Intergovernmental Agency

### MINUTES

<b>QLife Regular Board Meeting</b>
------------------------------------

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

#### **Call to Order**

Meeting was called to order by Vice President Dan Spatz at 4:05pm

#### **Roll Call**

In attendance: Erick Larson, Bill Lennox, Dan Spatz, Brian Ahier  
Staff: Nolan Young, Izella Grossman, Keith Mobley, John Amery  
Absent: Dan Ericksen

#### **Approval of Agenda**

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

#### **Approval of March 17, 2009 Minutes QLife Regular Board Meeting**

It was moved by Larson and seconded by Lennox to approve the Minutes as submitted. The motion passed unanimously, 1 absent.

#### **Financial Reports**

Young reviewed the financial reports. There were no questions.

#### **Reports**

**Aristo Operational Management Report** – Amery reported that Eric Orton was back from his honeymoon and things are progressing on both upcoming projects. Orton suggested a 8 x 8 shed at the St. Mary's Bisector to allow for future expansion. After discussion it was the consensus of the board that the original smaller boxes would be a better way to go. The board directed Amery to work with Mobley to secure a formal Memorandum of Understanding or a lease with St. Mary's and to proceed.

Amery also reported that QLife is running out of conduit into City Hall; consensus of board was to build a new pathway later when it is needed.

Amery reported that he should be ready to go out for RFP in about 3 weeks on the BiSector and redundancy projects. Board could expect contracts to come to the board for review and approval approximately a month after that.

**Young reported** on the stimulus grant that Link Shadley is working on. Wednesday he will be meeting with Link for a status report. The deadline is June 19<sup>th</sup>. Link is working on funding for the WiFi Umbrella for Wasco County. We will have grant ready for board approval at the next meeting. Link is retiring but will continue work on this project.

**Next Meeting Dates:**

**Regular Board Meeting May 26, 2009 3:30pm**

**Adjourn**

Being no further business the meeting was adjourned at 4:33pm

Respectfully submitted:  
Izetta Grossman  
Recording Secretary

Attest: \_\_\_\_\_  
Erick Larson, Sec/Tres.

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – April 30, 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 April 2009 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, 2008 to April 30, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 364,190	75.1%
Expenditures	\$ 222,844	\$ 133,312	59.8%
Transfers to Capital/Debt	\$ 323,847	\$ 250,385	77.3%
Cash at Month End	\$15,013.25		

**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 \$30,536. 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 170% expended for outside plant maintenance was for the splice box failure this winter.
  - a. The 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
  - b. The 116% 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.
  - c. The 106% expended from the pole connection fees line item was due to a five year back billing from Embarq that they had neglected to send us until recently.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2008 to April 30, 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	\$ 58,795	82.8%
Expenditures	\$ 508,327	\$ 214,147	42.1%
Cash at Month End	\$ 188,807.40		

**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	51,610	51,610	63,841.66	124	61,943	1,898.66
300 **		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
300 ***		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
330	INTERGOVERNMENTAL REVENUES								
331	FEDERAL REVENUES	0	.00	0	0	.00	0	0	.00
331 **		0	.00	0	0	.00	0	0	.00
334	STATE GRANTS	0	.00	0	0	.00	0	0	.00
334 **		0	.00	0	0	.00	0	0	.00
337	LOCAL GOVERNMENT REVENUES	0	.00	0	0	.00	0	0	.00
337 **		0	.00	0	0	.00	0	0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00	0	0	.00	0	0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	29,662	29,720.00	100	296,620	282,005.99	95	355,950	73,944.61
80 00	COPIES, PLANS, ORD'S ETC	5,504	5,500.00	100	55,040	48,508.00	88	66,048	17,539.00
90 00	MISC SALES AND SERVICES	187	315.00	159	1,870	3,562.00	191	2,250	1,312.60
90 00 **		0	.00	0	0	.00	0	0	.00
341	GENERAL GOVERNMENT	35,353	35,535.00	101	353,530	334,076.99	95	424,248	90,171.61
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	0	.00	0	0	.00	0	0	.00
15 00	LSN CREDITS	0	.00	0	0	.00	0	0	.00
20 00	CONNECT CHARGES	0	.00	0	0	.00	0	0	.00
90 00	DELINQUENT ACCT INTEREST	0	.00	0	0	.00	0	0	.00
344 **		0	.00	0	0	.00	0	0	.00
345	OTHER LINE CHARGES								
10 00	SENIOR RATE ASSISTANCE	0	.00	0	0	.00	0	0	.00
20 00	UNCOLLECTIBLE ACCOUNTS	0	.00	0	0	.00	0	0	.00
30 00	NOANet DISCOUNT FEES	0	.00	0	0	.00	0	0	.00
40 00	NOANet CHARGES	0	.00	0	0	.00	0	0	.00
345 **		0	.00	0	0	.00	0	0	.00
340 ***	CHARGES FOR SERVICES	35,353	35,535.00	101	353,530	334,076.99	95	424,248	90,171.61

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
360	OTHER REVENUES								
361	INTEREST REVENUES								
362	INTEREST REVENUES	41	110.76	270	410	678.69	166	500	178.69-
362	INTEREST REVENUES	41	110.76	270	410	678.69	166	500	178.69-
369	OTHER MISC REVENUES								
369	OTHER MISC REVENUES	0	.00	.00	0	435.00	0	0	435.00-
20 00	E-RATE REIMBURSEMENT	5,000	.00	50,000	50,000	28,999.44	58	60,000	31,000.56
369	OTHER MISC REVENUES	5,000	.00	50,000	50,000	29,434.44	59	60,000	30,565.56
360	OTHER REVENUES	5,041	110.76	50,410	50,410	30,113.13		60,500	30,386.87
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS	0	.00	.00	0	.00	0	0	.00
392	SALE OF FIXED ASSETS	0	.00	.00	0	.00	0	0	.00
390	OTHER FINANCING SOURCES	0	.00	.00	0	.00	0	0	.00
	FUND TOTAL QUALITYLIFE AGENCY FUND	45,555	35,646.76	455,550	428,031.78	545,691			118,659.22

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 Q-LIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****							
SUB	OBJ	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR BALANCE	BDEG
61	**	AIRPORT		0	0	0	0	0	0	0	0	0	0
610	**	AIRPORT		0	0	0	0	0	0	0	0	0	0
62	**	MATERIALS & SERVICES		0	0	0	0	0	0	0	0	0	0
69	80	ASSETS < \$5000		0	0	0	0	0	0	0	0	0	0
62 **	**	MATERIALS & SERVICES		0	0	0	0	0	0	0	0	0	0
610 **	**	AIRPORT		0	0	0	0	0	0	0	0	0	0
61 **	**	AIRPORT		0	0	0	0	0	0	0	0	0	0
66	**	EXPENSE-ACCOUNT		1666	2869.37	372	16660	7075.40	43	30	20000	12924.60	35
660	**	FINANCIAL OPERATIONS		416	0	0	4160	0	0	0	5000	5000	0
		MATERIALS & SERVICES		1333	13999.57	1050	13330	27138.07	204	30	16000	11138.07	170
31	10	ADMINISTRATIVE		0	0	0	0	0	0	0	0	0	0
20	0	OUTSIDE PLANT MAINTENANCE		466	0	0	4660	5600.00	120	30	5600	0	190
32	10	ADMIT		6000	330.00	55	6000	8360.00	133	30	7200	1160.00	115
20	0	LEGAL SERVICES		1616	0	0	16160	2574.00	16	30	19000	16826.00	13
34	10	ENGINEERING SERVICES		3275	19918.25	608	32750	34689.25	106	30	39300	4610.75	88
30	0	NETWORK SYSTEM MANAGEMENT		0	0	0	0	0	0	0	0	0	0
50	0	SPECIAL STUDIES & REPORTS		166	0	0	1660	0	0	0	2000	2000	0
43	10	BUILDINGS AND GROUNDS		166	3254.72	1985	1660	3254.72	199	30	2000	1234.72	165
25	0	NETWORK EQUIPMENT		0	0	0	0	0	0	0	0	0	0
40	0	OFFICE EQUIPMENT		0	0	0	0	0	0	0	0	0	0
71	0	SPEC UTILITY EQUIPMENT		0	0	0	0	0	0	0	0	0	0
86	0	LINE MNTNCE & SUPPLIES		0	0	0	0	0	0	0	0	0	0
87	0	UTILITIES LOCATES		0	0	0	0	0	0	0	0	0	0
44	10	OFFICE SPACE RENTAL		261	783.00	300	2610	112.35	14	30	1000	887.65	11
52	30	LIABILITY		462	0	0	4620	2349.80	90	30	3132	783.00	75
22	0	PROPERTY		0	0	0	0	4763.00	103	30	5550	787.00	86
50	0	AUTOMOTIVE		0	0	0	0	280.00	127	30	275	5.00	102
53	10	KCARNET CHARGES		0	0	0	0	0	0	0	0	0	0
20	0	POSTAGE		16	0	0	160	0	0	0	0	0	0
30	0	TELEPHONE		54	60.57	113	540	185.00	66	30	200	95.00	53
40	0	LEGAL NOTICES		33	19.04	58	330	437.51	92	30	650	152.49	77
60	0	PUBLIC EDUCATION/INPC		0	0	0	0	19.04	6	30	400	380.96	5
54	0	ADVERTISING		0	0	0	0	0	0	0	0	0	0
57	10	PERMIT		0	0	0	0	0	0	0	1000	1000	0
58	10	TRAVEL, FOOD & LODGING		83	0	0	830	375.00	0	30	375.00	0	0
50	0	TRAINING AND CONFERENCES		33	0	0	330	151.05	23	30	1000	809.55	19
70	0	MEMBERSHIPS/DUES/SUBSCRIP		25	40.00	160	250	0	0	30	400	400	0
60	10	OFFICE SUPPLIES		41	0	0	410	40.00	16	30	300	260.00	13
85	0	SPECIAL REPT SUPPLIES		0	0	0	0	80.90	20	30	500	419.10	15
69	50	MISCELLANEOUS EXPENSES		41	0	0	410	0	0	0	0	0	0
60	0	FOLE CONNECTION FEES		500	957.66	192	5000	480.00	98	30	500	100.00	80
62 **	**	MATERIALS & SERVICES		11441	42272.58	370	114410	6388.10	127	30	6000	368.10	106
		CAPITAL OUTLAY						104312.38	31	30	137407	33094.61	76







City of the Dalles

FUND 601 QLIFF CAPITAL FUND

ACCOUNT DESCRIPTION ESTIMATED CURRENT ACTUAL YEAR TO DATE ESTIMATED ANNUAL UNREALIZED  
 ESTIMATED REVENUE REVENUE ACTUAL REVENUE ESTIMATE BALANCE

300		BEGINNING BALANCE											
300	00 00		9,456	.00	94,224.31	100	113,480					19,255.69	
300	**		9,456	.00	94,224.31	100	113,480					19,255.69	
300	***	BEGINNING BALANCE	9,456	.00	94,224.31		113,480					19,255.69	
330		INTERGOVERNMENTAL REVENUE											
331	90 00	FEDERAL REVENUES	0	.00		0	0					.00	
331	**	FEDERAL GRANTS-MISC	0	.00		0	0					.00	
331	**	FEDERAL REVENUES	0	.00		0	0					.00	
334		STATE GRANTS											
334	11 00	CREGON INVESTMENT BOARD	0	.00		0	0					.00	
334	12 00	LOWER JOHN DAY PARTNERSHIP	0	.00		0	0					.00	
334	30 00	CREGON SPW	0	.00		0	0					.00	
334	90 00	STATE GRANTS, OTHER	0	.00		0	0					.00	
334	**	STATE GRANTS	0	.00		0	0					.00	
330	***	INTERGOVERNMENTAL REVENUE	0	.00		0	0					.00	
340		CHARGES FOR SERVICES											
341	80 00	GENERAL GOVERNMENT	0	.00		0	0					.00	
341	**	COPIES, PLANS, OMD'S ETC	0	.00		0	0					.00	
341	**	GENERAL GOVERNMENT	0	.00		0	0					.00	
344		UTILITY SERVICES											
344	15 00	LSN COSTS	0	.00		0	0					.00	
344	20 00	CONNECT CHARGES	1,750	450.00	25	17,500	21,000					12,205.48	
344	**	UTILITY SERVICES	1,750	450.00	25	17,500	21,000					12,205.48	
340	***	CHARGES FOR SERVICES	1,750	450.00	25	17,500	21,000					12,205.48	
360		OTHER REVENUES											
361	00 00	INTEREST REVENUES	0	.00		0	0					.00	
361	**	INTEREST REVENUES	0	.00		0	0					.00	
369	00 00	OTHER MISC REVENUES	0	.00		0	0					.00	
369	10 00	ENTERPRISE ZONE PAYMENT	4,156	.00		41,660	50,000					.00	
369	**	OTHER MISC REVENUES	4,156	.00		41,660	50,000					.00	
360	***	OTHER REVENUES	4,156	.00		41,660	50,000					.00	

City of The Dalles

FUND 601 QULIFE CAPITAL FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		***** ANNUAL *****		***** UNRECONCILED *****	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	\$REV	ESTIMATED	ACTUAL	\$REV	ESTIMATE	BALANCE
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,987	.00	269,870	250,385.22	93	323,647	73,451.78	
391	QULIFE OPERATING FUND	26,987	.00	269,870	250,385.22	93	323,647	73,451.78	
393	OPERATING TRANSFERS IN								
393	PROCEEDS- LT LIABILITIES	0	.00	0	.00		0	0	.00
393	LOAN/BOND PROCEEDS	0	.00	0	.00		0	0	.00
393	PROCEEDS- LT LIABILITIES								
390	OTHER FINANCING SOURCES	26,987	.00	269,870	250,385.22		323,647	73,451.78	
	FUND TOTAL QULIFE CAPITAL FUND	42,974	450.00	423,740	403,404.95		508,327	104,922.95	



FUND 601 Q-LIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****	
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
SUB	SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
66			EXPENSE-ACCOUNT						
660			FINANCIAL OPERATIONS						
95			OTHER						
95 00			CONTINGENCY	999	.00	0	9990	.00	0
95 00			UNAPPORTIONED ENDING BAL	0	.00	0	0	.00	0
95 **			OTHER	999	.00	0	9990	.00	0
560 **			FINANCIAL OPERATIONS	999	.00	0	9990	.00	0
56 **			EXPENSE-ACCOUNT	999	.00	0	9990	.00	0
DIV	9500	TOTAL	*****	999	.00	0	9990	.00	0
DEPT	95	TOTAL	*****	999	.00	0	9990	.00	0
		OTHER USES							
FUND	601	TOTAL	*****	42355	18067.41	43	423550	214147.45	51

ANNUAL BUDGET	UNEXCUMB BALANCE	% FISCY
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
508327	294234.63	42

ENCUMBR. 55.13-

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2008-2009		
PERIOD DETAIL	FROM:	4/22/2009 TO:	5/21/2009
Revenue:	Billed as of		
	QLife Monthly Billings		29,420.00
TOTAL:			29,420.00
Expenditures:			
4/21/2009 Gorge.net	Phone (April/May)		\$60.97
5/6/2009 Commstructures	Engineering		\$2,842.15
5/11/2009 One Call Concepts	Dig Tickets		71.40
4/23/2009 Wasco County UCC	Membership		40.00
5/4/2009 The Dalles Chronicle	Legal Publish		43.52
5/4/2009 Gorge Mail	mailing splice to Google		11.10
5/4/2009 City of The Dalles	postage		26.92
5/4/2009 Keith Mobley	legal		285.00
TOTAL:			3,381.06

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2008-2009		
PERIOD DETAIL	FROM:	4/22/2009 TO:	5/21/2009
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
TOTAL:			15,177.41

**QLife Network**  
QualityLife Intergovernmental Agency

INVOICE SUMMARY	5/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$29,420.00	



Commstructure Consulting, LLC  
 16348 Wittke Court  
 Oregon City, OR 97045



# INVOICE

Date	Invoice #
5/5/2009	2009-151

Bill To  
 Q-Life  
 313 Court Street  
 The Dalles, OR 97058  
 Attn: Nolan Young

APPROVED FOR PAYMENT  
 ACCT# 000.0000.000.34.10  
 DATE 5/6/09 BY ny  
 AMT \$ 2842.15

Project No. / PO No.	Project	Terms
Work Order #3	On-Call Technical Consulting Services	Net 30

Item	Description	Qty	Rate	Amount
OSP Project Manager	OSP Project Manager East Gateway - Q-Life Relocation Coordination w/ HDJ Design	4	110.00	440.00
OSP Project Manager	OSP Project Manager East Gateway - Q-Life Relocation Coordination w/ HDJ Design; Locate Wire Design	5	110.00	550.00
OSP Project Manager	OSP Project Manager Lone Pine / Hwy 197 Crossing review and cost analysis	2	110.00	220.00
OSP Designer II	OSP Fielding & Design	15	85.00	1,275.00
CAD Drafter	CAD Drafter	3	80.00	240.00
Mileage	Mileage - to and from Project Site	213	0.55	117.15
Progress Invoice through May 1, 2009				

Thank you for the opportunity to provide you with Technical Consulting Services.	<b>Total</b>	\$2,842.15
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<b>Balance Due</b>	\$2,842.15
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