

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

<b>QLife Regular Board Meeting</b>
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**Thursday, January 17, 2013 Noon  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room**

1. Call to Order
  - a. Introduction of new members
2. Election of Officers
3. Roll Call
4. Approval of Agenda
5. Approval of December 20 , 2012 QLife Regular Board Meeting Minutes
6. Financial Reports
  - a. December Financial Reports
  - b. List of Disbursements since Last Meeting
7. Discussion Items
  - a. Financial Policies Fiscal Year 2013-14
  - b. Five Year Capital Improvement Plan
8. Reports
  - a. Strategic Plan – Keith Mobley
  - b. Wi Fi Project – Nolan Young
  - c. Redundancy/Bisector Project Update – Memo from Erik Orton
  - d. Aristo Operational Management Report – John Amery
9. Next Meeting Dates:
  - a. Work Session with Budget Committee Meeting February 21, 2013 Noon
  - b. Regular Board Meeting immediately following Work Session
10. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday, December 20, 2012, Noon  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room

#### Call to Order

The meeting was called to order by President Dan Ericksen at 12:10 p.m.

#### Roll Call

Roll was taken by Secretary Izetta Grossman.

In attendance: Dan Ericksen, Erick Larson, Brian Ahier, Dan Spatz

Staff: Keith Mobley, Nolan Young, Izetta Grossman, John Amery, Kate Mast

Absent: Scott Hege

#### Approval of Agenda

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

#### Approval of October 4, 2012 QLife Regular Board Meeting Minutes

It was moved by Ahier and seconded by Larson to approve the minutes of the October 4, 2012 meeting. The motion carried unanimously, 1 absent

#### Financial Reports

Young reviewed the financial reports, noting that a budget amendment was anticipated after the bisector/redundancy project was completed. In response to a question, Mast said that the Enterprise Zone funds had been invoiced, but not yet received. Young said those funds go in the capital fund.

#### Discussion Items

Grossman reviewed the District 21 Grant recommendation. It was moved by Larson and seconded by Ahier to accept the recommendation from District 21 to use the grant funds for the purchase of five laptops for their new Virtual Academy Program. The motion carried unanimously, 1 absent. Spatz stated he was familiar with the program and it was valuable to the students. Staff will prepare check next week.

#### Action Items

Fiscal Year 2011-12 Audit Report – Tonya from Merina gave the report via telephone. Tonya reported that they gave QLife a clean report, the highest they can give. It was moved by Spatz and seconded by Larson to accept the Audit Report for Fiscal Year ending June 30, 2012. The motion carried unanimously, 1 absent.

Mast was excused from the meeting at 12.25 p.m.

Authorization of recommendation of federal attorney – Mobley explained the current federal attorney, Crowe, was retiring and had sent Mobley two recommendations of replacements. Mobley reported talking to both and recommended hiring Technology Law Group, LLC. It was moved by Spatz and seconded by Ahier to approve the recommendation to hire Technology Law Group, LLC as the Federal Attorney for QualityLife Intergovernmental Agency. The motion carried unanimously, 1 absent.

Authorization of Needs and Issues submission – Young reviewed the staff report. It was moved by Ahier and seconded by Larson to proceed with a Wasco County Needs and Issues submission. The motion passed unanimously, 1 absent.

## Reports

Strategic Plan – Mobley reported that the work was going well; he had emailed the packets to each work group. Mobley handed out the packets for board information. The group will be meeting in March to pull together the plan. Mobley reported he felt good about this process and the outcome would be of value to QLife.

Wi Fi Project – Young reported that work was proceeding with the target of February for fiber installation.

Redundancy/Bisector Project Update – Amery reported that the main path had been spliced; the next phase would be January 12-13; with target completion in February.

Aristo Operational Management Report – Amery reported still having concern over the west side “shrinkage” issue. The recent audit shows the issue still exists and no finite determination of cause. Amery noted perhaps a PE could offer a second opinion.. The area with the issue is the path from NorCor (not including Google) to Spooky's to Wahtonka back to St. Mary's. The new fiber didn't have this issue. In response to a question regarding options and costs, Amery said he had no costs estimates and that segments at a time could be fixed. Amery also reported that there is little activity on this portion of fiber.

Ericksen announced his resignation from the Board to pursue other opportunities. It was his belief that the County would appoint Brian Ahier to fill his position in January (Ahier would be going off City Council and not have that appointment at that time).

Spatz expressed appreciation to Ericksen for his many years of service and dedication to QLife.

Ericksen said it was a great board to serve on, and it had be satisfying to see this project succeed.

### Next Meeting Dates:

Regular Board Meeting January 17, 2013 Noon

### Adjourn

Being no further business the meeting was adjourned at approximately 1:05 p.m.

Respectfully submitted:

Izetta Grossman, Recording Secretary

Attested:

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Erick Larson, Secretary/Treasurer

TO: Qlife Board  
 Nolan Young, City Manager  
 FR: Kate Mast, Finance Director  
 RE: Financial Report for QLIFE – **December 2012**

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

50% 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, 2012 to December 31, 2012</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 50,438	\$ 66,849	132.5%	* see below
Revenues	\$ 569,100	\$ 281,054	49.4%	
Expenditures	\$ 303,694	\$ 106,608	35.1%	
Transfers to Capital/Debt Fund	\$ 315,844	\$ 172,279	54.5%	
Cash at Month End	\$ 12,678.75			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Buildings and Grounds line item has been over-expended by \$1,124.80 due to the purchase and installation of a security system for the QLife room that was expected to be completed in the last fiscal year. We will fix this with a budget amendment at the March Board meeting.

- b. The Liability line item was slightly under-budgeted causing it to be over-expended by \$130.00.
- b. The Travel, Food & Lodging line item has been over-expended by \$133.93 due to the lunches provided at the Board meetings. We will fix this with a budget amendment in January.

4) Budget Changes: We will be bringing a minor budget amendments to the Board in March.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2012 to December 31, 2012</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 219,124	\$ 212,640	97.0%	* see below
Transfers In	\$ 315,844	\$ 172,279	54.5%	
Revenues	\$ 82,500	\$ 2,397	3.0%	
M&S / Capital Outlay / Other	\$ 367,684	\$ 34,832	4.8%	
Debt Expenditures	\$ 249,784	\$ 83,974	27.6%	
Cash at Month End	\$ 272,188.37			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used have been audited.* The shortage is due to timing on the St. Mary's redundancy project and is not a problem.
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: We will be bringing a budget amendment to the Board in March for the \$52,000 approved for the City's Public WiFi expansion and any adjustments needed for current capital construction projects.

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL		UNREALIZED	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	\$REV	ESTIMATED	ACTUAL	\$REV	ESTIMATE	BALANCE
300	00 00	4,203	.00		25,218	66,849.23	265	50,438	16,411.23-
300	**	4,203	.00		25,218	66,849.23	265	50,438	16,411.23-
300	***	4,203	.00		25,218	66,849.23		50,438	16,411.23-
340									
344	**	44,049	44,845.00	102	264,294	251,360.00	95	528,600	277,240.00
340	***	44,049	44,845.00		264,294	251,360.00		528,600	277,240.00
360									
361	**	41	19.40	47	246	115.12	47	500	384.88
369	00 00	0	5.03		0	30.03		0	30.03-
369	20 00	3,333	29,548.80	887	19,998	29,548.80	148	40,000	10,451.20
369	**	3,333	29,553.83	887	19,998	29,578.83	148	40,000	10,421.17
360	***	3,374	29,573.23		20,244	29,693.95		40,500	10,806.05
390									
392	00 00	0	.00		0	.00		0	.00
392	**	0	.00		0	.00		0	.00
390	***	0	.00		0	.00		0	.00
FUND TOTAL	QUALITYLIFE AGENCY FUND	51,626	74,418.23		309,756	347,903.18		619,538	271,634.82







FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		YEAR-TO-DATE		ENCUMBR.		ANNUAL		UNENCUMBR.		%	
BA E/F	OBJ	ACCOUNT	CURRENT	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BALANCE	BALANCE	EDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BALANCE	BALANCE	EDGT
81	91	Q LIFE CAPITAL FUND	26320	28713.09	109	157920	172278.54	109	315844	143565.46	55	55	
83	10	ESD E-RATE	3333	29548.80	887	19998	29548.80	148	40000	10451.20	74	74	
05	**	OTHER	29653	58251.89	197	177918	201827.34	113	355844	154016.66	57	57	
06		CONTINGENCY / VAFB	3750	.00	0	22500	.00	0	45000	45000.00	0	0	
88	00	CONTINGENCY	0	.00	0	0	.00	0	0	.00	0	0	
89	00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	.00	0	0	
06	**	CONTINGENCY / VAFB	3750	.00	0	22500	.00	0	45000	45000.00	0	0	
600	**	FINANCIAL OPERATIONS	33403	58251.89	174	200418	201827.34	101	400844	199016.66	50	50	
60	**	EXPENSE-ACCOUNT	33403	58251.89	174	200418	201827.34	101	400844	199016.66	50	50	
DIV	9500	TOTAL	33403	58251.89	174	200418	201827.34	101	400844	199016.66	50	50	
DEPT	95	TOTAL	33403	58251.89	174	200418	201827.34	101	400844	199016.66	50	50	
		OTHER USES	33403	58251.89	174	200418	201827.34	101	400844	199016.66	50	50	
FUND	600	TOTAL	51616	96755.92	188	309696	278886.65	90	619538	340651.35	45	45	
		QUALITYLIFE AGENCY FUND	51616	96755.92	188	309696	278886.65	90	619538	340651.35	45	45	

FUND 601 OLIVE CAPITAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	*****	*****	*****	*****	*****	*****
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	\$REV	ESTIMATED	ACTUAL	\$REV	ANNUAL	ESTIMATE	UNREALIZED	BALANCE		
300	BEGINNING BALANCE	18,260	.00		109,560	212,639.77	194	219,124		6,484.23			
300	**	18,260	.00		109,560	212,639.77	194	219,124		6,484.23			
300	***	BEGINNING BALANCE	18,260	.00	109,560	212,639.77		219,124		6,484.23			
330	INTERGOVERNMENTAL REVENUE												
330	FEDERAL REVENUES												
331	FEDERAL GRANTS-MISC	0	.00		0	.00		0		.00			
331	**	FEDERAL REVENUES	0	.00	0	.00		0		.00			
331	**	FEDERAL REVENUES	0	.00	0	.00		0		.00			
330	***	INTERGOVERNMENTAL REVENUE	0	.00	0	.00		0		.00			
340	CHARGES FOR SERVICES												
340	UTILITY SERVICES	2,708	619.62	23	16,248	2,396.56	15	32,500		30,103.44			
344	CONNECT CHARGES	2,708	619.62	23	16,248	2,396.56	15	32,500		30,103.44			
344	**	UTILITY SERVICES	2,708	619.62	23	16,248		32,500		30,103.44			
340	***	CHARGES FOR SERVICES	2,708	619.62	16,248	2,396.56		32,500		30,103.44			
360	OTHER REVENUES												
360	OTHER MISC REVENUES	0	.00		0	.00		0		.00			
369	ENTERPRISE ZONE PAYMENT	4,166	.00		24,996	.00		50,000		50,000.00			
369	**	OTHER MISC REVENUES	4,166	.00	24,996	.00		50,000		50,000.00			
360	***	OTHER REVENUES	4,166	.00	24,996	.00		50,000		50,000.00			
390	OTHER FINANCING SOURCES												
391	OPERATING TRANSFERS IN	26,320	28,713.09	109	157,920	172,278.54	109	315,844		143,565.46			
391	**	OPERATING TRANSFERS IN	26,320	28,713.09	109	157,920		315,844		143,565.46			
393	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0		.00			
393	**	PROCEEDS- LT LIABILITIES	0	.00	0	.00		0		.00			
390	***	OTHER FINANCING SOURCES	26,320	28,713.09	157,920	172,278.54		315,844		143,565.46			
	FUND TOTAL OLIVE CAPITAL FUND	51,454	29,332.71		308,724	387,314.87		617,468		230,153.13			

DETAIL BUDGET REPORT BY CATEGORY  
 50% OF YEAR LAPSED

FUND	OBJ	ACCOUNT	DEPT/DIV	6000	CLIFE/	CURRENT	YEAR-TO-DATE	ENCUMBER.	ANNUAL	UNENCUMBER.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	EXP	BUDGET	ACTUAL	ENCUMBER.	BUDGET	BALANCE	BUDGT
66		EXPENSE-ACCOUNT									
660		FINANCIAL OPERATIONS									
02		MATERIALS & SERVICES									
34	10	ENGINEERING SERVICES	833	4418.75	531	4998	4767.50	95	10000	5232.50	48
70		CUSTOMER CONNECT COSTS	333	.00	0	1998	.00	0	4000	4000.00	0
90		OTHER SERVICES	0	.00	0	0	.00	0	0	.00	0
43	86	LINE MNTNCE & SUPPLIES	333	.00	0	1998	.00	0	4000	4000.00	0
57	10	PERMIT	0	.00	0	0	.00	0	0	.00	0
02	**	MATERIALS & SERVICES	1499	4418.75	295	8994	4767.50	53	18000	13232.50	27
03		CAPITAL OUTLAY									
72	20	BUILDINGS	1291	.00	0	7746	187.36	2	15500	15312.64	1
74	10	COMPUTER EQUIPMENT	0	.00	0	0	.00	0	0	.00	0
20		TELECOMMUNICATIONS EQUIP	1625	1793.10	110	9750	11372.80	117	19500	7527.20	61
76	10	PRIMARY	7247	265.64	4	43482	956.33	2	86975	86018.67	1
20		SECONDARY	2708	10717.22	396	16248	17548.54	108	32500	14951.46	54
30		SOLE MAKE READY COSTS	415	.00	0	2496	.00	0	5000	5000.00	0
03	**	CAPITAL OUTLAY	13287	12775.96	96	79722	30065.03	38	159475	128809.97	19
04		DEBT SERVICE									
79	50	LOAN PRINCIPAL PAYMENTS	17953	12132.37	68	107718	63753.82	59	215444	151690.18	30
51		CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	0	.00	0
60		LOAN INTEREST PAYMENTS	2861	2876.60	101	17166	20219.81	118	34340	14120.19	59
90		LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	0	.00	0
04	**	DEBT SERVICE	20814	15008.97	72	124884	83973.63	67	249784	165810.37	34
660	**	FINANCIAL OPERATIONS	35600	32203.68	91	213600	118806.16	56	427259	307852.84	28
66	**	EXPENSE-ACCOUNT	35600	32203.68	91	213600	118806.16	56	427259	307852.84	28
DIV	6000	TOTAL	35600	32203.68	91	213600	118806.16	56	427259	307852.84	28
DEPT	60	TOTAL	35600	32203.68	91	213600	118806.16	56	427259	307852.84	28



**QLIFE - LISTING OF FINANCIAL TRANSACTIONS**

FUND: OPERATING 600  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 12/13/2012 TO: 1/9/2013

Revenue: Billed as of 619.62  
 QLife Monthly Billings BILLING DONE ON THE 20TH 42,145.00

TOTAL: **42,764.62**

CODE	Expenditures:		
600.6000.660.32.10	Merina	Audit	4,840.00
600.6000.660.58.10	Anzac	Lunch	90.00
600.6000.660.53.30	Gorge.net	phone	34.92
600.6000.660.63.90	District 21	Grant award	2,000.00
600.6000.660.34.10	Commstructures	Engineering	868.75
600.6000.660.32.20	Keith Mobley	Legal	285.00
600.6000.660.69.70	City of The Dalles	ROW	1,318.35
600.6000.660.76.20	Aristo	Retainer Oct/Nov	4,000.00
600.6000.660.76.20	Aristo	Gen Oversight	17,410.51
600.6000.660.52.10	SDAO	Insurance	5,630.00
600.6000.660.44.10	City of The Dalles	Rent 4th Quarter 2012	1,311.00
600.6000.660.31.10	City of The Dalles	City Services	3,813.93

TOTAL: **41,602.46**

FUND: CAPITAL 601  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 12/13/2012 TO: 1/9/2013

Revenue:

CODE	Expenditures:		
	Columbia State Bank	Commercial Loan/Interest	11,494.11
601.6000.660.76.10	Hage Electric	Bisector/redund	265.64
601.6000.660.34.10	Commstructures	Bisector/redund	441.25
601.6000.660.76.20	Aristo	Line Extensions	5681.26
601.6000.660.76.20	Aristo	Bisector/redund	1,054.01
601.6000.660.76.20	NWCPUD	GOHBI	3,981.95
601.6000.660.76.10	Hage Electric	Bisector/redund	328.00

TOTAL: **23,246.22**

Aristo  
Technical Management Report  
By  
John Amery  
1/09/2013

Maintenance Projects Aristo Networks llc. is currently working on:

1. Bisector Project – Physical plant build-out / re-route near completion.  
Integrated a number of other projects in coordination with:
  - Broad physical plant audit (includes strength member issue)
  - Documentation detail analysis/fix issues
  - Re-route of end customers
  - Added new “metro” cases for potential/known customer future tie-ins to backbone (upcoming network freeze)
2. Downtown 1<sup>st</sup> ave buildout. - complete
3. Tagging of fiber plant with new (custom logo tags)
4. Easement for access to fiber by Norcor
5. Recent Issues
  - Customer switch replacement
  - Customer backup route issues