

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday, July 26, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of June 19, 2011 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. June Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Items
 - a. Award Contract 2011-001 Bisector Redundancy Project – Orton
7. Executive Session under ORS 192.660 (1) (f) and ORS 192.501 (2) to allow staff to report on current and pending activity involving customer trade secret and security concerns.
8. Discussion Items
 - a. Administrative Process and Policies
 - b. Administrative Monthly Report
 - c. Problems with support member
9. Reports
 - a. Aristo Operational Management Report – John Amery
 - i. Status of redundancy/bisector project
 - ii. Other activities/issues
10. Next Meeting Dates:
 - a. Regular Board Meeting September 20, 2011 4pm
11. Adjourn

QLife Network

QualityLife Intergovernmental Agency

Minutes

QLife Regular Board Meeting

Tuesday, June 21, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by Vice Chair Spatz at 4:06pm

Roll Call

In attendance: Erick Larson, Brian Ahier

Absent: Scott Hege, Dan Ericksen

Staff in attendance: Izetta Grossman Secretary, John Amery Technical Manager, Kate Mast Finance Director

Approval of Agenda

It was moved by Larson and seconded by Ahier to approve the agenda as submitted. The motion carried unanimously, 2 absent.

Approval of May 17, 2011 QLife Regular Board Meeting Minutes

It was moved by Larson and seconded by Ahier to approve the Minutes of the May 17, 2011 Board Meeting. The motion carried unanimously, 2 absent.

Financial Reports

Finance Director Mast reviewed the financial reports noting that overages are within category limits. There were no questions.

Public Hearing

Vice Chair Spatz opened the Public Hearing regarding Fiscal Year 2011-12 QLife Budget. Finance Director Mast reviewed the staff report and staff recommended adjustments. Spatz asked for public comment,

Ericksen arrived at 4:12pm - Spatz turned the meeting over to Ericksen. Being no public comment Ericksen closed the public hearing.

It was moved by Ahier and seconded by Spatz to Adopt Resolution 11-001 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2011-12, Making Appropriations, and Authorizing Expenditures. The motion passed unanimously, 1 absent.

Reports

Amery reported that he had received the draft RFP from Erik Orton for the Redundancy/Bisector project, they would need to make a couple adjustments, and then it would be forwarded to Young and Mobley for review. In response to a question, Amery clarified that the RFP was for the Redundancy/Bisector build out and the build out for a client had been added for economy of scale. Ahier asked if this project would get done soon, he voiced frustration at the length of time it has taken to accomplish this project. Amery felt 60 days after award of contract would be feasible.

Hege arrived at 4:46pm

There was some discussion regarding the costs of the RFP being billed to the customer that were related to that project. Amery and Grossman felt that vendors, Amery and Commstructures were doing that. There was additional discussion regarding the Board needing to understand these build outs against Amery's concern for confidentiality. It was agreed that when necessary an Executive Session would be called to update the Board on client needs when the projects would significantly affect the budget. There would be times that things could be discussed in general terms; staff would work at accomplishing this for the Board.

In response to a question regarding maintenance of the system, Amery reported a challenge with opening cases on the backbone for maintenance due to meeting client requirements for timing (Midnight to 6am on weekends) and alerting them in advance. Therefore, anytime he has a case open for a specific project he does maintenance at the same time.

Amery reported the Wi Fi project is progressing as planned; sights are being tested. Google is paying to have Wi Fi extended to the Rodeo Grounds in time for the rodeo this year.

Larson retired from the meeting at 4:56pm

Amery reported that the highway-overcrossing project had been completed.

Next Meeting Dates:

Regular Board Meeting July 19, 2011 4pm

Adjourn

Being no further business the meeting was adjourned at 5:02pm
Respectfully submitted:

Izetta Grossman, Recording Secretary

ATTEST:

Erick Larson

TO: Qlife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **June 2011 - Preliminary**

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.

100% 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, 2010 to June 30, 2011</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 83,913	\$ 83,450	99.4%	* see below
Revenues	\$ 554,850	\$ 529,147	95.4%	
Expenditures	\$ 312,686	\$ 167,860	53.7%	
Transfers to Capital/Debt Fund	\$ 326,077	\$ 326,077	100.0%	
Cash at Month End	\$ 80,083.37			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited. The actual audited beginning balance is slightly less than budgeted, but we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
 - a. Customer user fees are at 103.8% for the year.
- 3) Expenditures:
 - a. E-Rates totaling \$31,518.72 have been received and paid out to date this fiscal year.
 - b. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out of the QLife Agency Fund (600) Materials & Services category and into the Capital

Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process.

- c. The line item for Legal Fees has been over-expended by \$4,080.00 due to assistance QLife is providing with the City Wi-Fi project and work on strategic plan funding.
 - d. The line item for Engineering Services has been over-expended by \$1,825.00 due to the costs for those services for projects coming in higher than estimated.
 - e. The line item for Network System Management has been over-expended by \$10,320.05 because the system is now seven years old and it is taking more time to handle issues than originally anticipated. We have increased this line item by \$12,000 for the new fiscal year.
 - f. The line item for Legal Notices has been over-expended by \$54.60 due to underestimating of publishing costs.
 - g. The line item for Pole Connection Fees has been over-expended by \$238.28 due to a new item this year for a bond under our Pole Contact Agreement with the PUD. This new expense is included in our budget for next year.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year. Currently, even with the issues above, none are anticipated.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2010 to June 30, 2011</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 145,576	\$ 138,832	95.3%	* see below
Transfers In	\$ 326,077	\$ 326,077	100.0%	
Revenues	\$ 71,000	\$ 109,744	154.6%	
M&S / Capital Outlay / Other	\$ 350,704	\$ 114,027	32.5%	
Debt Expenditures	\$ 191,949	\$ 191,942	100.0%	
Cash at Month End	\$ 226,447.19			

Exceptions:

- 1) Beginning Balance: ** The Beginning Balance figures used here have been audited. The actual audited beginning balance is less than budgeted, but we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
 - a. We received the \$50,000 enterprise payment in January 2011.
 - b. We received \$39,837.91 in Connect Charges in June, making the annual revenues for that line item exceed budget by \$38,744.16, due to customer connection work for new services paid for by the customers.
- 3) Expenditures:
 - a. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out

of the QLife Agency Fund (600) Materials & Services category and into the Capital Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process. We have also moved specific engineering fees (\$6,821.00) out of the Materials & Services category of the QLife Capital Fund (601) and into the Capital Outlay category.

- b. The Loan Interest Payments line item is over-expended by \$208.57. The actual principal and interest payments have been reconciled and this over-expenditure will wash with the under-expenditure of the Principal Payment line item within that category.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		12,135	.00		145,576	138,832.34	95	145,576	6,743.66
300	**	12,135	.00		145,576	138,832.34	95	145,576	6,743.66
300	*** BEGINNING BALANCE	12,135	.00		145,576	138,832.34		145,576	6,743.66
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	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								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	1,750	39,837.91	2277	21,000	59,744.16	285	21,000	38,744.16-
344	** UTILITY SERVICES	1,750	39,837.91	2277	21,000	59,744.16	285	21,000	38,744.16-
340	*** CHARGES FOR SERVICES	1,750	39,837.91		21,000	59,744.16		21,000	38,744.16-
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,174	.00		50,000	50,000.00	100	50,000	.00
369	** OTHER MISC REVENUES	4,174	.00		50,000	50,000.00	100	50,000	.00
360	*** OTHER REVENUES	4,174	.00		50,000	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
90 01	QLIFE OPERATING FUND	27,174	.00		326,077	326,077.00	100	326,077	.00
391	** OPERATING TRANSFERS IN	27,174	.00		326,077	326,077.00	100	326,077	.00
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393	** PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	27,174	.00		326,077	326,077.00		326,077	.00
FUND TOTAL QLIFE CAPITAL FUND		45,233	39,837.91		542,653	574,653.50		542,653	32,000.50-

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 9500 OTHER USES/							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60			QLIFE FUND									
600			OTHER USES									
	05		OTHER									
	84	15	RSRV FOR SYS IMPROVEMENTS	8337	.00	0	100000	.00	0	.00	100000	100000.00 0
		20	RSRV FOR CO EXPANSION	1674	.00	0	20000	.00	0	.00	20000	20000.00 0
	05	**	OTHER	10011	.00	0	120000	.00	0	.00	120000	120000.00 0
600	**	**	OTHER USES	10011	.00	0	120000	.00	0	.00	120000	120000.00 0
60	**	**	QLIFE FUND	10011	.00	0	120000	.00	0	.00	120000	120000.00 0
66			EXPENSE-ACCOUNT									
660			FINANCIAL OPERATIONS									
	05		OTHER									
	84	30	FOR DEBT RETIREMENT	0	.00	0	0	.00	0	.00	0	.00 0
	05	**	OTHER	0	.00	0	0	.00	0	.00	0	.00 0
	06		CONTINGENCY / UAFB									
	88	00	CONTINGENCY	1144	.00	0	13717	.00	0	.00	13717	13717.00 0
	89	00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00 0
	06	**	CONTINGENCY / UAFB	1144	.00	0	13717	.00	0	.00	13717	13717.00 0
660	**	**	FINANCIAL OPERATIONS	1144	.00	0	13717	.00	0	.00	13717	13717.00 0
66	**	**	EXPENSE-ACCOUNT	1144	.00	0	13717	.00	0	.00	13717	13717.00 0
DIV	9500		TOTAL *****	11155	.00	0	133717	.00	0	.00	133717	133717.00 0
DEPT	95		TOTAL *****	11155	.00	0	133717	.00	0	.00	133717	133717.00 0
			OTHER USES	11155	.00	0	133717	.00	0	.00	133717	133717.00 0
FUND	601		TOTAL *****	45277	41778.84	92	542653	305968.40	56	.00	542653	236684.60 56
			QLIFE CAPITAL FUND	45277	41778.84	92	542653	305968.40	56	.00	542653	236684.60 56

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		7,001	.00		83,913	83,450.11	99	83,913	462.89
300	**	7,001	.00		83,913	83,450.11	99	83,913	462.89
300	*** BEGINNING BALANCE	7,001	.00		83,913	83,450.11		83,913	462.89
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	35,487	38,650.00	109	425,800	437,965.00	103	425,800	12,165.00-
15 00	LSN CEDITIS	5,500	.00		66,000	55,000.00	83	66,000	11,000.00
20 00	CONNECT CHARGES	193	.00		2,250	4,050.00	180	2,250	1,800.00-
344	** UTILITY SERVICES	41,180	38,650.00	94	494,050	497,015.00	101	494,050	2,965.00-
340	*** CHARGES FOR SERVICES	41,180	38,650.00		494,050	497,015.00		494,050	2,965.00-
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	74	56.31	76	800	613.00	77	800	187.00
361	** INTEREST REVENUES	74	56.31	76	800	613.00	77	800	187.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		60,000	31,518.72	53	60,000	28,481.28
369	** OTHER MISC REVENUES	5,000	.00		60,000	31,518.72	53	60,000	28,481.28
360	*** OTHER REVENUES	5,074	56.31		60,800	32,131.72		60,800	28,668.28
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
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		53,255	38,706.31		638,763	612,596.83		638,763	26,166.17

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	05		OTHER											
			QLIFE	17267	29905.56	173	205686	136341.22	66	.00	205686	69344.78	66	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION											
81	91	QLIFE CAPITAL FUND	27174	.00	0	326077	326077.00	100	.00	326077	.00	100	
83	10	ESD E-RATE	5000	.00	0	60000	31518.72	53	.00	60000	28481.28	53	
05	**	OTHER	32174	.00	0	386077	357595.72	93	.00	386077	28481.28	93	
06		CONTINGENCY / UAFB											
88	00	CONTINGENCY	3924	.00	0	47000	.00	0	.00	47000	47000.00	0	
89	00	UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06	**	CONTINGENCY / UAFB	3924	.00	0	47000	.00	0	.00	47000	47000.00	0	
600	**	** FINANCIAL OPERATIONS	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83	
60	**	** EXPENSE-ACCOUNT	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83	
DIV	9500	TOTAL *****	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83	
DEPT	95	TOTAL *****											
		OTHER USES	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83	
FUND	600	TOTAL *****											
		QUALITYLIFE AGENCY FUND	53365	29905.56	56	638763	493936.94	77	.00	638763	144826.06	77	

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2011-12		
PERIOD DETAIL	FROM:	6/15/2011 TO:	7/14/2011
Revenue:	Billed as of	QLife Monthly Billings	38,650.00
		Pass through BILLING DONE ON THE 20TH	35,721.15
TOTAL:			74,371.15
Expenditures:			
The Dalles Chronicle	Bisector/Redundancy Bid Advertisement		92.80
North American NumberingPlan	Yrly fee		25.00
Platt			125.95
Polo Rodrigues	Landscape after Hospice job		700.00
Gorge.Net	Phone		30.00
Keith Mobley	Legal Services		690.00
City of The Dalles	ROW fees		1,159.50
City of The Dalles	Quarterly City Services/Rent		5,069.11
North Sky	Maintenance		600.00
DJC	Bisector/Redundancy Bid Advertisement		276.00
TOTAL:			8,768.36

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2011-12		
PERIOD DETAIL	FROM:	6/15/2011 TO:	7/14/2011
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Platt	LSN		26.55
Kase	LSN		2,500.00
Gary Denney	Colo Room Build out		800.00
MCEDD	Loan Payment		3,514.88
The Dalles Iron Works	Plate - MCMC		195.00
Tennesson	survey Bisector/Redundancy		322.00
RAL	BiSector		392.00
Northsky	WiFi		600.00
Northsky	LSN/Myrtle		2,691.00
TOTAL:			26,218.84

LSN CREDITS

5500

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	6/20/11	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$38,650.00	

QLife Network

qualitylife Intergovernmental Agency

INVOICE SUMMARY	6/20/11	
TOTAL CUSTOMERS INVOICED		3
TOTAL AMOUNT INVOICED	\$35,721.15	


Pass Throughs

QLife Network

QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board

CC: Keith Mobley, Legal Counsel

FROM: Nolan Young, Administrator 

DATE: July 20, 2011

At the last QLife Board meeting, I understand there was discussion regarding processes that QLife goes through for new customers. In order to address those questions we have added two agenda items; the first one reviews a proposed monthly report that will provide information on QLife's current customer base, identify any new services and potential services we are pursuing.

The second agenda item will be to review the policies and procedures of QLife. To assist with that Izetta will be sending you copies of our current procedures, which are also available in your books, these copies will allow you to mark them up if you want; the organizational flow chart for QLife and a listing of staff responsibilities. After reviewing this information the Board can give direction for any items they would like to look at amending, that we can bring back later for further consideration.

Please let us know if there is additional information you may need.

QLife Network

QualityLife Intergovernmental Agency

QLife Staff Responsibilities

Position	General Responsibilities
Administration, Nolan Young	Oversight of all operations and financial oversight including annual budget. Customer contact creating new or amended service agreements and within QLife policies develop the specifics of new services. Implement all policies, procedures and directives of the Board.
Secretary, Izetta Grossman	Board Agenda, Minutes, clerical and billing support, coding of invoices, seeing that checks are signed and sent out in a timely manner, reporting for E-Rate and FCC, PUC and USAC required forms with assistance of Agency Attorney.
Agency Attorney, Keith Mobley	Reviews all contracts and agreements, except standard service orders, prepares other legal documents as needed. Involved in negotiations and other activities associated with leases and agreements.
Finance, Kate Mast and Staff	Processes invoices, prints checks, maintains budget reports, submits monthly reports to Administrator and Board. Prepares annual budget document under direction of Administrator.
Technical Management, Aristo John Amery	Maintains 24 hour call service for customer issues. Resolves customer needs and issues; monitors system, identifies issues. Works with Administrator and Board to resolve operational system problems as identified. Obtains cost estimates and reviews issues associated with

Through Cooperation of the City of The Dalles and Wasco County
313 Court Street, The Dalles, Oregon 97058 541/ 296-5481

new or amended service to customers. Works with NorthSky Communications our outside plant contractor to make system repairs and improvements. Coordinates with Agency engineer.

Engineer, Commstructures
Erik Orton

Provides engineering for new services and system upgrades and maintenance. Maintains OnSight Database for keeping current record of system route and fiber usage.

Aristo
Technical Management Report
By
John Amery
7/20/2011

1. Redundancy / Bisector Project

- Main RFP currently out to bid.

2. Generator Upgrade – **Currently visiting need for larger generator at City Hall**

- Qlife is currently looking into the option of increasing the generator capacity at City Hall.

3. Issues with fiber on West side of loop

- Initial audited segments have show that problem still exists.
- We need to re-evaluate total potential risk.

4. Norcor Fiber Re-route

- Potential damage to fiber from blasting.
- Property owner has been informed that they are responsible for costs

5. Easement for access to fiber by Norcor

- Working on easement for fiber located behind locked gate by Norcor.