

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

**AGENDA**

**QLife Regular Board Meeting**

Tuesday March 17, 2009  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room  
3:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of February 24, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. February Financial Reports
  - b. List of Disbursements since Last Meeting (billing not yet done)
6. Action Items
  - a. Adopt FY 2009-10 Financial Priorities Policy
7. Reports
  - a. Aristo Operational Management Report – John Amery
  - b. Bisector Project Progress
  - c. Redundancy Project Progress
8. Next Meeting Dates:  
Budget Committee Meeting April 21, 009 3:30 pm  
Regular Board Meeting April 21, 2009 directly following in the Budget Committee meeting
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Tuesday February 24, 2009  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room  
Following Budget Workshop

#### Call to Order

The meeting was called to order by President Dan Ericksen at 6:55pm

#### Roll Call

In attendance: Erick Larsen, Bill Lennox, Brian Ahier, Dan Spatz,  
Staff in attendance: Nolan Young, Keith Mobley, John Amery, Izetta Grossman

#### Election of 2009 Officers

Noted that this was done at the last meeting. Pres: Dan Ericksen; VP: Dan Spatz; Sec/Tres: Erick Larson

#### Approval of Agenda

It was moved by Larson and seconded by Ahier to approve the agenda as submitted. Motion carried unanimously, all present.

#### Approval of January 27, 2009 Minutes QLife Regular Board Meeting

Larson asked for clarification on what "clarified the system" referred to regarding the LSN credits. Izetta explained it referred to the process used to determine how the credits were calculated. Larson then moved to approve the minutes as submitted, motion was seconded by Ahier. The motion passed unanimously, all present.

#### Financial Reports

**January Financial Reports & List of Disbursements since Last Meeting:** Young reviewed the financial reports. No questions were asked. Young reported on an issue with Embarq; they have a demark in City Hall and feel they can connect to it at anytime, without charge. Young has been working on getting them to pay a POP fee. Amery suggested that perhaps it would be more advantageous for QLife to charge customers for that hook up. Young agreed that for all new customers that connect to that demark charge them \$150/month. It was the consensus of the board to proceed with this additional charge.

#### Action Items

**Adopt FY 2009-10 Financial Priorities Policy** - Larson asked to have a fresh copy of the recommended Financial Policies to adopt at the March meeting. It was the consensus of the board to do that.

#### Reports

**Aristo Operational Management Report – John Amery** reported that fixing the issue reported at the last meeting was taking a little longer than anticipated. Work is scheduled to begin 3/8/09, prep work is underway. The cause of this issue is still theory.

**Bisector Project Progress & Redundancy Project Progress** – this is on hold while addressing the other issues. Amery felt he would get a better understanding of the costs after the splicing for the issue is done. He asked if the board wanted these projects done quickly or economically. The consensus of the board was economically. Young stated that he will budget it as a next fiscal year project and can adjust in June when we have a better understanding of the timeline.

**Next Meeting Dates:**

Regular Board Meeting March 17, 2009 3:30 pm

**Adjourn**

Being no further business the meeting was adjourned at 7:25pm

**Submitted by**

**Izetta Grossman**

**Recording Secretary**

**Signed:** \_\_\_\_\_  
**Erick Larson, Sec/Tres**

## **QUALITYLIFE NETWORK INTERGOVERNMENTAL AGENCY POLICY** **Financial Priorities for Fiscal Year 2009-2010**

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### **Purpose:**

The purpose of this policy is to establish a prioritization of expenditure of funds for the QualityLife Network Intergovernmental Agency prior to each Fiscal Year's budget preparation.

### **Primary objective**

The primary objective is to provide general direction for the QLIFE Budget Committee in establishing the annual budget and to make public the general intentions of QLIFE in regard to potential monetary reserves of the Agency.

### **Section I.**

#### **Policy**

It is the policy of the QLIFE Board that expenditures of revenue not *specifically* committed to another purpose through grant or loan agreements or other contractual obligations shall be budgeted in the following priority:

1. Normal maintenance and operating costs of the QLIFE Agency as determined appropriate through the budgeting process.
2. Amounts needed for annual debt retirement responsibilities of the Agency incurred through formation of the Agency or by the construction of the original plant, or any expansions of that plant.
3. Up to \$20,000 for upgrading and replacement of the electronics of the system to always maintain agreed-upon capacity for QLife customers.
4. A cash reserve or contingency equal to one month's customer billing to maintain a minimum cash balance in the operating fund.
5. Compensation to the City of The Dalles for use of right-of-ways in an amount not to exceed what the City water and wastewater utility is paying as a percent of utility billing (currently 3%).
6. Up to \$20,000 to assist new customers with build out of connection.
7. Up to \$10,000 for feasibility study identifying needs of Wasco County in regards to extending fiber optic services.
8. Construct Pilot Wireless Network hot spots
9. The creation of a reserve to engineer the extension of fiber optic service to other

parts of Wasco County.

10. An amount to retire additional debt of the Agency not yet due.
11. The creation of a local Economic Development Project Fund. The rules for expenditures from this fund will be established by the Board, subject to the approval of all partners to the agreement.

**Section II.**

**Amendment of this policy**

This policy may be amended at any time by action of the Board.

**Section III.**

**Conflict with annual budget process**

If anything in this policy conflicts with the annual budget process as outlined in the Intergovernmental Agreement (IGA), the IGA will take precedence. The partners to this agreement may approve an initial budget and work scope or an amended budget and work scope that varies from this policy by an affirmative majority vote of the Boards of all partners.

Amended and approved by QLife Board March 17, 2009.

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Dan Ericksen, President

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – February 28, 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 February 2009 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

67% 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 February, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 286,403	59.1%
Expenditures	\$ 222,844	\$ 76,962	34.5%
Transfers to Capital/Debt	\$ 323,847	\$ 222,565	68.7%
Cash at Month End	\$24,462.83		

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 94% 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 \$27,395. We have a few customers that are historically in the 30 day late area. We have been successful in bringing all but two of our customers current, and continue efforts to encourage keeping these accounts up to date.

- 3) Expenditures:
  - a. The 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
  - b. The 105% 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 \$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.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2008 to February 28, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 113,480	\$ 94,224	83.0%
Transfers In	\$ 323,847	\$ 222,565	68.7%
Revenues	\$ 71,000	\$ 57,895	81.5%
Expenditures	\$ 508,327	\$ 180,587	35.5%
Cash at Month End	\$ 194097.64		

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 99% 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		41,288	63,841.66	155	61,943	1,898.66-
300 **		5,161	.00		41,288	63,841.66	155	61,943	1,898.66-
300 ***		5,161	.00		41,288	63,841.66		61,943	1,898.66-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
	FEDERAL GRANTS-MISC								
331 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
334 90 00	STATE GRANTS	0	.00		0	.00		0	.00
	STATE GRANTS, OTHER								
334 **	STATE GRANTS	0	.00		0	.00		0	.00
337 90 00	LOCAL GOVERNMENT REVENUES	0	.00		0	.00		0	.00
	LOCAL GOVT REV-PARTNERS								
337 **	LOCAL GOVERNMENT REVENUES	0	.00		0	.00		0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341 80 00	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
	COPIES, PLANS, ORD'S ETC								
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341 **	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344 10 00	UTILITY SERVICES	29,662	27,530.00	93	237,296	223,155.99	94	355,950	132,794.01
	UTILITY SERVICE CHARGES								
15 00	LSN CREDITS	5,594	.00		44,032	32,009.00	73	66,048	34,039.00
20 00	CONNECT CHARGES	187	700.00-	374	1,496	1,350.00	90	2,250	900.00
90 00	DELINQUENT ACCT INTEREST	0	.00		0	.00		0	.00
344 **	UTILITY SERVICES	35,353	26,830.00	76	282,824	256,514.99	91	424,248	167,733.01
345 10 00	OTHER LINE CHARGES	0	.00		0	.00		0	.00
	SENIOR RATE ASSISTANCE								
20 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00		0	.00
30 00	NOANet DISCOUNT FEES	0	.00		0	.00		0	.00
40 00	NOANet CHARGES	0	.00		0	.00		0	.00
345 **	OTHER LINE CHARGES	0	.00		0	.00		0	.00
340 ***	CHARGES FOR SERVICES	35,353	26,830.00		282,824	256,514.99		424,248	167,733.01

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 00 00	INTEREST REVENUES	41	103.70	253	328	453.61	138	500	46.39
361 **	INTEREST REVENUES	41	103.70	253	328	453.61	138	500	46.39
369 00 00	OTHER MISC REVENUES	0	.00		0	435.00		0	435.00-
20 00	E-RATE REIMBURSEMENT	5,000	.00		40,000	28,999.44	73	60,000	31,000.56
369 **	OTHER MISC REVENUES	5,000	.00		40,000	29,434.44	74	60,000	30,565.56
360 ***	OTHER REVENUES	5,041	103.70		40,328	29,888.05		60,500	30,611.95
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	45,555	26,933.70		364,440	350,244.70		546,691	196,446.30





FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****	
EA	OBJ	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDTG
SUB	SUB	DESCRIPTION									
60	05	QLIFE FUND									
600	05	OTHER USES									
	81	91 OLIFE CAPITAL FUND	26987	27820.58	103	215896	223564.64	103	323847	101282.36	69
	83	00 OTHER TRANSFERS	0	.00	0	0	.00	0	0	.00	0
	10	ESD E-RATE	5000	.00	0	40000	28999.44	73	60000	31000.56	48
	88	00 CONTINGENCY	453	.00	0	3624	.00	0	5437	5437.00	0
	89	00 UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	.00	0
	05	** OTHER	32440	27820.58	86	259520	251564.08	97	389284	137719.92	65
	600	** ** OTHER USES	32440	27820.58	86	259520	251564.08	97	389284	137719.92	65
	60	** ** OLIFE FUND	32440	27820.58	86	259520	251564.08	97	389284	137719.92	65
	DIV	9500 TOTAL *****	32440	27820.58	86	259520	251564.08	97	389284	137719.92	65
	DEPT	95 TOTAL *****	32440	27820.58	86	259520	251564.08	97	389284	137719.92	65
	FUND	600 TOTAL *****	45547	28835.95	63	364376	299526.39	82	546691	247164.61	55



City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
FUND 601	QLIFE CAPITAL FUND								
	ACCOUNT								
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,987	27,820.58	103	215,896	222,564.64	103	323,847	101,282.36
	QLIFE OPERATING FUND								
391	** OPERATING TRANSFERS IN	26,987	27,820.58	103	215,896	222,564.64	103	323,847	101,282.36
393	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
	LOAN/BOND PROCEEDS								
393	** PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	26,987	27,820.58		215,896	222,564.64		323,847	101,282.36
	FUND TOTAL QLIFE CAPITAL FUND	42,359	28,520.58		338,872	374,683.47		508,327	133,643.53



FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP		*****ENCUMBR.		*****ANNUAL BUDGET BALANCE		*****UNENCUMB. %	
BA E	OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	UNENCUMB.	%		
SUB	SUB												BDGT		
66		EXPENSE-ACCOUNT													
660		FINANCIAL OPERATIONS													
	05	OTHER													
	88 00	CONTINGENCY	999	.00	0	7992	.00	0	.00	11997	11997.00	0	0		
	89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	0		
	05 **	OTHER	999	.00	0	7992	.00	0	.00	11997	11997.00	0	0		
660 **	**	FINANCIAL OPERATIONS	999	.00	0	7992	.00	0	.00	11997	11997.00	0	0		
66 **	**	EXPENSE-ACCOUNT	999	.00	0	7992	.00	0	.00	11997	11997.00	0	0		
DIV 9500	TOTAL	*****	999	.00	0	7992	.00	0	.00	11997	11997.00	0	0		
DEPT 95	TOTAL	*****	999	.00	0	7992	.00	0	.00	11997	11997.00	0	0		
FUND 601	TOTAL	*****	42355	15177.41	36	338840	180586.63	53	55.13	508327	327685.24	36	36		

**QUALITYLIFE INTERGOVERNMENTAL AGENCY**  
doing business as

**“QLife Network”**  
**Budget Process for 2009-2010 Fiscal Year**  
**BUDGET CALENDAR**  
as of January 28, 2009

<b>Activity</b>	<b>Date</b>
Board appoints Budget Officer and Committee member(s) as needed	January 27, 2009 (T)
Board reviews and considers amendment of current Financial Priorities Policy	January 27, 2009 (T)
Board Work Session with Budget Committee to review current Budget status and provide comment to Budget Officer regarding next year’s budget. Election of officers.	February 24, 2009 (T)
Publish First Notice of Budget Committee Meeting (not more than 30 days prior to the meeting)	March 29, 2009
Budget Officer sends out proposed 2009-2010 Budget	April 8, 2009
Publish second notice of Budget Committee Meeting (not less than 5 days after first Notice and not less than 5 days prior to the meeting)	April 12, 2009
<b>Budget Committee meets 3:30 PM and:</b>	<b>April 21, 2009 (T)</b>
1. Approves the tentative 2009-2010 Budget.	
2. Forwards tentative 2009-2010 Budget to the City of The Dalles and Wasco County for review and comment.	
3. Sets a public hearing on the budget document in compliance with ORS 294.920. <b><u>Set for June 23, 2009 – 4<sup>th</sup> Tuesday in June.</u></b>	
County Court approve QLife Budget at their regular meeting prior to QLife Board Public Hearing on budget	May 6, 2009
<b>City Council approve QLife Budget at their regular meeting</b>	<b>May 11, 2009 (M)</b>
Publish notice of Budget Hearing (not less than 5 or more than 30 days prior to Public Hearing)	June 7, 2009
<b>Public hearing on budget document, QLife Network Board of Directors unanimously (QLife IGA, section 1.3.7) and enact resolution adopting budget for period July 1, 2009 – June 30, 2010.</b>	<b>June 23, 2009 (T)</b>
On or before this date, Board of Directors will file with the Oregon Department of Revenue a true copy of its budget as finally adopted, together with a copy of the notices required to be published and a copy of the resolution adopting the budget. [ORS 294.930 (2)] <i>(Optional)</i>	July 15, 2009

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2008-2009

PERIOD DETAIL FROM: 2/22/2009 TO: 3/21/2009

Revenue: Billed as of  
 QLife Monthly Billings

TOTAL:		0.00
Expenditures:		
2/27/2009 Embarq		\$111.01
3/3/2009 Keith Mobley	Legal Service	\$495.00
3/2/2009 Commstructures	10th & Hostetler Reconfig	660.00
TOTAL:		1,266.01

FUND: CAPITAL 601  
 FISCAL YEAR: 2008-2009

PERIOD DETAIL FROM: 2/22/2009 TO: 3/21/2009

Revenue:

TOTAL:		
Expenditures:		
3/5/2009 Columbia River Bank	Commercial Loan/Interest	11,494.11
2/27/2009 Mt. Hood Econ Alliance	Loan Payment	3,683.30
TOTAL:		15,177.41