

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

#### QLife Regular Board Meeting

Monday March 19, 2012 4pm  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of February 16, 2012 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. February Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Items
  - a. Adoption of Financial Priorities FY 2012-13
8. Reports
  - a. RFP Update - Young
  - b. Aristo Operational Management Report – John Amery
9. Next Meeting Dates:

Budget Committee Meeting April 17, 2012 3pm  
Regular Board Meeting April 17, 2012 4pm
10. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday February 16, 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 Ericksen at 12:25pm

#### Roll Call

In attendance: Erick Larson, Brian Ahier, Administrator Nolan Young, Recording Secretary Izetta Grossman, Technical Manager John Amery, Attorney Keith Mobley

Absent: Scott Hege, Dan Spatz

#### Approval of Agenda

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

#### Approval of Minutes

It was moved by Ahier and seconded by Larson to approve the minutes of the January 17, 2012 QLife regular board meeting as amended. (Hege had emailed the request to add the discussion of Sherman County's Wi Fi system to the minutes). The motion carried unanimously, 2 absent.

#### Election of Officers for 2012

President Ericksen asked for nominations. Ahier nominated Ericksen for President; Hege for Vice President and Larson for Secretary/Tres. Hearing no other nominations, it was moved by Ahier to approve the slate of officers, seconded by Larson. The motion passed unanimously, 2 absent.

#### Financial Reports

Young reviewed the January Financial Reports, noting that staff was working on budget prep. Amery presented a potential budget-overrun memo, it was decided to discuss this item under Reports. There were no questions on the List of Disbursements since last meeting.

#### Action Items

Young reviewed Resolution 12-001 Amending Rate Schedule noting that it covered basic housekeeping and added the alternative pricing discussed at the previous board meeting. A clerical error was noted in Special Service Fees; it should read "Special Service Fees: \$20." Ahier moved to adopt Resolution 11-002 A Resolution Amending Resolution NO. 07-004 Establishing Service Rates and Fees for the QualityLife Intergovernmental Agency, Larson seconded the motion. The motion passed unanimously, two absent.

#### Discussion Items

Young reviewed the proposed Financial Priorities for fiscal year 2012-13. He noted a change that added descriptors A) Routine Costs; and B) Discretionary Costs. Young explained that due to the ever-changing nature of the industry he had concerns about QLife services keeping up, and would encourage the Board to reduce debt quicker than was originally planned. By changing some priorities, debt would be retired within next three years. Young guessed that would result in a \$30- 50,000 savings for the agency.

After some discussion, it was the consensus of the Board to use the \$138,000 reserved for debt reduction this fiscal year and to continue to reduce the debt of the agency as quickly as possible. The Board it was also the consensus of the Board to take these priorities and debt reduction discussion before the Budget Committee in March.

**Reports**

Aristo Operational Management Report – Young said that the Bisector redundancy project continues to go over budget; therefore, he was reluctant to recommend taking on more projects. Young felt the Board and himself need more information on projects before costs were incurred.

Amery explained that the additional costs were for system upgrades he felt had previously been brought before the Board – moving patch panels, creating more room, reorganization to utilize space.

It was the consensus of the Board that in the future Aristo would present cost estimates, with detailed explanations that were prioritized to the Administrator, Nolan Young in advance. Aristo would provide adequate time for Young to present these needs to the Board for the budget process or during the year as issues came up.

Board requested that Aristo set up a yearly maintenance plan that is discussed with Young prior to the beginning of the budget process (January of each year). Board directed Aristo to discuss any overages with Young in plenty of time for Young to make recommendations to the Board.

It was the consensus of the Board for Aristo to complete the maintenance that had been started; and to take on no further projects without a plan to Nolan at least two weeks prior to Board Meetings in order for Young to make recommendations to the Board,

**Next Meeting Dates:**

Budget Committee Meeting March 20, 2012 3 p.m.

Regular Board Meeting March 20, 2012 4 p.m.

**Adjourn**

Being no further business the meeting was adjourned at 1:35 p.m.

Respectfully submitted,  
Izetta Grossman, Executive Secretary

Attest: \_\_\_\_\_  
Erick Larson, Secretary-Treasurer

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **February 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.

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 FUND (600):**

BUDGET COMPARISONS	July 1, 2011 through February 29, 2012		
	Budget	Actual	Percentage
Beginning Balance	\$ 120,000	\$ 120,561	100.0% * see below
Revenues	\$ 583,800	\$ 386,296	66.2%
Expenditures	\$ 296,174	\$ 147,143	49.7%
Transfers to Capital/Debt Fund	\$ 407,626	\$ 296,455	72.7%
Cash at Month End	\$ 26,229.05		

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues: We have received \$35,438 in E-Rate revenues.
- 3) Expenditures:
  - a. The Advertising line item has been overspent by \$255.90 due to expenses incurred for sponsoring the Connect Oregon Conference.
  - b. The Legal Services line item has been over expended by \$885 due to continued work on the WiFi project and new customer easements.

- c. The Training and Conferences line item has been over expended by \$465.00 because we sent our legal counsel to a seminar so he is up on the changing environment of the telecommunications industry.
- d. The \$35,438 received in E-Rate reimbursements was sent to the appropriate public customer.

4) Budget Changes: No budget changes have been made to this fund this fiscal year.

**CAPITAL FUND (601):**

BUDGET COMPARISONS	July 1, 2011 through February 29, 2012		
	Budget	Actual	Percentage
Beginning Balance	\$ 249,473	\$ 259,625	104% * see below
Transfers In	\$ 407,626	\$ 296,455	72.7%
Revenues	\$ 81,000	\$ 14,554	18.0%
M&S / Capital Outlay / Other	\$ 593,137	\$ 114,328	19.3%
Debt Expenditures	\$ 144,962	\$ 115,039	77.0%
Cash at Month End	\$ 338,866.36		

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Buildings line item expenses are for the LSN co-location room. LSN is paying for 50% of those costs.
  - b. The Secondary line item has been over expended by \$10,478.31 due to the addition of new customer service lines. This amount will be made up in reimbursement payments from the new customers. A supplemental budget has been prepared for consideration by the QLife Board that will correct this issue.
- 4) Budget Changes: We will be bringing both a supplemental budget resolution and a budget amendment resolution to you at the April 17<sup>th</sup> Board meeting.

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		10,000	.00		80,000	120,561.28	151	120,000	561.28-
300 **		10,000	.00		80,000	120,561.28	151	120,000	561.28-
300 ***	BEGINNING BALANCE	10,000	.00		80,000	120,561.28		120,000	561.28-
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	42,787	41,775.00	98	342,296	327,150.00	96	513,450	186,300.00
15 00	LSN CREDITS	2,291	.00		18,328	22,000.00	120	27,500	5,500.00
20 00	CONNECT CHARGES	187	.00		1,496	1,350.00	90	2,250	900.00
344 **	UTILITY SERVICES	45,265	41,775.00	92	362,120	350,500.00	97	543,200	192,700.00
340 ***	CHARGES FOR SERVICES	45,265	41,775.00		362,120	350,500.00		543,200	192,700.00
360	OTHER REVENUES								
361 00 00	INTEREST REVENUES	50	18.13	36	400	241.47	60	500	358.53
361 **	INTEREST REVENUES	50	18.13	36	400	241.47	60	600	358.53
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	117.00		0	117.00-
20 00	E-RATE REIMBURSEMENT	3,333	.00		26,664	35,437.68	133	40,000	4,562.32
369 **	OTHER MISC REVENUES	3,333	.00		26,664	35,554.68	133	40,000	4,445.32
360 ***	OTHER REVENUES	3,383	18.13		27,064	35,796.15		40,600	4,803.85
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		58,648	41,793.13		459,184	506,857.43		703,800	196,942.57

X

BA EIE OBJ SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDOT
DEPT/DIV 6000 OLIFE/*****YEAR-TO-DATE*****											
*****CURRENT*****											
66	EXPENSE-ACCOUNT										
660	FINANCIAL OPERATIONS										
31	10 ADMINISTRATIVE	1666	.00	0	13328	6709.62	50	.00	20000	13290.38	34
15	COUNTY	416	.00	0	3328	.00	0	.00	5000	5000.00	0
20	OUTSIDE PLANT MAINTENANCE	2333	.00	0	18664	11306.46	61	.00	28000	16693.54	40
90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
32	10 AUDIT	416	.00	0	3328	4850.00	146	.00	5000	150.00	97
20	LEGAL SERVICES	500	915.00	183	4000	6885.00	172	.00	6000	885.00-	115
34	10 ENGINEERING SERVICES	1000	.00	0	8000	4503.75	56	.00	12000	7496.25	38
30	NETWORK SYSTEM MANAGEMENT	4833	14918.56	309	38664	47809.10	124	.00	58000	10190.90	82
50	SPECIAL STUDIES & REPORTS	833	.00	0	6664	.00	0	.00	10000	10000.00	0
43	10 BUILDINGS AND GROUNDS	166	.00	0	1328	371.50	28	.00	2000	1628.50	19
25	NETWORK EQUIPMENT	383	.00	0	3064	2469.35	81	.00	4600	2130.65	54
87	UTILITIES LOCATES	83	.00	0	664	.00	0	.00	1000	1000.00	0
44	10 OFFICE SPACE RENTAL	437	.00	0	3495	2622.00	75	.00	5244	2622.00	50
52	10 LIABILITY	458	.00	0	3664	4985.00	136	.00	5500	515.00	91
30	PROPERTY	25	.00	0	200	300.00	150	.00	300	.00	100
53	20 POSTAGE	16	.00	0	128	51.21	40	.00	200	148.79	26
30	TELEPHONE	30	.00	0	240	210.00	88	.00	360	150.00	58
40	LEGAL NOTICES	33	.00	0	264	.00	0	.00	400	400.00	0
54	00 ADVERTISING	83	.00	0	664	1255.90	189	.00	1000	255.90-	126
57	10 PERMIT	33	.00	0	264	.00	0	.00	400	400.00	0
58	10 TRAVEL, FOOD & LODGING	33	92.00	279	264	137.51	52	.00	400	262.49	34
50	TRAINING AND CONFERENCES	16	665.00	4156	128	665.00	520	.00	200	455.00-	333
70	MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	128	25.00	20	.00	200	175.00	13
80	SCHOLARSHIPS	166	.00	0	1328	.00	0	.00	2000	2000.00	0
60	10 OFFICE SUPPLIES	15	.00	0	128	9.57	8	.00	200	190.43	5
69	50 MISCELLANEOUS EXPENSES	41	.00	0	328	245.12	75	.00	500	254.88	49
60	POLE CONNECTION FEES	666	.00	0	5328	7732.56	145	.00	8000	267.44	97
70	RIGHT OF WAY FEES	1222	1253.25	103	9776	8561.25	88	.00	14670	6108.75	58
80	ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0
02	** MATERIALS & SERVICES	15920	17843.91	112	127360	111704.90	88	.00	191174	79469.10	58
03 CAPITAL OUTLAY											
74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	13328	.00	0	.00	20000	20000.00	0
78	50 FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0
03	** CAPITAL OUTLAY	1666	.00	0	13328	.00	0	.00	20000	20000.00	0
05 OTHER											
87	00 DEPRECIATION EXPENSE	0	.00	0	0	.00	0	.00	0	.00	0
05	** OTHER	0	.00	0	0	.00	0	.00	0	.00	0
660	** FINANCIAL OPERATIONS	17586	17843.91	102	140688	111704.90	79	.00	211174	99469.10	53
66	** EXPENSE-ACCOUNT	17586	17843.91	102	140688	111704.90	79	.00	211174	99469.10	53
DIV 6000 TOTAL *****											
DEPT	60	TOTAL	*****		17586	17843.91	102	140688	111704.90	79	53

FUND 600 QUALITYLIFE AGENCY FUND  
 BA ELE OBJ ACCOUNT  
 SUB SUB DESCRIPTION

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 DEPT/DIV 6000 QLIFE/  
 \*\*\*\*\*CURRENT\*\*\*\*\*  
 BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP

17586 17843.91 102 140688 111704.90 79 .00 211174 99469.10 53

66 EXPENSE-ACCOUNT  
 660 05 FINANCIAL OPERATIONS  
 OTHER  
 QLIFE

DETAIL BUDGET REPORT BY CATEGORY  
 67% OF YEAR LAPSED

UNENCUMB. %  
 ANNUAL BUDGET BALANCE BDT



FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/ *****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA ELEM	OBJ	ACCOUNT	BUDGET	ACTUAL	EXP	BUDGET	BALANCE	SDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	EXP	BUDGET	BALANCE	SDGT
81 91	QLIFE CAPITAL FUND		33968	37056.91	109	271744	296455.28	109
82 10	ESD E-RATE		3333	.00	0	26664	35437.68	133
05 **	OTHER		37301	37056.91	99	298408	331892.96	111
06	CONTINGENCY / UAFB							
88 00	CONTINGENCY		3750	.00	0	30000	.00	0
89 00	UNAPROPRIATED ENDING BAL		0	.00	0	0	.00	0
96 **	CONTINGENCY / UAFB		3750	.00	0	30000	.00	0
600 **	FINANCIAL OPERATIONS		41051	37056.91	90	328408	331892.96	101
60 **	EXPENSE-ACCOUNT		41051	37056.91	90	328408	331892.96	101
DIV 9500	TOTAL *****		41051	37056.91	90	328408	331892.96	101
DEPT 95	TOTAL *****		41051	37056.91	90	328408	331892.96	101
FUND 600	TOTAL *****		58637	54900.82	94	469096	443597.86	95

ANNUAL	UNENCUMB.	%
BUDGET	BALANCE	SDGT
407626	111170.72	73
40000	4562.32	89
447626	115733.04	74
45000	45000.00	0
0	.00	0
45000	45000.00	0
492626	160733.04	67
492626	160733.04	67
492626	160733.04	67
492626	160733.04	67
703800	260202.14	63

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		20,789	.00		166,312	259,624.85	156	249,473	10,151.85-
300 **		20,789	.00		166,312	259,624.85	156	249,473	10,151.85-
300 ***	BEGINNING BALANCE	20,789	.00		166,312	259,624.85		249,473	10,151.85-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES 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 20 00	UTILITY SERVICES CONNECT CHARGES	2,583	.00		20,664	14,553.80	70	31,000	16,446.20
344 **	UTILITY SERVICES	2,583	.00		20,664	14,553.80	70	31,000	16,446.20
340 ***	CHARGES FOR SERVICES	2,583	.00		20,664	14,553.80		31,000	16,446.20
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		33,328	.00		50,000	50,000.00
369 **	OTHER MISC REVENUES	4,166	.00		33,328	.00		50,000	50,000.00
360 ***	OTHER REVENUES	4,166	.00		33,328	.00		50,000	50,000.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
90 01	QLIFE OPERATING FUND	33,968	37,056.91	109	271,744	296,455.28	109	407,626	111,170.72
391 **	OPERATING TRANSFERS IN	33,968	37,056.91	109	271,744	296,455.28	109	407,626	111,170.72
393 10 00	PROCEEDS- LT LIABILITIES LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	33,968	37,056.91	109	271,744	296,455.28		407,626	111,170.72
	FUND TOTAL QLIFE CAPITAL FUND	61,506	37,056.91		492,048	570,633.93		736,099	167,465.07

FUND 601 QLIIFE CAPITAL FUND		DEPT/DIV 6000 QLIIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL		UNENCUMB.	
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
SUB	SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	RDGT
66			EXPENSE-ACCOUNT										
660			FINANCIAL OPERATIONS										
02			MATERIALS & SERVICES										
34	10		ENGINEERING SERVICES	833	1343.75	20	6664	1343.75	20	.00	10000	8656.25	13
			CUSTOMER CONNECT COSTS	333	.00	0	2664	.00	0	.00	4000	4000.00	0
			OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
			LINES MNTNCE & SUPPLIES	166	.00	0	1328	.00	0	.00	2000	2000.00	0
			PERMIT	0	.00	0	0	.00	0	.00	0	.00	0
02	**		MATERIALS & SERVICES	1332	1343.75	13	10656	1343.75	13	.00	16000	14656.25	8
03			CAPITAL OUTLAY										
72	20		BUILDINGS	583	.00	0	4664	6684.71	143	.00	7000	315.29	96
74	10		COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
20			TELECOMMUNICATIONS EQUIP	10003	11996.64	120	80024	62132.97	78	17965.00	120038	39940.03	67
76	10		PRIMARY	5817	.00	0	46536	1824.36	4	.00	69815	67990.64	3
			SECONDARY	2708	1186.11	44	21664	42978.31	198	.00	32500	10478.31	132
			POLE MAKE READY COSTS	416	.00	0	3326	75.00	2	.00	5000	4925.00	2
03	**		CAPITAL OUTLAY	19527	13182.75	68	156216	113695.35	73	17965.00	234353	102692.65	56
04			DEBT SERVICE										
79	50		LOAN PRINCIPAL PAYMENTS	8640	8523.52	96	70720	84764.55	120	.00	106090	21325.45	80
51	CRB		PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
60			LOAN INTEREST PAYMENTS	3239	2970.59	92	25912	29563.92	114	.00	38872	9308.08	76
90			LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
04	**		DEBT SERVICE	12079	11494.11	95	96632	114326.47	118	.00	144962	30633.53	79
660	**	**	FINANCIAL OPERATIONS	32938	24676.86	75	263504	229367.57	87	17965.00	395315	147982.43	63
66	**	**	EXPENSE-ACCOUNT	32938	24676.86	75	263504	229367.57	87	17965.00	395315	147982.43	63
DIV	6000	TOTAL	*****	32938	24676.86	75	263504	229367.57	87	17965.00	395315	147982.43	63
DEPT	60	TOTAL	*****	32938	24676.86	75	263504	229367.57	87	17965.00	395315	147982.43	63

SA ELEM SUB	ACCOUNT DESCRIPTION	DEPT/DIV	9500 OTHER USES/ *****CURRENT*****	BUDGET	ACTUAL	YEAR-TO-DATE *****	% ACTUAL	BUDGET	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60	OLIFE FUND										
600	OTHER USES										
05	OTHER										
84	15 RSRV FOR SYS IMPROVEMENTS	11123	.00	0	88984	.00	0	.00	133479	133479.00	0
20	RSRV FOR CO EXPANSION	3333	.00	0	26664	.00	0	.00	40000	40000.00	0
05	** OTHER	14456	.00	0	115648	.00	0	.00	173479	173479.00	0
600	** OTHER USES	14456	.00	0	115648	.00	0	.00	173479	173479.00	0
60	** Q LIFE FUND	14456	.00	0	115648	.00	0	.00	173479	173479.00	0
66	EXPENSE-ACCOUNT										
660	FINANCIAL OPERATIONS										
05	OTHER										
84	30 FOR DEBT RETIREMENT	11500	.00	0	92000	.00	0	.00	138000	138000.00	0
05	** OTHER	11500	.00	0	92000	.00	0	.00	138000	138000.00	0
06	CONTINGENCY / UAFB										
88	00 CONTINGENCY	2608	.00	0	20864	.00	0	.00	31305	31305.00	0
89	00 UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0
06	** CONTINGENCY / UAFB	2608	.00	0	20864	.00	0	.00	31305	31305.00	0
660	** FINANCIAL OPERATIONS	14108	.00	0	112864	.00	0	.00	169305	169305.00	0
66	** EXPENSE-ACCOUNT	14108	.00	0	112864	.00	0	.00	169305	169305.00	0
DIV	9500 TOTAL *****	28564	.00	0	228512	.00	0	.00	342784	342784.00	0
DEPT	95 TOTAL *****	28564	.00	0	228512	.00	0	.00	342784	342784.00	0
FUND	601 TOTAL *****	61502	24676.86	40	492016	229367.57	47	17965.00	738099	490766.43	34

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2011-12		
PERIOD DETAIL	FROM:	2/10/2012 TO:	3/12/2012
Revenue:	Billed as of	<b>2/20/2012</b>	41,775.00
	QLife Monthly Billings	BILLING DONE ON THE 20TH	
TOTAL:			<b>41,775.00</b>
Expenditures:			
City of TheDalles	ROW		1,253.25
Four C's	Lunch		92.00
Keith Mobley	Legal		495.00
The Dalles Iron Works	Server		25.00
Commstructures	Technical Consulting		812.50
Aristo	General Oversight		10,918.66
Aristo	Jan Feb Retainer		4,000.00
TOTAL:			<b>17,596.41</b>

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2011-12		
PERIOD DETAIL	FROM:	2/10/2012 TO:	3/12/2012
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
RAL	Switches/ports		1,218.00
Commstructures	Bisector/Redundancy		1,177.50
Aristo	MCCOG project		1,186.11
TOTAL:			<b>18,759.02</b>

LSN CREDITS

5500

# QUALITYLIFE NETWORK INTERGOVERNMENTAL AGENCY POLICY

## Financial Priorities for Fiscal Year 2012-13

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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:

- A. Routine Costs:
  - 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. Up to \$15,000 for unexpected system plant repairs or alterations in addition to contingency. Budgeted in Capital Fund: Outside Plant Primary
  
- B. Discretionary Costs:
  - 6. Up to \$20,000 to assist new customers with build out of connection. Budgeted in Capital Fund: Outside Plant Secondary.
  - 7. Immediately use the loan payment reserve of \$138,000 to retire early additional debt of the agency not yet due.
  - 8. Maintain a reserve of \$100,000 future expansion, modernization, or replacement of system

9. Maintain a \$40,000 reserve to engineer and extend broadband services to other parts of Wasco County.
10. As available use additional surplus funds to retire additional debt of the agency not yet due.
11. After all long term agency debt is retired establish local Technology grant programs for public and non-profit organizations. 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 22, 2012

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Dan Ericksen, President

Aristo  
Technical Management Report  
By  
John Amery  
03/13/2012

1. Maintenance Projects Aristo Networks llc. is currently working on:

- System Monitoring – Previous server crashed. Installed new server, still have some work required, however basic system monitoring is up and operational.

2. Easement for access to fiber by Norcor

3. UPS system – Recently installed monitoring capacities. Also performed limited capacity testing. Current system near capacity. Budget was allocated in the bisector projector which should suffice as we add future electronics.