



AGENDA

QLife Budget Committee Meeting

Thursday, May 18, 2023 | 12:00 PM

Via Google Hangouts - <https://meet.google.com/ybx-kxmx-bwa>

Deschutes Room B08, 511 Washington St., The Dalles, OR 97058

1. Call to Order
2. Approval of Agenda
3. [Approval of 2022 Budget Committee Meeting Minutes](#)
4. Nomination of Budget Committee Chair and Budget Committee Secretary
5. [Budget Message/Budget Presentation – Mike Middleton](#)
6. Public Comment – Mike Middleton
7. Deliberation and recommendation of the QLife Budget for Fiscal Year 2023/24
8. [Resolution #23-02](#)

**Agenda subject to change*

**Executive Session held as needed*



MINUTES

QLife Budget Committee Meeting
Thursday, April 28, 2022
Harding House
and Google Hangouts

Call to Order President Weinstein calls the meeting to order at 12:05 PM.

Roll Call Lee Weinstein, Scott Hege, Scott Randall, Dale Lepper, Rod Runyon, Jacob Dunaway, John Hutchinson, Carrie Pipinich, Taner Elliot, John Amery, Kristen Campbell, Joseph Franel, Tom McGowan, Stephanie Krell, Tyler Stone, Mike Middleton and Matthew Klebes.

Changes to the Agenda

There are no changes to the agenda.

[[Mr. Hutchinson moves to approve the agenda. Mr. Hege seconds the motion, which passes unanimously.]]

Appointment of Budget Committee Members

[[Mr. Hege moves to approve Order #22-002, Order #22-003, Order #22-004 and Order #22-005 for QLife Budget Committee Appointments. Mr. Runyon seconds the motion, which passes unanimously.]]

Approval of 2021 Budget Committee Meeting Minutes

[[Mr. Hutchinson moves to approve the minutes from April 21, 2021 Budget Committee. Mr. Lepper seconds the motion, which passes unanimously.]]

Nomination of Budget Committee Chair and Secretary

[[Mr. Hutchinson nominates Lee Weinstein as Budget Committee Chair. Mr. Hege seconds the nomination, which passes unanimously.]]

[[Mr. Hutchinson nominates Rod Runyon as Budget Committee Secretary. Mr. Hege seconds the nomination, which passes unanimously.]]

Budget Message/Budget Presentation

Mr. Middleton presents the budget message and presentation included in the packet and explains that it is prepared in compliance with budget law to inform the public, guide the agency and authorize spending. We strive for the budget to be sound, resilient and adaptable. We budget for known projects and capacity for capital projects.

Mr. Middleton highlights the Operations fund, which will increase by \$3,000 if we fully execute the budget. Some of the lines in Materials and Services of the Operations budget has increased but most are staying the same. Advertisements and Promotions has been decreased since we have had no expenses in 2022. Legal Counsel has increased to \$15,000 and the Audit line has increased based on a new contract. Engineering has increased based on trending and Administrative Costs has increased because of the rising costs of labor. Additionally, the Administrative Costs will be split 50/50 between the County and the City due to the change in staffing. Right of Way costs has increased based on actuals in 2022. Transfers to Capital has decreased from 2022 because it was inflated, but the decrease was expected and planned.

The Capital fund has been growing consistently year-over-year and Mr. Middleton reminds the Committee that we do not want to take on too many projects at one time. We are slowly getting the investment back from the Maupin fund to the Capital fund. Interest has been kept flat because of the uncertainty in the market. There was a decrease of \$4.9M because we were hoping to receive a \$5M grant last fiscal year that did not come to fruition.

The Maupin fund has transfers out for \$144,000 based on a flow through grant to repay the Capital fund.

Mr. Middleton asks the Board and Committee to consider confidence in revenue projects, potential of future grants and prioritizing projects as they consider the proposed budget presented.

Mr. Hutchinson remarks that the budget is well put together and asks about the line for Outside Plant Maintenance. Actuals were at \$11,000 but the budget was projected to be \$20,000. Mr. Middleton explains that it is consistent with planning for costs even though we did not full expend it. If there is a plant maintenance project that we have to do, we will have the capacity to spend it. Mr. Klebes uses a hypothetical winter storm as an example.

Mr. Hutchinson asks about a past fiber line failure and wonders if we have had any repeated issues. Mr. Amery states that we have not seen it occur again and believes it was due to tree trimming nearby. There was a different event this year and we have maintenance scheduled in a week or two so he cannot confirm the cause at this time. Mr. Hutchinson asks if the budget will cover the cost of this issue and Mr. Klebes remarks that if we have to make an adjustment for covering the costs, we will bring it back to the Budget Committee first.

Mr. Dunaway points out that revenues coming in are around \$700,000 and wonders what level they will be when fully realized and Mr. Middleton responds that when it reaches 95%, barring any major change in the environment.

Mr. Dunaway mentions that receiving parts and products are a reality in the industry and wonders if we expect any issues. Mr. Middleton remarks that it may make it difficult to complete projects or slow projects down. Mr. Klebes adds that staff have looked at our inventory and future projects coming down the pike and are planning ahead of time to avoid any delays.

Ms. Pipinich remarks that last year we discussed budget flexibility related to future grant funds and wonders if we want to continue to be flexible. Mr. Middleton responds that we have \$1.4M in the Capital fund that could be spent if a project came about. If a grant source is over and above that, we could do a straight-forward budget change. Ms. Pipinich states that the estimated project cost for a South County

build \$8M. Mr. Hege agrees but adds that if we need additional money, it is not too difficult to do a budget change.

Mr. Hege brings up Wi-Fi in Maupin and mentions that it is no longer QLife's responsibility to cover the cost now that the Google grant time period has lapsed. It seems that the city of Maupin should be responsible for the costs if they decide they want to continue, similar to the city of The Dalles. Mr. Klebes remarks that we are dialing in fees for Maupin and can trend line costs and revenues but agrees that we should discuss with Maupin about moving the cost over to them.

Mr. Runyon asks about the \$5M grant budgeted in 2022, and wonders if that was COVID relief funds. Mr. Klebes clarifies it was for a National Telecommunications and Information Administration (NTIA) grant. The line labeling should be corrected.

Mr. Runyon asks if QLife revenue flow is predictable and Mr. Middleton responds that it is. Mr. Runyon asks about the audit and if they had any suggestions that should be integrated into this year's budget. Mr. Middleton states that we had a clean audit.

Public Comment

President Weinstein opens the floor for public comment. There is none.

[[Mr. Runyon makes a motion to approve the QLife budget for FY 2022-2023 for \$3,544,146.00. Mr. Hege seconds the motion, which passes unanimously.]]

The meeting is adjourned at 1:04 PM

These minutes were approved by the QLife Budget Committee on _____.

Rod Runyon, Secretary

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

PROPOSED BUDGET FISCAL YEAR 2024

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QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET MESSAGE

FISCAL YEAR 2024

I am pleased to present to you the QLife Proposed Budget for the Fiscal Year 2024 (FY24). This budget covers the period of July 1st, 2023 to Jun 30th 2024.

The QualityLife Intergovernmental Agency (QLife) is a partnership between the City of The Dalles and Wasco County. QLife is an intergovernmental agency consisting of the City of The Dalles and Wasco County, governed by a Board of Directors and run by an Administrator. QLife is a transport and dark fiber service provider that facilitates broadband, Ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. QLife has been operational since December of 2003. The original mission and purpose of QLife was to bring a middle mile fiber solution to the City of The Dalles in an effort to meet certain needs of critical agencies for reliable high speed data services and to provide and promote an environment for successful economic development.

This narrative explains the proposed QLife budget for FY24. The budget encompasses three (3) funds: The Operating (General) Fund, the Capital Fund and the Maupin Fund. The Maupin Fund is for operations and capital bringing and building QLife services in the Maupin area. The intent is for the Maupin Fund to function without subsidy from the Operating fund serving The Dalles. The Maupin Fund started functioning in late FY19.

Fund	Fund Name	FY24 Proposed			
		FY23 Budget	Budget	Difference	%
6000	General Operations Fund	973,797	1,069,813	96,016	9.9%
6010	Capital Fund	2,491,598	2,837,128	345,530	13.9%
6020	Maupin Fund	78,751	55,538	(23,213)	-29.5%
Grand Total		3,544,146	3,962,479	418,333	11.8%

- *The General Operations Fund is primarily for operations in The Dalles area*
- *The Capital Fund is used for system expansion in The Dalles area*
- *The Maupin Fund is used to provide services in the Maupin area*

Financial Health

The General (Operations) Fund for The Dalles area is in good shape. The projected resources are 1,069,813 for FY24. This includes a Beginning Fund Balance of \$353,591. Normal operations expenses are \$383,331 with an additional \$20,000 set aside each year for capital equipment. This fund is stable at this point. Part of the stability has been by building a budget basing the planned transfers to the

Capital Fund base on expected revenue. For FY24, this amount will increase \$36,000. FY24 increases the transfer as fund balance is projected to increase \$82,266 for FY24.

The Capital Fund starts FY24 with \$2,422,613 in Beginning Fund Balance. Another \$360,000 will be transferred in from the General (Operations) Fund. This puts the total resources of the fund at \$2,837,128. There is a small transfer budgeted to receive \$6,000 from the Maupin Fund. This is the final scheduled payment against the \$156,000 loaned from the Capital Fund to the Maupin Fund. After this payment, the balance owed will be \$0. The Capital Fund has budgeted \$1,770,984 in capital outlay for equipment, primary system improvement/repair/expansion, and secondary line extensions. The remaining \$1,066,144 is split between Contingency and Reserve for System Improvements – the same as last fiscal year. (Both of these are effectively “Contingency” budgets, the reserved funds are just serving a more focused purpose.) The fund remains healthy and continues to grow.

This will be the 5th full fiscal year for the Maupin Fund of functioning on self-generated revenues. Total resources are \$55,538. The beginning fund balance is decreasing primarily due to the repayment of the Capital Fund advance received. After the FY24 budget, the advance from the Capital Fund will be fully repaid.

Transfers

Transfers are used to move funds from one fund to another – this is not an exchange of funds for value but rather a reallocation of resources. The General (Operations) Fund is budgeted to transfer \$360,000 to the Capital Fund. This is to set resources aside for current and future capital needs. This allows the General Fund to operate with fewer spikes and smooths out the business cycle. The transfer budgeted for the Maupin Fund to the Capital Fund serves a different purpose. This transfer will be executed near the end of the fiscal year to continue repayment of the fund loan by the Capital Fund to the Maupin Fund and will be for \$6,000 and will pay off the balance owed. A summary is shown below.

From Fund	To Fund	Amount	Purpose
General	Capital	\$360,000	Fund capital expenses and move excess fund balance
Maupin	Capital	\$6,000	Final payment transferred in to initiate the Maupin project.

Contingency and Reserves

Contingency amounts are appropriations included in the budget but cannot be spent – it is available to be transferred to an appropriate expense line by the governing body. The Qlife budget also uses Reserves which are an additional contingency amount but with a more focused intent. For Oregon Local Budget Law application these funds are Contingency also. It is not a problem to have more than one Contingency line in a fund budget.

The General (Operating) Fund has a contingency of \$207,478 – an increase over FY23 of \$31,472. This is 51.4% of the budgeted operating cost of the fund not including the transfer to the Capital Fund. This is

essentially six (6) months of expenses. This is considered a healthy level by management. Contingency funds were not utilized in FY23.

The Capital Fund has a contingency of \$391,019 and a reservation for \$675,125 – the total is \$1,066,144. The reservation is dedicated to system improvements. This is the same since FY21. Contingency funds were not utilized in FY23.

The Maupin Fund contingency is \$11,591. The contingency did not have to be utilized in FY23.

Capital Outlay

The General (Operations) Fund has budgeted \$20,000 for capital outlay. This is to meet Item #3 of the agencies Financial Priorities Policy – specifically to have \$20,000 available for expansion and replacement of electronics in the system.

The Capital Fund has budgeted \$1,770,984 for capital outlay in FY24. This starts with \$80,000 for a generator replacement – this was budgeted since FY20 but has not happened yet. The primary system has \$1,390,984 budgeted to address potential projects. The process for QLife has been to bring all projects to the QLife Board for approval before moving forward. For this reason, the budget has been built to focus on giving the capacity for QLife to proceed on projects at the discretion of the board. Secondary line extension is the third category of capital outlay for the fund – this is \$300,000 and will be used for new connections requiring a line extension which increases the value of the system. No specific extensions are identified at this time.

The Maupin Fund has \$21,947 budgeted for capital outlay in FY24. There are funds in contingency to transfer in if necessary, but it is not expected. The \$21,947 is not dedicated to any specific item but rather for needs of the primary system. Since the completion of the project in FY20, capital outlay has decreased significantly.

Capital Outlay		
Fund	Purpose	Amount
General Operating	Telcomm Equipment	\$ 20,000
Capital Fund	Equipment	80,000
	Primary System Maintenance	1,390,984
	Secondary Line Extension	300,000
Total Capital Fund		<u>1,770,984</u>
Maupin Fund	Primary System	21,947
Total Capital Outlay		\$ 1,812,931

Budget Appropriation

The Proposed Budget contains line item detail; however the legal level of control for the budget is at the Fund/Department level. This means for each fund, amounts will be appropriated at the legal level of control by Beginning Balance, Operations (materials & services plus capital), Pass-Through, Transfer In/Out, Reserve, Contingency and Unappropriated.

Future Economic Considerations

The Proposed Budget has taken the recovery from the COVID-19 lockdown and the rollout of the vaccination into account to the extent possible. The COVID-19 response of the community has not created significant barriers to operations. Growth of The Dalles specifically will impact which projects for capital development are prioritized. The Maupin Fund is looking sustainable if the current trends continue.

QLife FY24 Budget Summary for Resolution
 Budget by Fund-Department

Fund	Department Classification	Budget Revenue/ Resources	Budget Expense/ Requirements
GENERAL (OPERATIONS)	OPERATIONS	1,069,813	403,331
	TRANSFERS		360,000
	CONTINGENCY		207,478
	UNAPPROPRIATED		99,004
TOTAL GENERAL		1,069,813	1,069,813
CAPITAL	OPERATIONS	2,471,128	1,770,984
	TRANSFERS	366,000	-
	CONTINGENCY		391,019
	UNAPPROPRIATED		675,125
TOTAL CAPITAL		2,837,128	2,837,128
MAUPIN	OPERATIONS	55,538	16,000
	TRANSFERS		6,000
	CONTINGENCY		11,591
	UNAPPROPRIATED		-
TOTAL MAUPIN		55,538	33,591
Total Appropriation		3,962,479	3,940,532
Unappropriated - for use in future fiscal periods		-	774,129
Appropriated for FY24 Use		3,962,479	3,166,403

Organization	Object	Account Description	FY21 Actuals	FY22 Actuals	FY23 Projected	FY23 Budget	FY24 Proposed	FY24 Approved	FY24 Adopted
600Q54G1	400000	BEGINNING FUND BALANCE	(232,286.00)	(476,580.17)	(271,325.00)	(271,325)	(353,591)		
600Q5416	414500	UTILITY SERVICE CHARGES	(902,344.22)	(705,555.00)	(700,572.00)	(700,572)	(712,860)		
600Q5416	414501	CONNECT CHARGES	-	(200.00)	(1,000.00)	(1,000)	(1,000)		
600Q5499	417100	INTEREST EARNED	(1,770.72)	(596.68)	(700.00)	(700)	(2,162)		
600Q541D	421100	MISCELLANEOUS RECEIPTS	(1,200.00)	(3,207.25)	(200.00)	(200)	(200)		
600Q541I	521100	ADVERTISING & PROMOTIONS	-	-	1,000.00	1,000	1,000		
600Q541I	521120	LEGAL NOTICES & PUBLISHING	192.00	176.00	300.00	300	300		
600Q541I	521125	POSTAGE	126.03	112.22	200.00	200	200		
600Q541I	521140	SCHOLARSHIP	2,000.00	2,000.00	2,000.00	2,000	2,000		
600Q541I	521205	TAXES/PERMITS/ASSESSMENTS	-	-	800.00	800	800		
600Q541I	521500	CONTRACTED SERVICES - GENERAL	-	-	15,100.00	15,100	15,100		
600Q541I	521505	CONTRACTED SERVICES - LEGAL	12,745.00	27,771.87	15,000.00	15,000	15,000		
600Q541I	521515	CONTRACTED SERVICES - AUDIT	7,000.00	8,000.00	9,000.00	9,000	9,000		
600Q541I	521560	CONTRACTED SERVICES - ENGINEER	52,676.99	53,980.84	60,000.00	60,000	60,000		
600Q541I	521600	ADMINISTRATIVE COSTS	60,431.00	62,246.00	67,226.00	67,226	72,206		
600Q541I	521610	POLE CONNECTION FEES	10,176.61	10,124.40	12,392.00	12,392	12,392		
600Q541I	521720	CONTRACTED SERVICES - NETWORKS	76,512.17	67,696.00	79,500.00	79,500	99,620		
600Q541I	522100	TELEPHONE	137.80	-	200.00	200	200		
600Q541I	522131	UTILITIES - ELECTRICITY	688.30	617.72	800.00	800	800		
600Q541I	523100	RENT - LAND/BUILDING	9,690.00	3,876.00	7,752.00	7,752	7,752		
600Q541I	523500	MEALS LODGING & REGISTRATION	-	1,106.10	5,700.00	5,700	5,700		
600Q541I	524100	DUES & SUBSCRIPTIONS	2,738.98	5,084.03	2,000.00	2,000	5,075		
600Q541I	524500	INSURANCE & BONDS	17,541.50	18,282.00	20,000.00	20,000	20,000		
600Q541I	525130	R&M - BUILDINGS GENERAL	1,960.54	-	1,600.00	1,600	1,600		
600Q541I	525135	R&M - OUTSIDE PLANT MAINTENANC	11,011.82	9,582.42	20,000.00	20,000	20,000		
600Q541I	526105	SUPPLIES - OFFICE	85.00	98.05	200.00	200	200		
600Q541I	527100	RIGHT OF WAY FEES	21,688.03	23,712.90	21,017.00	21,017	21,386		
600Q541I	527170	EQUIPMENT - NETWORK NON-CAPITA	-	-	5,000.00	5,000	5,000		
600Q541I	527180	EQUIPMENT - NON-CAPITAL	-	449.91	5,000.00	5,000	5,000		
600Q541I	529100	MISCELLANEOUS EXPENDITURES	18.00	277.05	1,000.00	1,000	1,000		
600Q541I	529105	GENERAL GRANTS	-	-	2,000.00	2,000	2,000		
600Q545J	532100	CAPITAL EQUIPMENT	-	-	20,000.00	20,000	20,000		
600T54CL	556010	TRANSFER TO QLIFE CAPITAL	376,220.00	595,020.00	324,000.00	324,000	360,000		
600C54DN	570000	CONTINGENCY	-	-	176,006.00	176,006	207,478		
600U54EP	590000	UNAPPROPRIATED	-	-	99,004.00	99,004	99,004		

Account Type	Organization	Object	Account Description	FY21 Actuals	FY22 Actuals	FY23 Projected	FY23 Budget	FY24 Proposed	FY24 Approved	FY24 Adopted
R	601Q54G1	400000	BEGINNING FUND BALANCE	(1,692,712.14)	(1,846,578.43)	(2,089,598.00)	(2,089,598.00)	(2,422,613.00)		
R	601Q5416	414501	CONNECT CHARGES	(123,727.50)	(28,093.38)	(19,000.00)	(19,000.00)	(19,000.00)		
R	601Q5499	417100	INTEREST EARNED	(9,854.05)	(7,646.40)	(9,000.00)	(9,000.00)	(29,515.00)		
R	601Q541D	421100	MISCELLANEOUS RECEIPTS	-	(132,145.99)	-	-	-		
R	601T54CF	456000	TRANSFER FROM QLIFE OPERATING	(376,220.00)	(595,020.00)	(324,000.00)	(324,000.00)	(360,000.00)		
R	601T54CF	456020	TRANSFER FROM QLIFE MAUPIN FUN	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)	(6,000.00)		
E	601Q541I	525115	R&M - EQUIPMENT	31,775.64	-	-	-	-		
E	601Q545J	532100	CAPITAL EQUIPMENT	-	-	80,000.00	80,000.00	80,000.00		
E	601Q545J	535100	PRIMARY SYSTEM	362,063.63	409,048.79	1,045,454.00	1,045,454.00	1,390,984.00		
E	601Q545J	535105	SECONDARY LINE EXTENSION	12,095.99	1,286.66	300,000.00	300,000.00	300,000.00		
E	601C54DN	570000	CONTINGENCY	-	-	391,019.00	391,019.00	391,019.00		
E	601D54DO	581100	RESERVE FOR SYSTEM IMPROVEMENT	-	-	675,125.00	675,125.00	675,125.00		

Organization	Object	Account Description	FY21 Actuals	FY22 Actuals	FY23 Projected	FY23 Budget	FY24 Proposed	FY24 Approved	FY24 Adopted
602Q54G1	400000	BEGINNING FUND BALANCE	(168,945.31)	(127,560.10)	(71,076.00)	(71,076.00)	(40,938.00)		
602Q5416	414504	CITY OF MAUPIN FRANCHISE FEES	-	(1,471.09)	-	-	-		
602Q5416	414505	CITY OF MAUPIN - GORGE.NET REC	(17,514.73)	(8,003.26)	(3,360.00)	(3,360.00)	(9,000.00)		
602Q5416	414506	CITY OF MAUPIN - LSN RECEIPTS	(5,086.60)	(4,817.07)	(4,000.00)	(4,000.00)	(5,000.00)		
602Q5499	417100	INTEREST EARNED	(949.58)	(367.72)	(315.00)	(315.00)	(600.00)		
602Q541I	521505	CONTRACTED SERVICES - LEGAL	-	-	500.00	500.00	500.00		
602Q541I	521610	POLE CONNECTION FEES	-	-	500.00	500.00	500.00		
602Q541I	521715	CONTRACTED SERVICES - WIFI	14,936.12	13,213.64	14,160.00	14,160.00	-		
602Q541I	521725	CONTRACTED SERVICES - CUSTOMER	-	-	-	-	15,000.00		
602Q545J	535100	PRIMARY SYSTEM	-	-	2,000.00	2,000.00	21,947.00		
602T54CL	556010	TRANSFER TO QLIFE CAPITAL	50,000.00	50,000.00	50,000.00	50,000.00	6,000.00		
602C54DN	570000	CONTINGENCY	-	-	11,591.00	11,591.00	11,591.00		

Account Type	Organization	Object	Detail Type	Year	Line	Quantity	Amount	Description
R	600Q54G1	400000	A	2024	20	1	(353,591.00)	Projected by Mike M 2/14/2023
R	600Q5416	414500	A	2024	20	12	(712,860.00)	March 2023 monthly billing
R	600Q5416	414501	A	2024	10	1	(1,000.00)	Estimated at just over 2 services added; Estimated connection fees are \$6,450; \$450 for Turn up fee \$1,000 for Electronic Switch and \$5,000 for service line
R	600Q5499	417100	A	2024	10	1	(2,162.00)	Interest is has increased
R	600Q541D	421100	A	2024	10	1	(200.00)	as title implies. not known
E	600Q541I	521100	A	2024	10	1	1,000.00	Decreased from \$1500 due to trending
E	600Q541I	521120	A	2024	10	1	300.00	Keep flat
E	600Q541I	521125	A	2024	10	1	200.00	same as last year
E	600Q541I	521140	A	2024	10	2	2,000.00	Scholarship paid to CGCC Foundation - two @ \$1,000
E	600Q541I	521205	A	2024	10	1	800.00	Same as FY22
E	600Q541I	521500	A	2024	10	1	2,100.00	OSP Insight estimate based off FY18
E	600Q541I	521500	A	2024	20	1	3,000.00	tree trimming to clear hazard lines
E	600Q541I	521500	A	2024	30	1	10,000.00	Need amount for Joe Fannel
E	600Q541I	521505	A	2024	10	1	12,000.00	FY22 Budgeted amount
E	600Q541I	521505	A	2024	20	1	3,000.00	Trending increase in legal costs; FY22 was abnormally high - expect \$15K going forward
E	600Q541I	521515	A	2024	10	1	500.00	If the auditors are tasked with creating the financial statements.
E	600Q541I	521515	A	2024	20	1	8,500.00	Expected audit fees; New auditors; Prior auditor had to either quit or increase cost 2x. This is due to the audit was done with the City (when life was managed there) which allowed for savings. With the audit separate it causes duplication of work. New auditors are Wasco County's auditors so can realize savings
E	600Q541I	521560	A	2024	10	1	5,000.00	Expected increase
E	600Q541I	521560	A	2024	20	1	55,000.00	FY22 Budget
E	600Q541I	521600	A	2024	10	1	4,980.00	Wage adjustments (step & Cost of Labor, Insurance & PERS) 6.5% increase
E	600Q541I	521600	A	2024	20	1	67,226.00	includes City codes of Administrative Services, Financial Contract Services, and Contractual Services - County
E	600Q541I	521610	A	2024	10	1	12,392.00	FY19 Actuals
E	600Q541I	521720	A	2024	10	1	11,900.00	\$80/hr regular business time; \$160/hr outside normal hours. Historically \$24,000. New rates for FY22 are 19% increase over the prior \$10K
E	600Q541I	521720	A	2024	20	1	17,000.00	Preventative Maintenance
E	600Q541I	521720	A	2024	30	1	20,000.00	Buffer put in for FY21 and before; should keep it
E	600Q541I	521720	A	2024	40	12	30,720.00	Basic Service \$2,560/mth
E	600Q541I	521720	A	2024	50	1	20,000.00	Trending adjustment in FY23
E	600Q541I	522100	A	2024	10	1	200.00	Trending
E	600Q541I	522131	A	2024	10	1	800.00	based on trending - same as last FY
E	600Q541I	523100	A	2024	10	1	7,752.00	Space rent of City Hall space. One room \$141/mth; second room \$121/mth; third addition \$176/mth; covered storage at City PW facility \$209/mth = \$646/mth
E	600Q541I	523500	A	2024	10	1	700.00	keep the budget the same
E	600Q541I	523500	A	2024	20	1	2,000.00	keep the budget the same

Account Type	Organization	Object	Detail Type	Year	Line	Quantity	Amount	Description
E	600Q541I	523500	A	2024	30	1	3,000.00	Next 3 years will be in Ashland - not Hood River. To this point we have not needed to worry about hotel & meals.
E	600Q541I	524100	A	2024	20	1	600.00	OJUA Membership
E	600Q541I	524100	A	2024	30	1	2,700.00	OSPINSIGHT International renewal
E	600Q541I	524100	A	2024	40	1	100.00	Oregon Public Utility Commissioner annual fee statement
E	600Q541I	524100	A	2024	50	1	350.00	Oregon Ethics Commission
E	600Q541I	524100	A	2024	60	1	700.00	Special District Insurance SDAO Membership
E	600Q541I	524100	A	2024	70	1	50.00	Wasco County UCC Membership
E	600Q541I	524100	A	2024	80	1	90.00	ICONECTIV Local number portability Charge
E	600Q541I	524100	A	2024	90	1	25.00	Annual fee for numbering
E	600Q541I	524100	A	2024	100	1	360.00	Interstate TRS Fund -
E	600Q541I	524100	A	2024	110	1	100.00	Sec of State - assumed business name
E	600Q541I	524500	A	2024	10	1	20,000.00	Trending
E	600Q541I	525130	A	2024	10	1	1,600.00	keep the budget the same
E	600Q541I	525135	A	2024	10	1	20,000.00	Repair of the fiber optic lines. Placing fiber on poles and repairing breaks. If new work or reimbursable by others it is in the capital fund.
E	600Q541I	526105	A	2024	10	1	200.00	same as last FY
E	600Q541I	527100	A	2024	10	1	21,386.00	Fee of 3% of customer revenues 712,860*36%=21,385.80
E	600Q541I	527170	A	2024	10	1	5,000.00	keep the budget the same
E	600Q541I	527180	A	2024	10	1	5,000.00	equipment purchased that does not meet the definition of capital (capital is over \$5k and useful life exceeds 3 years)
E	600Q541I	529100	A	2024	10	1	1,000.00	FY19 Budget keep same
E	600Q541I	529105	A	2024	10	1	2,000.00	School robotics program
E	600Q545J	532100	A	2024	10	1	20,000.00	Item #3 of the agencies Financial Priorities Policy is to reserve \$20,000 for expansion and replacement of the electronics of the system. Planned portion \$10K
E	600T54CL	556010	A	2024	10	12	360,000.00	Transfer to Capital
E	600C54DN	570000	A	2024	10	1	176,006.00	Set Contingency FY23
E	600C54DN	570000	A	2024	20	1	31,472.00	to balance
E	600U54EP	590000	A	2024	20	1	99,004.00	for future periods

Account Type	Organization	Object	Detail Type	Year	Line	Quantity	Amount	Description
E	601C54DN	570000	A	2024	10	1	391,019	The FY21 amount carried forward
E	601D54DO	581100	A	2024	10	1	675,125	Board Priority #9: Create a reserve for future expansion, modernization or replacement of systems. - FY21 budget carried forward
R	601Q5416	414501	A	2024	10	1	(19,000)	Based on trending - should be \$6,000 per new customer. This amount is just slightly about 3 new customers - None in FY19 or FY20
E	601Q545J	532100	A	2024	10	1	80,000	Generator Replacement - Didn't happen yet in FY21
E	601Q545J	535100	A	2024	30	1	1,045,454	Available for capital projects
E	601Q545J	535100	A	2024	40	1	345,530	Building balance
E	601Q545J	535105	A	2024	10	1	100,000	increased funding due to fund balance growth in FY20
E	601Q545J	535105	A	2024	20	1	200,000	As needed - no specific identified project at this time
R	601Q5499	417100	A	2024	10	1	(29,515)	Interest is has increased
R	601Q54G1	400000	A	2024	20	1	(2,422,613)	Projected by Mike M 2/14/2023
R	601T54CF	456000	A	2024	10	12	(360,000)	Transfer in from Operations
R	601T54CF	456020	A	2024	10	1	(6,000)	Maupin Fund owed the Capital Fund \$156K, this is final payment. It is only possible because of the \$144,765 received from Maupin on the flow through grant. Not taking all as give time to grow and have capacity for fund to meet unexpected expenses. ~Paid \$50K FY21, \$50K FY22 leaving \$56K of which \$50K will be paid in FY23 then the final \$6K in FY24

Account Type	Organization	Object	Detail Type	Year	Line	Quantity	Amount	Description
R	602Q54G1	400000	A	2024	20	1	(40,938.00)	Projected by Mike M 2/14/2023
R	602Q5416	414505	A	2024	10	1	(9,000.00)	Trending
R	602Q5416	414506	A	2024	10	1	(5,000.00)	Trending
R	602Q5499	417100	A	2024	10	1	(600.00)	Interest is has increased
E	602Q541I	521505	A	2024	10	1	500.00	Legal services - seems to have droppedsignificantly
E	602Q541I	521610	A	2024	10	1	500.00	Trending
E	602Q541I	521725	A	2024	10	1	15,000.00	Potential Contracts
E	602Q545J	535100	A	2024	10	1	2,000.00	FY23 Funding
E	602Q545J	535100	A	2024	20	1	19,947.00	Balancing
E	602T54CL	556010	A	2024	10	1	6,000.00	Finish pay back of the \$156K. This is only possible due to the \$144,765 flow through grant received through Maupin. Not using all the funds now but this will be a start; FY21 pd \$50K; FY22 pd \$50K; FY23 will pay \$50K - leaving \$6K still due in FY24
E	602C54DN	570000	A	2024	20	1	11,591.00	FY23 balancing

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as
“Qlife Network”

RESOLUTION NO. 23-01

A RESOLUTION APPROVING THE QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2023-2024, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.

WHEREAS, the City of The Dalles and Wasco County have approved the Agency’s Budget for Fiscal Year 2023-2024;

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF QLIFE INTERGOVERNMENTAL AGENCY AS FOLLOWS:

Section 1. **Approving the Budget.** The Board of Directors hereby approved the Fiscal Year 2023-2024 Qlife budget for the amounts and purposes shown in the attached detail for the Fiscal Year beginning July 1st, 2023 as follows: the total appropriated amount for use in Fiscal Year 2023-2024 is \$3,188,350; the total amount reserved for future expenditure is \$774,129 for a total budget of \$3,962,479.

Section 2. **Making Appropriations.** The amounts for the Fiscal Year beginning on July 1st, 2023 are detailed in the attached document.

Section 3. **Effective Date.** This Resolution shall be effective as of 12:01 AM, July 1st, 2023.

The above Resolution Statements were approved and declared adopted on this 18th day of May, 2023.

Voting Yes, Board Members: _____

Voting No, Board Members: _____

Absent, Board Members: _____

Abstaining, Board Members: _____

ATTEST

QLIFE BOARD

QLife FY24 Budget Summary for Resolution
 Budget by Fund-Department

Fund	Department Classification	Budget Revenue/ Resources	Budget Expense/ Requirements
GENERAL (OPERATIONS)	OPERATIONS	1,069,813	403,331
	TRANSFERS		360,000
	CONTINGENCY		207,478
	UNAPPROPRIATED		99,004
TOTAL GENERAL		1,069,813	1,069,813
CAPITAL	OPERATIONS	2,471,128	1,770,984
	TRANSFERS	366,000	-
	CONTINGENCY		391,019
	UNAPPROPRIATED		675,125
TOTAL CAPITAL		2,837,128	2,837,128
MAUPIN	OPERATIONS	55,538	16,000
	TRANSFERS		6,000
	CONTINGENCY		11,591
	UNAPPROPRIATED		-
TOTAL MAUPIN		55,538	33,591
Total Appropriation		3,962,479	3,940,532
Unappropriated - for use in future fiscal periods		-	774,129
Appropriated for FY24 Use		3,962,479	3,166,403

Suggest language for Adoption Motion:

I move to adopt resolution # 23-02, approving the budget for fiscal year 2023-2024 in the total amount of \$3,962,479.