

**QLife Network**  
QualityLife Intergovernmental Agency

**AGENDA**

**QLife Regular Board Meeting**

Tuesday, February 23, 2010  
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 January 2010 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. January Financial Reports
  - b. Lists of Disbursements since Last Meeting
6. Discussion Items
  - a. Wi Fi Grant
7. Reports
  - a. Aristo Management Report – John Amery
    - i. Status Bisector/redundancy project
8. Next Meeting Dates:  
Work Session with Budget Committee Board Meeting March 23, 2010 3:30 pm
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Tuesday, January 26, 2010  
The Dalles City Hall, 313 Court Street  
**2<sup>nd</sup> Floor Conference Room**  
**3:30 pm**

#### Call to Order

The meeting was called to order by President Dan Ericksen at 3:40pm

#### Roll Call

In Attendance: Erick Larson, Dan Spatz, Attorney Keith Mobley, Recording Secretary Izetta Grossman, Technical Manager John Amery  
Absent: Bill Lennox, Brian Ahier

#### Approval of Agenda

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

#### Approval of December 15, 2009 Minutes QLife Regular Board Meeting

It was moved by Larson and seconded by Spatz to approve the December 15, 2009 minutes as submitted. The motion carried unanimously, 2 absent.

#### Financial Reports

Ericksen asked if there were any questions regarding the financial reports. Spatz asked about the Capital Revenues line item only reflecting \$50, where the other money comes from, and when it is expected. Grossman said she would email the board an answer after speaking with the finance manager.

#### Discussion Items

Larson reported that we are waiting for the posting of the next RFP on the Oregon Health Network, it was anticipated that there would be seven total RFP's. From a QLife stand point the numbers have already been crunched and OHN is really scrutinizing anything over \$100,000. Larson has asked Ahier to check into an Exchange with QLife.

#### Reports

- a. Bisector report – Amery reported this project on hold during the winter
- b. Lone Pine Wireless – Amery's written report attached. In summary WiFi works well most of the time, when it doesn't it's hard to pin point where the issue lies. He felt that it was important that customers and the board understand the limitations prior to moving forward.
- c. Aristo Management Report
  - i. Unusual loss on southeast fiber path – Amery reported still checking into what/why
  - ii. Brewery Grade Project – complete except for some cleanup

#### Next Meeting Dates:

Regular Board Meeting February 23, 2010 3:30 pm

#### Adjourn

Being no further business the meeting was adjourned at 4:20pm

Respectfully submitted:

Izetta Grossman, Recording Sec.

Attest:

\_\_\_\_\_  
Erick Larson, Sec/Tres

TO: QLife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **January 31, 2010**

**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 January 2010 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

58% 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, 2009 to January 31, 2010</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 41,466	\$ 29,492	71.1%	* see below
Revenues	\$ 484,700	\$ 280,787	59.9%	
Expenditures	\$ 286,860	\$ 105,698	36.8%	
Transfers to Capital/Debt Fund	\$ 239,306	\$ 152,285	63.6%	
Cash at Month End	\$ 19,302.78			

*\* The Beginning Balance figures used here have been audited.*

**Exceptions:**

- 1) **Beginning Balance:** The audited beginning balance of \$29,492 is \$11,974 less than the budgeted estimate for this fiscal year. The budgeted Beginning Balance was increased in an attempt to reflect a \$22,000 interfund loan from the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$19,446.00. With this in mind, **the audited actual Beginning Balance is \$10,046 over the original estimate or 151.6% .**
- 2) **Revenues:**
  - a. \$33,926.40 in "E-Rates" have been received as revenue and paid out this fiscal year.
  - b. The \$22,000 interfund loan was repaid to the Capital Fund in September 2009.
- 3) **Expenditures:**
- 4) **Budget Changes:** No budget changes have been made to this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	July 1, 2009 to January 31, 2010		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 204,026	\$ 207,755	101.8%
Transfers In	\$ 239,306	\$ 152,285	63.6%
Revenues	\$ 93,000	\$ 50,050	53.8%
Expenditures	\$ 536,332	\$ 198,612	37.0%
Cash at Month End	\$ 211,479.66		

*\* The Beginning Balance figures used here have been audited.*

**Exceptions:**

- 1) **Beginning Balance:** The audited beginning balance of \$207,755 is \$3,729 more than the estimate for this fiscal year. The budgeted Beginning Balance was decreased in an attempt to reflect a \$22,000 interfund loan to the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$226,026.00. With this in mind, **the audited actual Beginning Balance is \$18,271 less than the original estimate or 91.9% of the budget.** This was expected because more than that amount was spent on projects that carry over into this year, which reduces the amount to be spent this year.
- 2) **Revenues:**
  - a. The \$22,000 interfund loan was repaid by the Operations Fund in September 2009.
  - b. The \$50,000 Enterprise Zone Payment was received in January 2010.
- 3) **Expenditures:**
  - a. .
- 4) **Budget Changes:** Resolution No. 10-001, making some budget adjustments to reflect certain project estimates that have been revised or added since the budget was adopted, was adopted by the Board at their meeting on December 15, 2009.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** ACTUAL	***** %REV	***** ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300	00 00	3,455	.00		24,185	29,491.42	122	41,466	11,974.58
300	**	3,455	.00		24,185	29,491.42	122	41,466	11,974.58
300	***	3,455	.00		24,185	29,491.42		41,466	11,974.58
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
341	MISC SALES AND SERVICES								
341	**	0	.00		0	.00		0	.00
341	***	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
344	10 00	29,662	29,440.00	99	207,634	205,560.00	99	355,950	150,390.00
344	15 00	5,500	5,500.00	100	38,500	33,000.00	86	66,000	33,000.00
344	20 00	187	.00		1,309	7,716.75	590	2,250	5,466.75-
344	**	35,349	34,940.00	99	247,443	246,276.75	100	424,200	177,923.25
344	***	35,349	34,940.00		247,443	246,276.75		424,200	177,923.25
360	OTHER REVENUES								
361	INTEREST REVENUES	41	74.02	181	287	583.59	203	500	83.59-
361	**	41	74.02	181	287	583.59	203	500	83.59-
369	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369	00 00	5,000	.00		35,000	33,926.40	97	60,000	26,073.60
369	20 00	5,000	.00		35,000	33,926.40	97	60,000	26,073.60
369	**	5,000	.00		35,000	33,926.40	97	60,000	26,073.60
369	***	5,041	74.02		35,287	34,509.99		60,500	25,990.01
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392	00 00	0	.00		0	.00		0	.00
392	**	0	.00		0	.00		0	.00
392	***	0	.00		0	.00		0	.00
390	FUND TOTAL QUALITYLIFE AGENCY FUND	43,845	35,014.02		306,915	310,278.16		526,166	215,887.84

DETAIL BUDGET REPORT BY CATEGORY  
 58% OF YEAR LAPSED

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 OLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****		
SUB	OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BUDGT
61	02	MATERIALS & SERVICES	1666	2475.68	149	11662	5113.29	44	.00	20000	14886.71	26
610	80	ASSETS < \$5000	416	.00	0	2912	.00	0	.00	5000	5000.00	0
610	**	MATERIALS & SERVICES	1333	.00	0	9331	11320.07	121	.00	16000	4679.93	71
610	**	MATERIALS & SERVICES	483	.00	0	3381	5600.00	166	.00	5800	200.00	97
610	**	MATERIALS & SERVICES	600	150.00	25	4200	1170.00	28	.00	7200	6030.00	16
610	**	MATERIALS & SERVICES	1616	1540.00	95	11312	9749.45	86	.00	19400	9650.55	50
610	**	MATERIALS & SERVICES	3275	.00	0	22925	26113.90	114	.00	39300	13186.10	66
610	**	MATERIALS & SERVICES	166	.00	0	1162	81.50	7	.00	2000	1918.50	4
610	**	MATERIALS & SERVICES	383	.00	0	2681	1190.00	44	.00	4600	3410.00	26
610	**	MATERIALS & SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
610	**	MATERIALS & SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
610	**	MATERIALS & SERVICES	83	56.70	68	581	135.45	23	.00	1000	864.55	14
610	**	MATERIALS & SERVICES	261	783.00	300	1827	1566.00	86	.00	3132	1566.00	50
610	**	MATERIALS & SERVICES	458	.00	0	3206	5164.00	161	.00	5500	336.00	94
610	**	MATERIALS & SERVICES	25	.00	0	175	.00	0	.00	300	300.00	0
610	**	MATERIALS & SERVICES	16	48.90	306	112	64.03	57	.00	200	135.97	32
610	**	MATERIALS & SERVICES	54	30.00	56	378	210.00	56	.00	650	440.00	32
610	**	MATERIALS & SERVICES	33	.00	0	231	.00	0	.00	400	400.00	0
610	**	MATERIALS & SERVICES	83	.00	0	581	.00	0	.00	1000	1000.00	0
610	**	MATERIALS & SERVICES	33	.00	0	231	.00	0	.00	400	400.00	0
610	**	MATERIALS & SERVICES	66	.00	0	462	.00	0	.00	800	800.00	0
610	**	MATERIALS & SERVICES	16	.00	0	112	.00	0	.00	200	200.00	0
610	**	MATERIALS & SERVICES	25	.00	0	175	25.00	14	.00	300	275.00	8
610	**	MATERIALS & SERVICES	41	.00	0	287	21.98	8	.00	500	478.02	4
610	**	MATERIALS & SERVICES	41	.00	0	287	302.44	105	.00	500	197.56	61
610	**	MATERIALS & SERVICES	500	.00	0	3500	1600.00	46	.00	6000	4400.00	27
610	**	MATERIALS & SERVICES	889	.00	0	6223	.00	0	.00	10678	10678.00	0
610	**	MATERIALS & SERVICES	12562	5084.28	41	87934	69427.11	79	.00	150860	81432.89	46
610	**	MATERIALS & SERVICES	1666	.00	0	11662	2344.00	20	.00	20000	17656.00	12
610	**	MATERIALS & SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
610	**	MATERIALS & SERVICES	1666	.00	0	11662	2344.00	20	.00	20000	17656.00	12



FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****			
BA	ELE	OBJ	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	\$EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
60	05		OLIFE FUND										
			OTHER USES										
			81 62 IF PMT TO OTHER FUNDS	1833	.00	0	12831	.00	0	.00	22000	22000.00	0
			91 OLIFE CAPITAL FUND	19942	43510.19	218	139594	152285.64	109	.00	239306	87020.36	64
			83 10 ESD E-RATE	5000	.00	0	35000	33926.40	97	.00	60000	26073.60	57
			88 00 CONTINGENCY	2833	.00	0	19831	.00	0	.00	34000	34000.00	0
			89 00 UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0
			05 ** OTHER	29608	43510.19	147	207256	186212.04	90	.00	355306	169093.96	52
60	**	**	OTHER USES	29608	43510.19	147	207256	186212.04	90	.00	355306	169093.96	52
60	**	**	OLIFE FUND	29608	43510.19	147	207256	186212.04	90	.00	355306	169093.96	52
DIV	9500	TOTAL	*****	29608	43510.19	147	207256	186212.04	90	.00	355306	169093.96	52
DEPT	95	TOTAL	*****	29608	43510.19	147	207256	186212.04	90	.00	355306	169093.96	52
FUND	600	TOTAL	*****	43836	48594.47	111	306852	257983.15	84	.00	526166	268182.85	49



City of The Dalles

FUND 601 QLIFFE CAPITAL FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		17,002	.00		119,014	207,754.92	175	204,026	3,728.92-
300 **		17,002	.00		119,014	207,754.92	175	204,026	3,728.92-
300 ***	BEGINNING BALANCE	17,002	.00		119,014	207,754.92		204,026	3,728.92-
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	1,750	.00		12,250	50.00		21,000	20,950.00
344 **	UTILITY SERVICES	1,750	.00		12,250	50.00		21,000	20,950.00
340 ***	CHARGES FOR SERVICES	1,750	.00		12,250	50.00		21,000	20,950.00
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	50,000.00	1200	29,162	50,000.00	172	50,000	.00
369 **	OTHER MISC REVENUES	4,166	50,000.00	1200	29,162	50,000.00	172	50,000	.00
360 ***	OTHER REVENUES	4,166	50,000.00		29,162	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN IF PMT FROM OTHER FUNDS	1,833	.00		12,831	.00		22,000	22,000.00
90 01	QLIFFE OPERATING FUND	19,942	43,510.19	218	139,594	152,285.64	109	239,306	87,020.36
391 **	OPERATING TRANSFERS IN	21,775	43,510.19	200	152,425	152,285.64	100	261,306	109,020.36
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	21,775	43,510.19		152,425	152,285.64		261,306	109,020.36
	FUND TOTAL QLIFFE CAPITAL FUND	44,693	93,510.19		312,851	410,090.56		536,332	126,241.44





QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 1/21/2010 TO: 2/20/2010

Revenue: Billed as of **2/19/2010** 38,015.52

QLife Monthly Billings

TOTAL: **38,015.52**

Expenditures:  
 NorthSky Fiber Move 2nd Street 17,268.00  
 Commstructure Consulting 922.50  
 Keith Mobley legal 285.00  
 One Call Dig tickets 66.15  
 NWC PUD PoleContracts 5,882.48  
 Wasco Co UCC Membership 40.00  
 Aristo Jan retainer 8,066.00  
 Aristo Dec retainer 4,639.25

TOTAL: **37,169.38**

FUND: CAPITAL 601  
 FISCAL YEAR: 2009-2010  
 PERIOD DETAIL FROM: 1/21/2010 TO: 2/20/2010

Revenue:

TOTAL:

Expenditures:  
 Columbia River Bank Commercial Loan/Interest 11,494.11  
 Mt. Hood Econ Alliance Loan Payment 3,683.30  
 NorthSky 10th/Big Eddy 3,545.00  
 Aristo Eastgateway 3,125.50  
 Aristo Eastgateway 856.98

TOTAL: **22,704.89**

LSN CREDITS

5500

# QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	2/19/10	
TOTAL CUSTOMERS INVOICED		18
TOTAL AMOUNT INVOICED	\$38,015.52	

## **Qlife Technical Report**

**by John Amery**

**February, 2010**

### **1. Unusual Loss on South West Fiber Path**

- The issue of loss on our south west fiber path has come up again. We are experiencing loss in a segment of fiber very close to the fiber we replaced last year. This loss is showing up at sections that do not have splices. This loss is also experiencing an unusual phenomenon in that it appears to vary. We are also continuing to experience the condition of the support member moving or extending in this same area and believe the symptoms to be related.

Plan of Attack:

1. **(Status – Currently Scheduling for 2<sup>nd</sup> weekend of March )**  
We would like to open and audit all the splice cases surrounding this area. If the support member is extended into a case then I believe it is safe to say that the problem exists at this case. This will provide us a scope for the entire area we believe may be bad.
2. Develop a plan to replace all the bad cable.
3. Determine if there is any legal recourse available.

### **2. Redundancy Project**

- No Status

### **3. ~~Brewery Grade Project~~ (Completed)**

- The weekend of January 23<sup>rd</sup> is the schedule maintenance for re-routing the fiber to underground due to the new Brewery Grade Project. This project required completely cutting and re-splicing our backbone fiber heading east out of town on our north route. This required a scheduled outage with many of our customers.