

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday April 27, 2010
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Directly after Budget Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of March 23, 2010 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. March Financial Reports
 - b. List of Disbursements since Last Meeting
6. Reports
 - a. Status of redundancy project
 - b. Status of Wi Fi RFP
 - c. Aristo Operational Management Report – John Amery
7. Next Meeting Dates:

Regular Board Meeting May 25, 2010 3:30pm
8. Adjourn

QLife Network
QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

**Tuesday March 23, 2010
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Following Budget Workshop**

Call to Order

The meeting was called to order by President Ericksen at 5pm

Roll Call

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

Election of 2010 Officers

It was moved by Lennox and seconded by Ahier to re-elect the current slate of officers:
Dan Ericksen, President
Dan Spatz, Vice President
Erick Larson, Sec/Tres.

Approval of Agenda

It was moved by Lennox and seconded by Ahier to approve the agenda as presented. Motion passed unanimously. 2 absent

Approval of March 4, 2010 Minutes QLife Regular Board Meeting

It was moved by Lennox and seconded by Ahier to approve the minutes as submitted. Motion passed unanimously. 2 absent

Financial Report

Young reviewed the financial reports. There were no questions.

Action Item

Adopt FY 2010-11 Financial Priorities Policy – It was moved by Ahier to adopt the FY 2010-11 Financial Priorities as recommended by the Budget Committee, with the intent to fund 7 (c), (d) and (g) in FY 2010-11. Motion was seconded by Lennox. Motion passed unanimously, 2 absent.

It was also the consensus of the Board to have staff add a line item to the budget for scholarships. The Board felt \$2000; with the intent to award one \$1000 scholarship next fiscal year, two if the applications warranted.

Reports

Aristo Operational Management Report – Amery reported on the audit performed on the south span (St. Mary's to Snipes). Still no finite cause of the issue, though it seemed to be less of an issue than originally suspected. He recommended continued auditing.

Young recommended that the Board and Aristo focus on completion of the redundancy/bisector project by the end of this fiscal year. Amery is concerned that with the influx of grant projects splicers are getting busy and it might affect how fast he can get the work done.

Next Meeting Dates:

Regular Board Meeting April 27, 2010 Following Budget Committee Meeting

Adjourn

Being no further business the meeting was adjourned at 5:16pm

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

75% 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 March 31, 2010</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 41,466	\$ 29,492	71.1% * see below
Revenues	\$ 484,700	\$ 352,025	72.6%
Expenditures	\$ 286,860	\$ 154,050	53.7%
Transfers to Capital/Debt Fund	\$ 239,306	\$ 195,796	81.8%
Cash at Month End	\$ -6,660.06 (This fund has \$41,435.52 in receivables as of 03/31/10.)		

** 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:
 - a. The “Outside Plant Maintenance” line item is currently over-expended by \$15,839.08 due to moving the maintenance and service connections for the 1st Street LID project.
 - b. The “Pole Connection” line item is currently over-expended by \$1,482.48, due to an unanticipated PUD requirement to purchase a bond for pole connections. This will be an annual recurring cost.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2009 to March 31, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 204,026	\$ 207,755	101.8%	* see below
Transfers In	\$ 239,306	\$ 195,796	81.8%	
Revenues	\$ 93,000	\$ 58,667	63.1%	
Expenditures	\$ 536,332	\$ 295,544	55.1%	
Cash at Month End	\$ 165,774.59			

** 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. The Engineering line item has been over-expended by \$2,132.75 due to the number of requests for services that require an engineering review.
- 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 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		153,018	207,754.92	136	204,026	3,728.92-
300 **		17,002	.00		153,018	207,754.92	136	204,026	3,728.92-
300 ***	BEGINNING BALANCE	17,002	.00		153,018	207,754.92		204,026	3,728.92-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
331 **	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
330 ***	FEDERAL REVENUES	0	.00		0	.00		0	.00
330	INTERGOVERNMENTAL REVENUE								
340	CHARGES FOR SERVICES								
344 20 00	UTILITY SERVICES	1,750	7,716.75	441	15,750	8,666.75	55	21,000	12,333.25
344 **	CONNECT CHARGES	1,750	7,716.75	441	15,750	8,666.75	55	21,000	12,333.25
340 ***	UTILITY SERVICES	1,750	7,716.75		15,750	8,666.75		21,000	12,333.25
340	CHARGES FOR SERVICES								
360	OTHER REVENUES								
369 00 00	OTHER REVENUES	0	.00		0	.00		0	.00
369 **	OTHER MISC REVENUES	0	.00		0	.00		0	.00
360 ***	ENTERPRISE ZONE PAYMENT	4,166	.00		37,494	50,000.00	133	50,000	.00
369 **	OTHER MISC REVENUES	4,166	.00		37,494	50,000.00	133	50,000	.00
360 ***	OTHER REVENUES	4,166	.00		37,494	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN	1,833	.00		16,497	.00		22,000	22,000.00
391 **	IF PMT FROM OTHER FUNDS	19,942	.00		179,478	195,795.82	109	239,306	43,510.18
391 ***	QLIFE OPERATING FUND	21,775	.00		195,975	195,795.82	100	261,306	65,510.18
393 10 00	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
393 **	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
390 ***	PROCEEDS- LT LIABILITIES	21,775	.00		195,975	195,795.82		261,306	65,510.18
	FUND TOTAL QLIFFE CAPITAL FUND	44,693	7,716.75		402,237	462,217.49		536,332	74,114.51

FUND 601 Q LIFE CAPITAL FUND		DEPT/DIV 6000 Q LIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****			
SUB	OBJ	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% EDGT
66			EXPENSE-ACCOUNT										
660			FINANCIAL OPERATIONS										
	02		MATERIALS & SERVICES										
	34	10	ENGINEERING SERVICES	1000	2307.50	231	9000	14132.75	157	.00	12000	2132.75-	118
		90	OTHER SERVICES	2262	.00	0	13213	20000.00	151	.00	20000	.00	100
	43	86	LINES MNTNCE & SUPPLIES	166	.00	0	1494	.00	0	.00	2000	2000.00	0
	53	40	LEGAL NOTICES	0	.00	0	0	.00	0	.00	0	.00	0
	57	10	PERMIT	0	.00	0	0	.00	0	.00	0	.00	0
	02	**	MATERIALS & SERVICES	3428	2307.50	67	23707	34132.75	144	.00	34000	132.75-	100
	03		CAPITAL OUTLAY										
	72	20	BUILDINGS	166	.00	0	1494	.00	0	.00	2000	2000.00	0
	74	10	COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
	20		TELECOMMUNICATIONS EQUIP	10917	.00	0	114728	35628.75	31	.00	147487	111858.25	24
	76	10	PRIMARY	4166	.00	0	37494	880.00	2	.00	50000	49120.00	2
	20		SECONDARY	9889	56742.20	574	55181	78324.17	142	.00	84848	6523.83	92
	30		POLE MAKE READY COSTS	416	.00	0	3744	.00	0	.00	5000	5000.00	0
	03	**	CAPITAL OUTLAY	25554	56742.20	222	212641	114832.92	54	.00	289335	174502.08	40
	04		DEBT SERVICE										
	79	50	LOAN PRINCIPAL PAYMENTS	11891	11235.72	95	107019	109198.28	102	.00	142693	33494.72	77
	51		CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
	60		LOAN INTEREST PAYMENTS	4336	3941.69	91	39024	37379.75	96	.00	52033	14653.25	72
	90		LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
	04	**	DEBT SERVICE	16227	15177.41	94	146043	146578.03	100	.00	194726	48147.97	75
660	**	**	FINANCIAL OPERATIONS	45209	74227.11	164	382391	295543.70	77	.00	518061	222517.30	57
66	**	**	EXPENSE-ACCOUNT	45209	74227.11	164	382391	295543.70	77	.00	518061	222517.30	57
DIV	6000	TOTAL	*****	45209	74227.11	164	382391	295543.70	77	.00	518061	222517.30	57
DEPT	60	TOTAL	*****	45209	74227.11	164	382391	295543.70	77	.00	518061	222517.30	57

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		3,455	.00		31,095	29,491.42	95	41,466	11,974.58
300 **		3,455	.00		31,095	29,491.42	95	41,466	11,974.58
300 ***	BEGINNING BALANCE	3,455	.00		31,095	29,491.42		41,466	11,974.58
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
341 90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341 **	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
344 10 00	UTILITY SERVICES	29,662	30,740.00	104	266,958	269,590.00	101	355,950	86,360.00
344 15 00	UTILITY SERVICE CHARGES	5,500	5,500.00	100	49,500	44,000.00	89	66,000	22,000.00
344 20 00	LSN CREDITS	187	7,716.75	4127	1,683	3,825.52	227	2,250	1,575.52
344 **	CONNECT CHARGES	35,349	28,523.25	81	318,141	317,415.52	100	424,200	106,784.48
340 ***	UTILITY SERVICES	35,349	28,523.25		318,141	317,415.52		424,200	106,784.48
360	OTHER REVENUES								
361 00 00	CHARGES FOR SERVICES	41	47.42	116	369	683.27	185	500	183.27
361 **	INTEREST REVENUES	41	47.42	116	369	683.27	185	500	183.27
369 00 00	OTHER REVENUES	0	.00		0	.00		0	.00
369 20 00	OTHER MISC REVENUES	5,000	.00		45,000	33,926.40	75	60,000	26,073.60
369 **	E-RATE REIMBURSEMENT	5,000	.00		45,000	33,926.40	75	60,000	26,073.60
360 ***	OTHER MISC REVENUES	5,041	47.42		45,369	34,609.67		60,500	25,890.33
390	OTHER FINANCING SOURCES								
392 00 00	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
392 **	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392 ***	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
FUND TOTAL	QUALITYLIFE AGENCY FUND	43,845	28,570.67		394,605	381,516.61		526,166	144,649.39

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 OLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	\$EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDCY
61		AIRPORT										
610		AIRPORT										
	02	MATERIALS & SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
	69	80 ASSETS < \$5000	0	.00	0	0	.00	0	.00	0	.00	0
	02	** MATERIALS & SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
610	**	** AIRPORT	0	.00	0	0	.00	0	.00	0	.00	0
61	**	** AIRPORT	0	.00	0	0	.00	0	.00	0	.00	0
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
	02	MATERIALS & SERVICES										
	31	10 ADMINISTRATIVE	1666	.00	0	14994	5113.29	34	.00	20000	14896.71	26
	15	COUNTY	416	.00	0	3744	.00	0	.00	5000	5000.00	0
	20	OUTSIDE PLANT MAINTENANCE	1333	.00	0	11997	31839.08	265	.00	16000	15839.08	199
	90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
	32	10 AUDIT	483	.00	0	4347	5600.00	129	.00	5800	200.00	97
	20	LEGAL SERVICES	600	.00	98	5400	2040.00	38	.00	7200	5160.00	28
	34	10 ENGINEERING SERVICES	1616	.00	0	14544	10671.95	73	.00	19400	8728.05	55
	30	NETWORK SYSTEM MANAGEMENT	3275	.00	0	29475	38819.15	132	.00	39300	480.85	99
	50	SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0
	43	10 BUILDINGS AND GROUNDS	166	.00	0	1494	81.50	6	.00	2000	1918.50	4
	25	NETWORK EQUIPMENT	383	.00	0	3447	1190.00	35	.00	4600	3410.00	26
	40	OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
	71	SPL UTILITY EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
	86	LINES MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0
	87	UTILITIES LOCATES	83	9.45	11	747	211.05	28	.00	1000	788.95	21
	44	10 OFFICE SPACE RENTAL	261	.00	0	2349	1566.00	67	.00	3132	1566.00	50
	52	10 LIABILITY	458	.00	0	4122	5164.00	125	.00	5500	336.00	94
	30	PROPERTY	25	.00	0	225	.00	0	.00	300	300.00	0
	53	20 POSTAGE	16	.00	0	144	64.03	45	.00	200	135.97	32
	30	TELEPHONE	54	30.00	56	486	270.00	56	.00	650	380.00	42
	40	LEGAL NOTICES	33	.00	0	297	.00	0	.00	400	400.00	0
	54	00 ADVERTISING	83	.00	0	747	.00	0	.00	1000	1000.00	0
	57	10 PERMIT	33	.00	0	297	.00	0	.00	400	400.00	0
	58	10 TRAVEL, FOOD & LODGING	66	.00	0	594	.00	0	.00	800	800.00	0
	50	TRAINING AND CONFERENCES	16	.00	0	144	.00	0	.00	200	200.00	0
	70	MEMBERSHIPS/DUES/SUBSCRIP	25	.00	0	225	65.00	29	.00	300	235.00	22
	60	10 OFFICE SUPPLIES	41	.00	0	369	21.98	6	.00	500	478.02	4
	69	50 MISCELLANEOUS EXPENSES	41	112.00	273	369	414.44	112	.00	500	85.56	83
	60	POLE CONNECTION FEES	500	.00	0	4500	7482.48	166	.00	6000	1482.48	125
	70	RIGHT OF WAY FEES	889	7185.50	806	8001	7165.50	90	.00	10678	3512.50	67
	02	** MATERIALS & SERVICES	12562	7901.95	63	113058	117779.45	104	.00	150860	33080.55	78
03		CAPITAL OUTLAY										
	74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	14994	2344.00	16	.00	20000	17656.00	12
	78	50 FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0
	03	** CAPITAL OUTLAY	1666	.00	0	14994	2344.00	16	.00	20000	17656.00	12

DETAIL BUDGET REPORT BY CATEGORY
 75% OF YEAR LAPSED

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****ENCUMBR.*****		*****UNENCUMB.*****	
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	\$EXP	ENCUMBR.	BUDGET	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	\$EXP	ENCUMBR.	BALANCE	BDGT
60		OLIFE FUND									
600		OTHER USES									
	05	OTHER									
	81	62 IF PMT TO OTHER FUNDS	1833	.00	0	16497	.00	0	.00	22000	22000.00
	91	OLIFE CAPITAL FUND	19942	.00	0	179478	195795.82	109	.00	239306	43510.18
	83	10 ESD E-RATE	5000	.00	0	45000	33926.40	75	.00	60000	26073.60
	88	00 CONTINGENCY	2833	.00	0	25497	.00	0	.00	34000	34000.00
	89	00 UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00
	05	** OTHER	29608	.00	0	266472	229722.22	86	.00	355306	125583.78
600	**	** OTHER USES	29608	.00	0	266472	229722.22	86	.00	355306	125583.78
60	**	** OLIFE FUND	29608	.00	0	266472	229722.22	86	.00	355306	125583.78
DIV	9500	TOTAL *****	29608	.00	0	266472	229722.22	86	.00	355306	125583.78
DEPT	95	TOTAL *****	29608	.00	0	266472	229722.22	86	.00	355306	125583.78
FUND	600	TOTAL *****	43836	7901.95	18	394524	349845.67	89	.00	526166	176320.33

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: **OPERATING 600**
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 3/17/2010 TO: 4/20/2010

Revenue:	Billed as of	3/20/2010	30,740.00
		4/20/2010	36,592.23
	QLife Monthly Billings		

TOTAL: 67,332.23

Expenditures:			
Keith Mobley	Legal Services		270.00
Commstructures	On Call tech Services		6,141.25
Northsky	10th Street		1,200.00
One Call Concepts	dig tickets		15.75
City of The Dalles	ROW fees		922.20
City of The Dalles	Quarterly Rent/services		4,274.58
Datainterfaces	connectors		424.80

TOTAL: 13,248.58

FUND: **CAPITAL 601**
 FISCAL YEAR: 2009-2010
 PERIOD DETAIL FROM: 3/17/2010 TO: 4/20/2010

Revenue:

Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures	Locate Wire project		1,922.20
Commstructures	East Gateway Project		1,383.75
Hage Electric	Pass through LSN-LaClinica		446.23
Hage Electric	Pass through to County - 911		634.14
Northsky	pass through to LSN LaClinica		2,981.00

TOTAL: 22,544.73

LSN CREDITS

5500

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	3/20/10	
TOTAL CUSTOMERS INVOICED		18
TOTAL AMOUNT INVOICED	\$30,740.00	

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	4/20/10
TOTAL CUSTOMERS INVOICED	18
TOTAL AMOUNT INVOICED	\$36,567.23
<i>NetConnect Cancellation</i>	<i>- 375.-</i>
	<hr/>
	<i>36,192.23</i>