

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

<b>QLife Regular Board Meeting</b>
------------------------------------

Tuesday January 22, 2008  
The Dalles City Hall, 313 Court Street  
**2<sup>nd</sup> Floor Conference Room**  
**5:30 pm**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of December 11, 2007 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. Dec Financial Reports
  - b. List of Disbursements since Last Meeting
  - c. Audit presentation
6. Action Items
  - a. Award Audit Contract
7. Discussion Items
  - a. Budget Schedule & Committee Members
  - b. Annual review of the "Financial Priorities Policy"
8. Reports
  - a. Big Eddy Project 02 Construction
  - b. Fire update
  - c. Aristo Management Report – John Amery
9. Next Meeting Dates:  
Regular Board Meeting: February 26, 2008 5:30 pm
10. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### Minutes

#### QLife Regular Board Meeting

Tuesday December 11, 2007  
The Dalles City Hall, 313 Court Street  
**2<sup>nd</sup> Floor Conference Room**  
**5:30 pm**

#### Call to Order

Meeting was called to order by President Dan Ericksen at 5:40pm

#### Roll Call

In Attendance: Dan Ericksen, Erick Larson, Bill Lennox, Administrator Nolan Young, Recording Secretary Izetta Grossman, Keith Mobley Attorney, Roger Nichols from the Chronicle

#### Approval of Agenda

Mobley read ORS 192.660 (2) (g) into the record requesting an Executive Session be added to the agenda. It was moved by Larson and seconded by Lennox to approve the Agenda as amended. The motion carried unanimously, 2 absent.

#### Approval of November 6, 2007 Minutes QLife Regular Board Meeting

It was moved by Lennox and seconded by Larson to approve the Minutes of the November 6, 2007 meeting as submitted. The motion carried unanimously, 2 absent.

#### Financial Reports

Administrator Young reviewed the following reports.

- a. Oct/Nov Financial Reports
- b. List of Disbursements since Last Meeting

#### **Broehl arrived at 5:42pm**

#### Action Items

a. City Audit RFP – Young explained that the City sends out a RFP for audit services every three years. Broehl moved to follow the City's RFP process and recommendation for audit services; motion was seconded by Larson. The motion carried unanimously, 1 absent.

#### Reports

- a. Big Eddy Project 02 Construction – Young reported that information from the PUD was received and Design LLC is still pursuing.
- b. Fire update – Mobley reports the photos taken weren't high enough resolution, more will be taken soon.
- c. Aristo Management Report – John Amery & Eric Orton were in Salt Lake City training on the new system.

#### Executive Session

The Board adjourned from Regular Session and entered into Executive Session at approximately 5:50pm. Ericksen read into record The Executive Session was held per: ORS 192.660(2)(g) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with other governing bodies in other states or nations.

Reconvene to Open Session

The Board reconvened into Regular Session at approximately 6:10pm

Next Meeting Dates:

Regular Board Meeting: January 22, 2008 5:30 pm

Adjourn

Being no further business the meeting was adjourned at 6:11pm

---

Submitted by/  
Izetta Grossman  
Recording secretary

SIGNED:

Handwritten signature of Erick Larson in cursive script, with the date '1/22/08' written below the signature.

---

Erick Larson, Secretary

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **December 31, 2007**

**BANKING:**

QLife monies are deposited into a separate bank account. As the minimum balance is below the required amount for interest earnings we receive no revenue from this checking account.

The information below is a comparison of budget to actual revenues and expenditures for December 2007 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

50% of the year has passed.

Each fund narrative has four possible paragraphs; 1-is the beginning balance (calculated), 2- is new revenues, 3-is expenditures and 4-if present is budget changes.

**Operations (600):**

**BUDGET COMPARISONS**

	<u>July 1, 2007 to December 31, 2007</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 157,144	40.5%
Expenditures	\$ 466,126	\$ 161,321	34.6%
Cash at Month End		\$7,627.22	

**Exceptions:**

- 1) Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
  - ✓ increased the Beginning Balance by \$27,314
  - ✓ added \$5,000 to Contractual Services line item
  - ✓ added \$8,000 to Travel, Food & Lodging line item
  - ✓ added \$14,314 to Transfers Out to the QLife Capital Fund line item
- 2) The audited beginning balance of \$65,300 is 13,014 less than the estimate for this fiscal year.
- 3) The monthly LSN Credit amount has increased by \$976 due to a new customer. The monthly billing average for LSN Credit is \$5,004, and at this rate should exceed the FY07/08 budgeted estimate by \$5,496 for the year.
- 4) The monthly billing average for the FY07/08 is \$22,205. We excluded the LSN Credits in this calculation. User fees revenue is currently 50.3% of budget.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2007 to December 31, 2007</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 158,230	53.3%
Expenditures	\$ 316,278	\$ 146,122	46.2%
Cash at Month End		\$ 24,979.11	

Exceptions:

- 1) Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
  - ✓ increased the Beginning Balance by \$9,686
  - ✓ increased the Transfers In from the Capital Fund by \$14,314
  - ✓ added \$24,000 to the Columbia River Bank – Principal Payment line item
- 2) The audited beginning balance of \$24,418 is now \$4,985 more than the estimate for FY07/08. We do have reimbursements outstanding of about \$14,000 in fire damage and \$14,093 for Project 02 redundancy that we hope to collect this year.
- 3) Revenue: \$6,068 of the revenue is a connection cost for a new customer.
- 4) Expenditures include \$4,986 in secondary lines for connection of a new customer.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300									
00 00		7,664	.00		32,328	.00		78,314	78,314.00
300	**	7,664	.00		32,328	.00		78,314	78,314.00
300	*** BEGINNING BALANCE	7,664	.00		32,328	.00		78,314	78,314.00
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	** STATE GRANTS	0	.00		0	.00		0	.00
337	LOCAL GOVERNMENT REVENUES								
90 00	LOCAL GOVT REV-PARTNERS	0	.00		0	.00		0	.00
337	** LOCAL GOVERNMENT REVENUES	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	22,543	22,880.00	102	135,258	133,230.00	99	270,510	137,280.00
15 00	LSN CREDITS	4,546	15,012.00	330	27,276	30,024.00	110	54,552	24,528.00
20 00	CONNECT CHARGES	188	4,986.00	2652	1,128	1,350.00	120	2,250	900.00
90 00	DELINQUENT ACCT INTEREST	0	.00		0	.00		0	.00
344	** UTILITY SERVICES	27,277	42,878.00	157	163,662	164,604.00	101	327,312	162,708.00
345	OTHER LINE CHARGES								
10 00	SENIOR RATE ASSISTANCE	0	.00		0	.00		0	.00
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

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
340	CHARGES FOR SERVICES								
345	OTHER LINE CHARGES								
340 ***	CHARGES FOR SERVICES	27,277	42,878.00	157	163,662	164,604.00	101	327,312	162,708.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	42	.00		252	.00		500	500.00
361 **	INTEREST REVENUES	42	.00		252	.00		500	500.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	7,460.00-		0	7,460.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		30,000	.00		60,000	60,000.00
369 **	OTHER MISC REVENUES	5,000	.00		30,000	7,460.00-	25	60,000	67,460.00
360 ***	OTHER REVENUES	5,042	.00		30,252	7,460.00-	25	60,500	67,960.00
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
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		39,983	42,878.00	107	226,242	157,144.00	70	466,126	308,982.00

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
EA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	EDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	02		MATERIALS & SERVICES											
	31	10	ADMINISTRATIVE	1667	.00	0	10002	2828.96	28	.00	20000	17171.04	14	
		15	COUNTY	625	.00	0	1250	.00	0	.00	5000	5000.00	0	
		20	OUTSIDE PLANT MAINTENANCE	1333	.00	0	7998	.00	0	.00	16000	16000.00	0	
		90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0	
	32	10	AUDIT	433	.00	0	2598	3250.00	125	.00	5200	1950.00	63	
		20	LEGAL SERVICES	600	585.00	98	3600	1978.00	55	.00	7200	5222.00	28	
	34	10	ENGINEERING SERVICES	917	.00	0	5502	440.00	8	.00	11000	10560.00	4	
		30	NETWORK SYSTEM MANAGEMENT	2700	.00	0	16200	2000.00	12	16133.00-	32400	46533.00	44-	
		50	SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
	43	10	BUILDINGS AND GROUNDS	167	.00	0	1002	207.61	21	.00	2000	1792.39	10	
		25	NETWORK EQUIPMENT	83	.00	0	498	.00	0	.00	1000	1000.00	0	
		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	LINE MINICE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0	
		87	UTILITIES LOCATES	83	65.00	78	498	258.00	52	.00	1000	742.00	26	
	44	10	OFFICE SPACE RENTAL	140	.00	0	840	420.00	50	.00	1680	1260.00	25	
	52	10	LIABILITY	417	.00	0	2502	.00	0	.00	5000	5000.00	0	
		30	PROPERTY	23	.00	0	138	.00	0	.00	275	275.00	0	
		50	AUTOMOTIVE	0	.00	0	0	.00	0	.00	0	.00	0	
	53	10	NOANET CHARGES	0	.00	0	0	.00	0	.00	0	.00	0	
		20	POSTAGE	17	.00	0	102	56.47	55	.00	200	143.53	28	
		30	TELEPHONE	54	.00	0	324	276.27	85	.00	650	373.73	43	
		40	LEGAL NOTICES	33	.00	0	198	23.76	12	.00	400	376.24	6	
		60	PUBLIC EDUCATION/INFO	0	.00	0	0	.00	0	.00	0	.00	0	
	54	00	ADVERTISING	83	.00	0	498	15.84	3	.00	1000	984.16	2	
	58	10	TRAVEL, FOOD & LODGING	1083	.00	0	2498	55.00	2	.00	9000	8945.00	1	
		50	TRAINING AND CONFERENCES	33	.00	0	198	.00	0	1500.00	400	1100.00-	375	
		70	MEMBERSHIPS/DUES/SUBSCRIP	25	.00	0	150	50.00	33	.00	300	250.00	17	
	60	10	OFFICE SUPPLIES	42	.00	0	252	6.99	3	.00	500	493.01	1	
		85	SPECIAL DEPT SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0	
	69	50	MISCELLANEOUS EXPENSES	42	.00	0	252	99.95	40	.00	500	400.05	20	
		60	POLE CONNECTION FEES	625	.00	0	3750	.00	0	.00	7500	7500.00	0	
	02	**	MATERIALS & SERVICES	11225	650.00	6	60850	11966.85	20	14633.00-	128205	130871.15	2-	
	03		CAPITAL OUTLAY											
		74	20 TELECOMMUNICATIONS EQUIP	1667	.00	0	10002	.00	0	.00	20000	20000.00	0	
		78	50 FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0	
		99	FUTURE CAPITAL PROJECTS	0	.00	0	0	.00	0	.00	0	.00	0	
	03	**	CAPITAL OUTLAY	1667	.00	0	10002	.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	12892	650.00	5	70852	11966.85	17	14633.00-	148205	150871.15	2-	



UND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	EDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMER.	BUDGET	BALANCE	EDGT
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
	05	OTHER										
66	**	** EXPENSE-ACCOUNT	12892	650.00	5	70852	11966.85	17	14633.00-	148205	150871.15	2-
DIV 6000 TOTAL *****			12892	650.00	5	70852	11966.85	17	14633.00-	148205	150871.15	2-
DEPT 60 TOTAL *****			12892	650.00	5	70852	11966.85	17	14633.00-	148205	150871.15	2-
QLIFE			12892	650.00	5	70852	11966.85	17	14633.00-	148205	150871.15	2-

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/						ENCUMER.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BUDGT	
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****							
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		QLIFE FUND										
81	91	QLIFE CAPITAL FUND	20458	18669.25	91	115592	149354.00	129	.00	238345	88991.00	63
83	00	OTHER TRANSFERS	0	.00	0	0	.00	0	.00	0	.00	0
		10 ESD E-RATE	5000	.00	0	30000	.00	0	.00	60000	60000.00	0
88	00	CONTINGENCY	1631	.00	0	9786	.00	0	.00	19576	19576.00	0
89	00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0
05	**	OTHER	27089	18669.25	69	155378	149354.00	96	.00	317921	168567.00	47
600	**	** OTHER USES	27089	18669.25	69	155378	149354.00	96	.00	317921	168567.00	47
60	**	** QLIFE FUND	27089	18669.25	69	155378	149354.00	96	.00	317921	168567.00	47
DIV	9500	TOTAL *****	27089	18669.25	69	155378	149354.00	96	.00	317921	168567.00	47
DEPT	95	TOTAL *****	27089	18669.25	69	155378	149354.00	96	.00	317921	168567.00	47
		OTHER USES	27089	18669.25	69	155378	149354.00	96	.00	317921	168567.00	47
FUND	600	TOTAL *****	39981	19319.25	48	226230	161320.85	71	14633.00-	466126	319438.15	32
		QUALITYLIFE AGENCY FUND	39981	19319.25	48	226230	161320.85	71	14633.00-	466126	319438.15	32

City of The Dalles

FUND 601 Q-LIFE CAPITAL FUND		***** CURRENT *****		***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED	
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		2,023	.00		7,294	.00		19,433	19,433.00
300	**	2,023	.00		7,294	.00		19,433	19,433.00
300	*** BEGINNING BALANCE	2,023	.00		7,294	.00		19,433	19,433.00
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
11 00	OREGON INVESTMENT BOARD	0	.00		0	.00		0	.00
12 00	LOWER JOHN DAY PARTNERSHIP	0	.00		0	.00		0	.00
30 00	OREGON SFAF	0	.00		0	.00		0	.00
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	** STATE GRANTS	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	708	4,986.00-	704	4,248	8,875.86	209	8,500	375.86-
344	** UTILITY SERVICES	708	4,986.00-	704	4,248	8,875.86	209	8,500	375.86-
340	*** CHARGES FOR SERVICES	708	4,986.00-	704	4,248	8,875.86	209	8,500	375.86-
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	0	.00		0	.00		0	.00
361	** INTEREST REVENUES	0	.00		0	.00		0	.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,167	.00		25,002	.00		50,000	50,000.00
369	** OTHER MISC REVENUES	4,167	.00		25,002	.00		50,000	50,000.00

ty of The Dalles

FUND 601 QLIFE CAPITAL FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
360	*** OTHER REVENUES	4,167	.00		25,002	.00		50,000	50,000.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
90 01	QLIFE OPERATING FUND	20,458	18,669.25	91	115,592	149,354.00	129	238,345	88,991.00
391	** OPERATING TRANSFERS IN	20,458	18,669.25	91	115,592	149,354.00	129	238,345	88,991.00
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393	** PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	20,458	18,669.25	91	115,592	149,354.00	129	238,345	88,991.00
FUND TOTAL QLIFE CAPITAL FUND		27,356	13,683.25	50	152,136	158,229.86	104	316,278	158,048.14

JND 601 QLIFE CAPITAL FUND		DEPT/DIV 6000 QLIFE/										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	EDGT
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
	02	MATERIALS & SERVICES										
	34 10	ENGINEERING SERVICES	417	.00	0	2502	1320.00	53	.00	5000	3680.00	26
		90 OTHER SERVICES	417	.00	0	2502	.00	0	.00	5000	5000.00	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	834	.00	0	5004	1320.00	26	.00	10000	8680.00	13
	03	CAPITAL OUTLAY										
	71 10	LAND/RIGHTS OF WAY	0	.00	0	0	.00	0	.00	0	.00	0
	72 20	BUILDINGS	0	.00	0	0	3170.00	0	.00	0	3170.00-	0
	74 10	COMPUTER EQUIPMENT	0	.00	0	0	1615.00	0	.00	0	1615.00-	0
		20 TELECOMMUNICATIONS EQUIP	1732	.00	0	10392	500.49	5	.00	20788	20287.51	2
	76 10	PRIMARY	3125	.00	0	18750	.00	0	.00	37500	37500.00	0
		20 SECONDARY	417	.00	0	2502	23046.67	921	.00	5000	18046.67-	461
		30 ROLE MAKE READY COSTS	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	03 **	CAPITAL OUTLAY	5482	.00	0	32892	28332.16	86	.00	65788	37455.84	43
	04	DEBT SERVICE										
	79 50	LOAN PRINCIPAL PAYMENTS	6048	.00	0	36288	48213.27	133	.00	72572	24358.73	66
		51 CRE PRINCIPAL PAYMENTS	7167	.00	0	31002	24000.00	77	.00	74000	50000.00	32
		60 LOAN INTEREST PAYMENTS	7016	.00	0	42096	44256.27	105	.00	84191	39934.73	53
		90 LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
	04 **	DEBT SERVICE	20231	.00	0	109386	116469.54	107	.00	230763	114293.46	51
660 ** **		FINANCIAL OPERATIONS	26547	.00	0	147282	146121.70	99	.00	306551	160429.30	48
66 ** **		EXPENSE-ACCOUNT	26547	.00	0	147282	146121.70	99	.00	306551	160429.30	48
DIV 6000		TOTAL *****	26547	.00	0	147282	146121.70	99	.00	306551	160429.30	48
DEPT 60		TOTAL *****	26547	.00	0	147282	146121.70	99	.00	306551	160429.30	48
		QLIFE	26547	.00	0	147282	146121.70	99	.00	306551	160429.30	48



QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2007-2008		
PERIOD DETAIL	FROM:	11/22/2007 TO:	12/21/2007
Revenue:	Billed as of		22,880.00
	QLife Monthly Billings		
TOTAL:			22,880.00
Expenditures:			
Embarq	Telephone		62.21
City of The Dalles	postage		8.74
Locating Inc	utility locate		65.00
Commstructures	Co lo work Qnect/MCMC/MCEDD/D21/Google		4,020.00
One Call	locates		12.60
Commstructures	OSP training		2,475.00
Advanced Fiber optics	OSP training		1,500.00
Keith Mobley	Legal		585.00
ESRI	OSP ArcEditor license		7,011.35
TOTAL:			15,739.90

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2007-2008		
PERIOD DETAIL	FROM:	11/22/2007 TO:	12/21/007
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest due thru 12/23		4,536.78
Mt. Hood Econ Alliance	Loan Payment		3,683.30
MCEDD	Loan Payment		3,514.88
MCEDD	Loan Payment		2,783.16
TOTAL:			14,518.12

**QLife Network**

QualityLife Intergovernmental Agency

INVOICE SUMMARY	12/20/07
TOTAL CUSTOMERS INVOICED	14
TOTAL AMOUNT INVOICED	\$22,880.00





**COLUMBIA  
RIVER  
BANK**

STATEMENT OF ACCOUNT • RETAIN FOR YOUR RECORDS 000010400139

www.columbiariverbank.com

**APPROVED FOR PAYMENT**  
**ACCT# 601.6000.660.79.60**  
**DATE 11/27/07 NY**  
**AMT \$4536.78**

QUALITY LIFE INTERGOVERNMENTAL  
 AGENCY  
 c/o CITY OF THE DALLES  
 313 COURT STREET  
 THE DALLES OR 97058

LOAN: 59007  
 AS OF: 11/23/07

**\* L O A N P A Y M E N T \***

PAGE 1

LOAN TYPE:	COMMERCIAL NO RE	MATURITY DATE:	06/07/08
PRINCIPAL BALANCE:	644,279.71	ORIGINAL LOAN DATE:	07/10/03
CURRENT RATE:	8.5000	TOTAL ADVANCES:	668,800.00
INTEREST THRU 11/25/07:	2,863.45	INTEREST PAID 2007:	56,823.25
ONE DAY'S INTEREST:	152.12	DATE OF LAST PAYMENT:	11/07/07
		LAST PAYMENT AMOUNT:	4,790.30

COLLATERAL/PROPERTY: UNSECURED

DATE PAYMENT DUE:	12/07/07
INTEREST DUE:	4,536.78
TOTAL AMOUNT DUE:	4,536.78

\*\*\*\*\*

ADD ADDITIONAL LATE CHARGE OF 200.00 IF NO PAYMENT IS RECEIVED BY 12/18/07

\* \* PLEASE RETURN THIS PORTION WITH YOUR PAYMENT \* \*

**L O A N P A Y M E N T N O T I C E**

QUALITY LIFE INTERGOVERNMENTAL  
 AGENCY  
 c/o CITY OF THE DALLES  
 313 COURT STREET  
 THE DALLES OR 97058

TOTAL AMOUNT DUE: 4,536.78  
 ADDITIONAL PRINCIPAL:  
 ADDITIONAL PAYMENT:

AMOUNT ENCLOSED: \$

DATE PAYMENT DUE: 12/07/07  
 LOAN TYPE: COMMERCIAL NO RE  
 LOAN NUMBER: 59007  
 REGULAR PAYMENT T/C: 325  
24 Hour Customer Service Center

COLUMBIA RIVER BANK  
 P O BOX 1050  
 THE DALLES OR 97058-9030  
 Toll Free 1-888-600-8702 Ext. 100





25758 1/3

Payment Options & Contact Info

Current Charges At-A-Glance

**i** Retail Store in Your Area  
See Embarq Website

Pay Online  
EMBARQ.com/myaccount

Pay by Phone  
1-877-813-7604

Customer Service  
1-877-436-2277

Repair Service  
1-800-788-3600

Internet Address  
EMBARQ.com/business

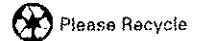
EMBARQ Services	Total
Local Services - Page 3	36.12
Long Distance - Page 3	12.71
Taxes and Surcharges - Page 4	13.38
<b>Total Current Charges</b>	<b>\$62.21</b>

APPROVED FOR PAYMENT  
ACCT# 600.6000.660.53.30  
DATE 11/20/07 BY \_\_\_\_\_  
AMT \$62.21

Previous Balance	Payments & Adjustments	Balance	Total Current Charges	Total Amount Due
53.50	-53.50	.00	62.21	<b>\$62.21</b>

Current Charges Due By: 12/06/07  
If received after January 5: \$62.76

36



Please return this portion with payment

Customer Service  
1-877-436-2277

Internet Address  
EMBARQ.com/business

Account Number  
541-296-2751-715



Due Date: December 6, 2007  
Total Amount Due: \$62.21  
\$62.76 if received after January 5

Amount Enclosed: \$ \_\_\_\_\_

Write your 13-digit account number on check  
Make checks payable to:

Embarq  
PO Box 660068  
Dallas TX 75266-0068

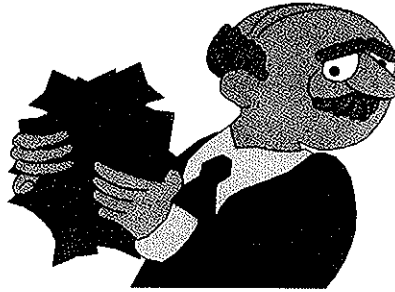


AV 01 060694 29221B225 A\*\*5DGT



QUALITYLIFE INTERGOVERNMENTAL  
AGENCY  
ATTN: DANIEL W IZZO  
313 COURT ST  
THE DALLES OR 97058-2111

# QLIFE



## CHECK REQUEST

**DATE:** 11/28/2007

**AMOUNT:** \$8.74

**PAY TO:** CITY OF THE DALLES

**REASON:** FINANCE PAID FOR POSTAGE REIMB FOR PETTY CASH  
DEPOSIT TO 001-0900-415-60-10

**ACCOUNT (S)** 600-6000-660-53-20

**DATE:** 11/28/2007

**REQUESTED BY :** LISA ROWLAND

**DEPT APPROVAL:** \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'M.J.', written over a horizontal line.

# **Locatinginc.**

**underground utilities**

## INVOICE

Invoice Number: Invoice Date:

7326

11/30/2007

**BILL TO:** Q Life  
313 Court St  
The Dalles OR 97058

**ADDRESS OF LOCATE:** RR tracks The Dalles Or

Contact Name: Jim Schwing Contact Phone: (541) 296-5481 PO / Check Number:

Date Located: 11/08/2007 Locator's Name: Rex Lyons

AMOUNT DUE:	Charged Hours:	Rate Per Hour:	Total Amount Due:	Terms:
	0.50	\$65.00	\$32.50	On Receipt

APPROVED FOR PAYMENT  
ACCT# 600, 6000, 660, 43, 87  
DATE 11/30/07 BY \_\_\_\_\_  
AMT# 32.50

**REMIT TO:** Please Include Above Invoice Number When Remitting Payment

P.O. Box 932158  
Atlanta, GA 31193-2158  
(425) 392-6412

# **Locating***inc.*

**underground utilities**

## INVOICE

Invoice Number: Invoice Date:

7327

11/30/2007

**BILL TO:** Q Life  
313 Court St  
The Dalles Or 97058

**ADDRESS OF LOCATE:** Columbia & Crets The Dalles OR

Contact Name: Jim Schwinoff Contact Phone: (541) 296-5481 PO/Check Number:

Date Located: 11/14/2007 Locator's Name: Rex Lyons

AMOUNT DUE:	Charged Hours:	Rate Per Hour:	Total Amount Due:	Terms:
	0.50	\$65.00	\$32.50	On Receipt

APPROVED FOR PAYMENT  
ACCT# 600.6000, 660.43.87  
DATE 11/30/07 BY \_\_\_\_\_  
AMT 32.50

**REMIT TO:** Please Include Above Invoice Number When Remitting Payment

P.O. Box 932158  
Atlanta, GA 31193-2158  
(425) 392-6412

**ONE CALL CONCEPTS, INC.**  
 7223 Parkway Dr., Suite 210  
 Hanover, MD 21076  
 (410) 712-0082

**INVOICE**

QUALITYLIFE INTERGOVERNMENTAL AGENCY  
 ATTN: LISA ROWLAND  
 313 COURT ST  
 THE DALLES, OR 97058

**APPROVED FOR PAYMENT**  
 ACCT# 600, 6000, 660.43.87  
 DATE 12/19/07 BY [Signature]  
 AMT \$12.60

Invoice No.	Invoice Date	Month of Service	Account #	Terminal ID
7119358	11/30/07	NOVEMBER	0001173	QIA01

Current costs associated with your participation in **OREGON UTILITY NOTIFICATION CENTER.**

<u>DESCRIPTION</u>		<u>AMOUNT</u>
Regular tickets	12	\$12.60
Other tickets	-	-

**TOTAL DUE** \$12.60

**Starting January 2008, there will be a 1.5% LATE CHARGE on balances past 60 days.**

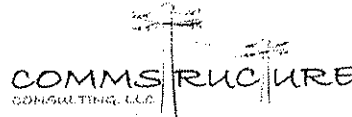
REMITTANCE COPY

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Account Number	09 - 0001173
Invoice Number	7119358
Invoice Date	11/30/07
Amount	\$12.60

Make check payable to : **One Call Concepts, Inc.**  
 7223 Parkway Drive  
 Suite 210  
 Hanover, Maryland 21076

Commstructure Consulting, LLC  
 16348 Wittke Court  
 Oregon City, OR 97045



# Invoice

Date	Invoice #
12/20/2007	2007-151

Bill To

Q-Life  
 313 Court Street  
 The Dalles, OR 97058  
 Attn: Nolan Young

APPROVED FOR PAYMENT  
 ACCT# ~~600.6000.660.34.10~~  
 DATE 12/20/07 BY [Signature]  
 AMT \$4020.-

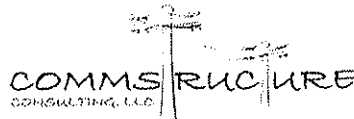
Project No. / PO No.	Terms	Project
Work Order # 3	Net 30	On-Call Technical Consulting Services

Item	Description	Qty	Rate	Amount
OSP Designer	OSP Designer CoLo Room Coordination & Layout - 1; MCMC NJUNS Application - 1: w/e 9/9/07	2	100.00	200.00
OSP Designer	OSP Designer Design Layout & Bid Coordination - District 21 - 1; MCEDD - 1; Qnect - 1: w/e 9/14/07	3	100.00	300.00
OSP Designer	OSP Designer Opinion of Probable Cost - MCEDD - 1; Qnect - 1; Distict 21 Coordination - 1: w/e 9/21/07	3	100.00	300.00
OSP Designer	OSP Designer Construction Coordination: Qnect - 1; District 21 - 1: w/e 9/28/07	2	100.00	200.00
OSP Designer	OSP Designer Construction Coordination: Qnect - 1; District 21 - 1; Obtain Cable Quotes for Restoration and New Customer Connects - 1: w/e 10/5/07	3	100.00	300.00
OSP Designer	OSP Designer Construction Coordination: Qnect - 2; District 21 - 2: w/e 10/12/07	4	100.00	400.00
Project Coordinat...	Project Coordinator / Designer to assist Manager Field Data Collection, Pole Attachment Measurements & Design Update for Qnect: w/e 10/12/07	6	70.00	420.00
OSP Designer	OSP Designer Construction Coordination: Qnect - 2; District 21 - 2; NJUNS Application for Qnect - 1: w/e 10/19/07	5	100.00	500.00
OSP Designer	OSP Designer Construction Coordination: Qnect - 2; District 21 - 2; w/e 10/26/07	4	100.00	400.00
OSP Designer	OSP Designer Splicing Coordination & Wrap Up: Qnect - 1; District 21 - 1; w/e 11/02/07	2	100.00	200.00

Thank you for the opportunity to provide you with Technical Consulting Services.	<b>Total</b>
--	--------------

**Balance Due**

Commstructure Consulting, LLC  
 16348 Wittke Court  
 Oregon City, OR 97045



# Invoice

Date	Invoice #
12/20/2007	2007-151

**Bill To**

Q-Life  
 313 Court Street  
 The Dalles, OR 97058  
 Attn: Nolan Young

Project No. / PO No.	Terms	Project
Work Order # 3	Net 30	On-Call Technical Consulting Services

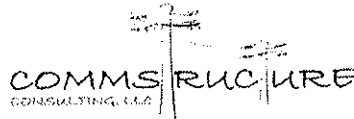
Item	Description	Qty	Rate	Amount
OSP Designer	OSP Designer Google - Port to Dufer: Route Planning, OPC & Discussions 5; NWCPUD Big Eddy Letter 1	6	100.00	600.00
OSP Designer	OSP Designer Google Discussions & Updates 1; Wasco County Workstation Coordination 1	2	100.00	200.00
Progress Billing for costs incurred: 09/01/2007 through 12/21/2007				

Thank you for the opportunity to provide you with Technical Consulting Services.	<b>Total</b>	\$4,020.00
--	--------------	------------

<b>Balance Due</b>	\$4,020.00
--------------------	------------



Commstructure Consulting, LLC  
 16348 Wittke Court  
 Oregon City, OR 97045



# Invoice

Date	Invoice #
12/20/2007	2007-150

Bill To

Q-Life  
 313 Court Street  
 The Dalles, OR 97058  
 Attn: Nolan Young

APPROVED FOR PAYMENT  
 ACCT# 600.6000.660.58.50  
 DATE 12/26/07 BY [Signature]  
 AMT \$2475.-

Project No. / PO No.	Terms	Project
Work Order # 3	Net 30	On-Call Technical Consulting Services

Item	Description	Qty	Rate	Amount
OSP Designer	OSP Designer - Discounted 30% from \$ 100.00 to \$ 70.00 less Training Cost: \$ 70.00 x 40 hours = \$ 2,800.00 - \$ 1,500.00 training = \$ 1,300.00	1	1,300.00	1,300.00
Reimbursables	Air Fare & Parking	1	400.00	400.00
Reimbursables	Hotel	4	100.00	400.00
Reimbursables	Car	1	125.00	125.00
Reimbursables	Meals	5	50.00	250.00
	OSP Insight Training in Salt Lake City *Reimbursables as quoted per e-mail to Nolan & Q-Life 9/11/2007			
	HAPPY HOLIDAYS!!!			

Thank you for the opportunity to provide you with Technical Consulting Services.	<b>Total</b>	\$2,475.00
--	--------------	------------

<b>Balance Due</b>	\$2,475.00
--------------------	------------



INVOICE **SW-07-141**  
 DATE 12/12/2007  
 PROJECT **178-0 City of D...**

Advance Fiber Optics Incorporated

# INVOICE

<b>BILL TO</b>	<b>SHIP TO</b>	<b>REMIT PAYMENT TO</b>
CITY OF DALLES FINANCE DEPT. 313 COURT ST THE DALLES, OR 97058		ADVANCE FIBER OPTICS, INC. PO BOX 27942 SALT LAKE CITY, UTAH 84127-0942

<b>PO NUMBER</b>	<b>TERMS</b>	<b>REPRESENTATIVE</b>
986586	Net 30	LWK

ITEM	QUANT...	DESCRIPTION	RATE	AMOUNT
spm-e...	1	OSPINSIGHT - EDIT FOR MAPINFO TRAINING	1,500.00	1,500.00

SEE INVOICE DETAIL FOR FURTHER INFORMATION		Subtotal	\$1,500.00
<b>Due Date</b>		Sales Tax (0.0%)	\$0.00
1/11/2008		<b>Total</b>	<b>\$1,500.00</b>



Advance Fiber Optics, Inc.

# Invoice Detail

For OSPInSight® Edit Training  
 www.ospinsight.com  
 December 10, 2007

**Bill To:**  
 City of The Dalles  
 Attn: Office of the City Manager  
 313 Court Street  
 The Dalles, OR 97058

**Ship To:**  
 City of The Dalles  
 Attn: Office of the City Manager  
 313 Court Street  
 The Dalles, OR 97058

**End User & Contact:**  
 City of The Dalles  
 Attn: Office of the City Manager  
 313 Court Street  
 The Dalles, OR 97058

<b>Customer P. O. Number</b>	<b>Terms</b>	<b>QID-178-0</b>	<b>Invoice Detail Representative</b>
PO 986586	NET 30 DAYS	SW-07-141	Laurie Kocherhans off: 801-936-0970 x 113 fax: 801-936-09776 e-mail: laurie.k@advancefiber.com
<b>Company Name/Address/Contact</b>	City of The Dalles, Office of the City Manager, 313 Court Street, The Dalles, OR 97058.		

**Send Payment To** Advance Fiber Optics Attn: Accounts Receivable P.O. Box 27942 North Salt Lake, UT 84127

OSPInSight®						
Line	Ref#	Product ID	Qty.	Description	Unit (\$)	Total (\$)
1	UT-5000	ospm-e-ma-train	1	OSPInSight® Edit for ESRI Training at SLC (December 11-14, 2007). Participants are responsible for own travel and expenses.	\$1,500.00	\$1,500.00
						\$0.00
				Shipping and handling		
DATE SHIPPED		CSD Update		Note: Pricing does not include freight, insurance, import duties and taxes, US state and local taxes, or shipping and handling expenses. Net 30 days.	<b>SUBTOTAL</b>	
Packer					<b>TAX</b>	
Carrier					Tax Exempt#	
Tracking #					<b>TOTAL</b>	
						\$1,500.00

**Keith A. Mobley**

*Law Office*

E-Mail: mobley@ortelco.net

*By Appointment Only*

P.O. Box 537 (141 Main Street)

Dufur, OR 97021

(541) 467-2228

Mobile Office Telephone: (541) 993-2086

Facsimile (541) 467-2248

---

**STATEMENT OF ACCOUNT**

---

December 1, 2007

**Re: Claim against Union Pacific Railroad for damage caused by fire**

TO PROFESSIONAL SERVICES in this matter:

Wed Nov 28, 07 - Time Entry - 0.10 Billable hours @ Normal rate of 150.00

File: QLife - UPRR Fire Claim - QLife/985-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity Code:

call, leave message for John Amery re need for pictures;

Mon Nov 26, 07 - Time Entry - 0.10 Billable hours @ Normal rate of 150.00

File: QLife - UPRR Fire Claim - QLife/985-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity Code:

e-mail to John Amery requesting pictures for proof of fire location on UPRR claim;

AND to all other activities, telephone calls, e-mail and correspondence in connection with the conduct of this matter.

Total Time: 0.20 hours

For Legal Services:

\$ 30.00

APPROVED FOR PAYMENT

ACCT# 600.6000.660.32.20

DATE 12/3/07 BY [Signature]

AMT \$30<sup>00</sup>

**Keith A. Mobley**

*Law Office*

E-Mail: mobley@ortelco.net

*By Appointment Only*

P.O. Box 537 (141 Main Street)

Dufur, OR 97021

(541) 467-2228

Mobile Office Telephone: (541) 993-2086

Facsimile (541) 467-2248

---

**STATEMENT OF ACCOUNT**

---

December 1, 2007

**Re: Legal Counsel for QLife Network for 2007**

TO PROFESSIONAL SERVICES in this matter:

Tue Nov 6, 07 - Time Entry - 1.00 Billable hours @ Normal rate of 150.00

File: QLife Network 2007 - QLife/261-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity:

prepare for and attend QLife Board meeting;

AND to all other activities, telephone calls, e-mail and correspondence in connection with the conduct of this matter.

Total Time: 1.00 hours

For Legal Services:

\$ 150.00

APPROVED FOR PAYMENT  
ACCT# 600.6000.600.32<sup>20</sup>  
DATE 12/3/07 BY *MM*  
AMT \$150-

**Keith A. Mobley**

*Law Office*

E-Mail: mobley@ortelco.net

*By Appointment Only*

P.O. Box 537 (141 Main Street)

Dufur, OR 97021

(541) 467-2228

Mobile Office Telephone: (541) 993-2086

Facsimile (541) 467-2248

---

**STATEMENT OF ACCOUNT**

---

December 1, 2007

**Re: Project: Fiber from The Dalles to Maupin**

TO PROFESSIONAL SERVICES in this matter:

Fri Nov 30, 07 - Time Entry - 0.20 Billable hours @ Normal rate of 150.00

File: QLife - Fiber South - QLife/993-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity:

e-mail from Erik Orton with map prepared by Tycho Granville, easements across private land may be needed;

Wed Nov 28, 07 - Time Entry - 0.20 Billable hours @ Normal rate of 150.00

File: QLife - Fiber South - QLife/993-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity:

call Erik Orton, report access appears to be along county roads, learn CLEC status may be required for builder/owner of fiber installation;

Tue Nov 27, 07 - Time Entry - 0.80 Billable hours @ Normal rate of 150.00

File: QLife - Fiber South - QLife/993-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity:

participate in conference call, visit Wasco County Road Department, research possible route, call, leave message for Erik Orton;

Mon Nov 26, 07 - Time Entry - 0.20 Billable hours @ Normal rate of 150.00

File: QLife - Fiber South - QLife/993-07

Client: QualityLife Intergovernmental Agency dba QLife Network

Activity:

e-mail;

Wed Nov 21, 07 - Time Entry - 0.40 Billable hours @ Normal rate of 150.00  
File: QLife - Fiber South - QLife/993-07  
Client: QualityLife Intergovernmental Agency dba QLife Network  
Activity:  
various e-mail;

Mon Nov 19, 07 - Time Entry - 0.30 Billable hours @ Normal rate of 150.00  
File: QLife - Fiber South - QLife/993-07  
Client: QualityLife Intergovernmental Agency dba QLife Network  
Activity:  
various e-mail re project;

Mon Nov 12, 07 - Time Entry - 0.10 Billable hours @ Normal rate of 150.00  
File: QLife - Fiber South - QLife/993-07  
Client: QualityLife Intergovernmental Agency dba QLife Network  
Activity:  
e-mail from Erik Orton;

Fri Nov 2, 07 - Time Entry - 0.40 Billable hours @ Normal rate of 150.00  
File: QLife - Fiber South - QLife/993-07  
Client: QualityLife Intergovernmental Agency dba QLife Network  
Activity:  
e-mails from and to Nolan Young with estimates re easement costs;

Thu Nov 1, 07 - Time Entry - 0.10 Billable hours @ Normal rate of 150.00  
File: QLife - Fiber South - QLife/993-07  
Client: QualityLife Intergovernmental Agency dba QLife Network  
Activity:  
e-mail from Nolan regarding requested estimate;

AND to all other activities, telephone calls, e-mail and correspondence in connection with the conduct of this matter.

Total Time: 2.70 hours

For Legal Services:

\$ 405.00

APPROVED FOR PAYMENT  
ACCT# 600.6000.600.32.20  
DATE 12/3/07 BY [Signature]  
AMT \$405.00



Invoice : 91661694  
Order : 1714157  
Customer : 125314  
Customer PO : 4443  
P.O. Date : 12/04/2007  
End User : 125314  
Project :

Document date : 12/06/2007  
Delivery : 81128426  
Contract :

COUNTY OF WASCO

Phone: (909)793-2853

*Bill to:*

Randy Christiansen  
COUNTY OF WASCO  
INFORMATION SERVICES DEPT  
511 WASHINGTON ST STE B16  
THE DALLES OR 97058

**Invoice**

Page : 1

*Ship to:*

Randy Christiansen  
COUNTY OF WASCO  
INFORMATION SERVICES DEPT  
511 WASHINGTON ST STE B16  
THE DALLES OR 97058

For questions regarding this document, please contact Customer Service at 888-377-4575.  
Terms of payment: Net Due 30 days, no discount

Item	Qty	Product Number	Price
1000	1	86353 ArcEditor Concurrent Use License	7,000.00
2000	1	105598 ArcGIS 9.2 with USB Key Installation Package	
2010	1	108233 ArcGIS Desktop 9.2 Installation Package	
2020	1	107870 ArcGIS and Concurrent Use PC CPU ID USB Black Hardware Key Assembly	
			Items total 7,000.00
			Subtotal 7,000.00
			Shipping & Handling 11.35
			<b>Total: \$ 7,011.35</b>

APPROVED FOR PAYMENT  
ACCT# 600.6000.660.74.20  
DATE 12/13/07 BY [Signature]  
AMT \$7011.35





## PURCHASE ORDER


Vendor: ESRI Date: 12-4-07  
 Address: 606 Columbia St. NW, Ste 300 PO#: 4443  
Olympia, WA 98501

Purchased By/Mail Invoice To: Ship To (if address is different than purchaser):  
 Dept: Information Services Dept: \_\_\_\_\_  
 Attn: Randy Christiansen Address: \_\_\_\_\_  
 Address: 21511 Washington St Ste B16 City/State/Zip: \_\_\_\_\_  
 City/State/Zip: The Dalles, OR 97058 Phone: (541) 506-2554 Fax: 541-506-2551

LINE NO.	VENDOR PART #	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL	BUDGET ACCOUNT NO.
1	86353	Arc Editor Concurrent Use	1	7,000.00	7,000.00	
2		License				
3	105598	Arc GIS 9.2 with USB	1	0.00	0.00	
4		Key Installation Package				
5						
6		For QLife PC				
7						
8						
9						
10						

FREIGHT 11.35  
 TOTAL 7,011.35

Please put P.O. number on all invoices, packing slips and correspondence.  
 NO C.O.D. shipments without prior approval.

  
 \_\_\_\_\_  
 Approved by Department Head

**QUALITYLIFE INTERGOVERNMENTAL AGENCY**  
**doing business as**

**“QLife Network”**

**BUDGET CALENDAR**  
Fiscal Years 2008-2009

January 22, 2008	Board appoints Budget Officer and Committee member(s) as needed.
January 22, 2008	Board reviews and considers amendment of current Financial Priorities Policy.
February 26, 2008	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.
April 2, 2008	Publish First Notice of Budget Committee Meeting (not more than 30 days prior to the meeting)
April 14, 2008	Budget Officer sends out proposed 2008-2009 Budget.
April 16, 2008	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 22, 2008	Budget Committee meets and: <ol style="list-style-type: none"><li>1. Approves the tentative 2008-2009 Budget.</li><li>2. Forwards tentative 2008-2009 Budget to the City of The Dalles and Wasco County for review and comment.</li><li>3. Sets a public hearing on the budget document in compliance with ORS 294.920.</li></ol>
May 30, 2008	Publish notice of Budget Hearing (not less than 5 or more than 30 days prior to Public Hearing)
May/June	City Council & County Court approve Budget prior to June 17 <sup>th</sup> Public Hearing
June 17, 2008	Public hearing on budget document, QLife Network Board of Directors unanimously (QLife IGA, section 1.3.7) enact resolution adopting budget for period July 1, 2008 – June 30, 2009.
July 13, 2008	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>

**QUALITYLIFE NETWORK INTERGOVERNMENTAL AGENCY POLICY**  
**Proposed Financial Priorities for Fiscal Year 2008-2009**

---

**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 by the construction of the original plant, or any expansions of that plant.
3. Refinance at 7 year amortization, Columbia River Bank Loan.
4. Up to \$20,000 for upgrading and replacement of the electronics of the system to always maintain agreed-upon capacity for QLife customers.
5. Construct 3 or 4 Pilot Wireless Network hot spots.
6. Up to \$20,000 to assist new customers with build out of connection.
7. Either fund or create a reserve to fund Phase I of system redundancy project (\$70,000+).
8. Either fund or create a reserve to fund Phase II of system redundancy project (\$37,000).
9. Additional CRB Loan principal payments.
10. An amount to retire additional debt of the Agency not yet due.

11. 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 gross revenue (currently 3%).
12. The Creation of a reserve to extend fiber optic service to other parts of Wasco County.
13. 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 February 26, 2008.


---

Dan Ericksen, President

**QLife Network**  
QualityLife Intergovernmental Agency

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Nolan K. Young, Contract Staff 

**DATE:** September 7, 2007

**SUBJECT:** Discussion on system redundancy

**BACKGROUND:**

At the last Board meeting after hearing a report from John Amery and receiving a QLife redundancy build out plan cost estimate the Board asked that the technical and financial staff talk about the potential phasing of the project .

Attached is the total fixed cost \$106,740 with a cost per customer who will have automatic switching of about \$1750. There is also an anticipated \$10,000 in annual maintenance costs.

As we look at the potential phasing of the project, the project could be broke down into two phases with the first phase costing approximately \$70,000 and the last phase costing about \$37,000. All that would be gained with Phase I is the initial installation of the primary facilities at St. Mary's with limited customers obtaining manual switching ability. What we will be buying for \$106,740 is the ability to manually switch customers to either side of the loop if there is a break in the system. Currently if a break happens we would need to do actual splicing in order to shift customers to an available route on the system. For an additional \$1750 per customer that manual switching can changed to an automatic switching to those customers that pay for that service. We are recommending a 24% surcharge for that service.

**BUDGET IMPLICATIONS:**

As we look at the budget we currently have \$58,288 available that could be used for this project. We have an additional \$9,000 in contingency. If the board wished to make no CRB principal payments this year that \$50,000 could be directed to this project providing sufficient funds to build out the redundancy plan.

**REDUNDANCY VS. WI FI:**

One WiFi model is to have QLife install limited portions of the system beginning with the downtown area. This would make the system available for any ISP to sell value added

services on. One of the ways of doing that is to incur additional debt; a second method would be to use the \$57,000 currently available.

**BOARD ACTION:**

1. Direct staff to prepare plans for potential construction of a redundancy system in 2008 and hold in reserve funds budgeted for this purpose until next year. Further direct staff to investigate the cost of installing a WiFi system in the downtown area with a potential 5 year loan and bring this information back to the board at their next meeting.
2. Direct the staff to utilize the \$57,000 currently available for system redundancy to develop a WiFi system in the downtown area and bring back a recommendation to the board at the next meeting.
3. Direct staff to prepare a budget amendment directing the \$50,000 in CRB loan principal payments to the system redundancy project and to proceed with the project.

**Through Cooperation of the City of The Dalles and Wasco County**  
313 Court Street, The Dalles, Oregon 97058 541/ 296-5481

**Keith A. Mobley**

*Law Office*

E-Mail: mobley@ortelco.net

*By Appointment Only*

P.O. Box 537 (141 Main Street)  
Dufur, OR 97021  
(541) 467-2228  
Facsimile (541) 467-2248

Mobile Office Telephone: (541) 993-2086

January 22, 2008

*Copy*

Mr. P.L. Jenkins, MGR,  
Property Damage & Collections  
ATTN: Paul L. Jenkins, Claim Rep.  
111 South Magnolia St.  
Palestine, TX 75801

Re: Claim for fire damage, June 23, 2007 in The Dalles, Oregon — *17,550.22*

Dear Mr. Jenkins:

Enclosed is the completed claim form with supporting attachments.

The claimant is an intergovernmental agency created and operated by the City of The Dalles and Wasco County for the purpose of bringing an open access broadband network and economic development opportunities to the city and county. A loop of 144 strand fiber optic cable was installed by this entity, and it currently serves all of the major public institutions in the city and county. It also serves a large data center.

The claimant does business as QLife Network. I have enclosed Oregon Corporation Division information on the entity with this claim.

If you have any questions, please let me know.

Sincerely,

Keith A. Mobley

Encl.

c: *✓* Board of Directors

October 22, 2007

Date

620640

Claimant's Reference No.

FORM 52014 (Rev. 6-88)  
Replaces 2678

**UNION PACIFIC RAILROAD  
PROPERTY DAMAGE CLAIM PRESENTATION**

Union Pacific Railroad Claim Processing  
111 S. Magnolia Street, Palestine, Texas 75801

Instructions for preparation of this form and required supporting documents are on the reverse side. U.P. employees see reverse side.

The following information must be supplied to constitute a valid claim.

1. This claim in the total amount of \$ 17,550.22 (NOTE 1 REVERSE SIDE) is made by the party named below.
2. Date and time damage occurred June 23, 2007 13:10-18:40 PDT
3. Location where damage occurred 2000 block, West Second Street, The Dalles, Oregon (NOTE 2 REVERSE SIDE)
4. Weather conditions Sunny, winds moderate, blowing from west to southwest (NOTE 3 REVERSE SIDE)
5. Describe property damaged Fiber optic cable suspended from power poles (NOTE 4 REVERSE SIDE)
6. List all owners of the damaged property (including address and phone number) Owner is an QualityLife Intergovernmental Agency, 313 Court Street, The Dalles, OR 97058; Telephone Number 541-298-5481, extension 1118 (Nolan Young)
7. If property was financed or mortgaged, advise name and address of lienholder. Not applicable
8. If property was insured, advise name and address of insurance company, policy no. and your Agent's name and phone number Fiber optic cable is not insured.
9. Has a claim been made against insurance company? Not applicable
10. Describe cause of damage Fire started from train that passed through the crossing at Hostetler Road in The Dalles. There were multiple starts at the west end of the fire, and they all burned east to northeast. See attached reports. (NOTE 5 REVERSE SIDE)
11. Names, addresses and phone numbers of witnesses See attached reports.
12. Was anyone injured as a result of this accident? If yes, please provide names and addresses No.

\* \* \*

I CERTIFY THAT THE ABOVE STATEMENT OF FACTS IS CORRECT.

Signature \_\_\_\_\_ Title Legal Counsel  
 Claimant's Name or Company Name QualityLife Intergovernmental Agency  
 Address 313 Court Street  
 City The Dalles State OR Zip 97058  
 Home Phone Number 541.467.2248 Work Phone Number 541.467.2228 Social Sec. No. 72-1552387