

**QLife Network**  
QualityLife Intergovernmental Agency

**AGENDA**

QLife Budget Committee Meeting  
Tuesday, March 23, 2010  
Conference Room City Hall  
**3:30pm**

1. Call to order
2. Approval of Agenda
3. Election of Officers
4. Workshop with Board
  - a. Report on Projected Year End Financial Position of Agency
  - b. Overview of Revenues and Expenditures for FY 2010-11
  - c. Discussion of Financial Priorities Policy for FY 2010-11
  - d. Comments, Questions and Requests for information from Budget Committee
5. Next Meeting: Budget Committee April 27, 2010 3:30pm

**QLife Network**  
QualityLife Intergovernmental Agency

**TO:** QLife Budget Committee

**FROM:** Nolan Young, Administrator *ny*

**DATE:** March 5, 2010

**SUBJECT:** FY 2010-11 Financial Priorities

Each year the Board based on the recommendation of the Budget Committee adopts Financial Priorities to guide the preparation of the annual budget.

Attached is a copy of a draft list for the committee's review with and without tracked changes. Numbers 1-6 are items that are considered part of the routine operating budget. The remaining items are listed for the committee to prioritize.

Based on projections QLife should have around \$100,000 to \$150,000 available each year for projects. We propose that at the Budget Committee meeting we spend a few moments identifying any items you wish to add to the list. We would then recommend we go through a prioritization process called "a paired comparison" to develop a priority list for the upcoming year. If successful we could use this process annually to develop a priorities list.

**QUALITYLIFE NETWORK INTERGOVERNMENTAL AGENCY POLICY**  
**Financial Priorities for Fiscal Year ~~2009-2010~~2010-11**

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**Purpose:**

The purpose of this policy is to establish a prioritization of expenditure of funds for the QualityLife Network Intergovernmental Agency prior to each Fiscal Year's budget preparation.

**Primary objective**

The primary objective is to provide general direction for the QLIFE Budget Committee in establishing the annual budget and to make public the general intentions of QLIFE in regard to potential monetary reserves of the Agency.

**Section I.**

**Policy**

It is the policy of the QLIFE Board that expenditures of revenue not *specifically* committed to another purpose through grant or loan agreements or other contractual obligations shall be budgeted in the following priority:

1. Normal maintenance and operating costs of the QLIFE Agency as determined appropriate through the budgeting process.
2. Amounts needed for annual debt retirement responsibilities of the Agency incurred through formation of the Agency or by the construction of the original plant, or any expansions of that plant.
3. Up to \$20,000 for upgrading and replacement of the electronics of the system to always maintain agreed-upon capacity for QLife customers.
4. A cash reserve or contingency equal to one month's customer billing to maintain a minimum cash balance in the operating fund.
5. ~~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 utility billing (currently 3%).~~ Now a part of normal operating costs.
65. Up to \$15,000 for unexpected system plant repairs or alterations.
6. Up to \$20,000 to assist new customers with build out of connection.
7. ~~Up to \$10,000 for feasibility study identifying needs of Wasco County in regards to extending fiber optic services.~~

~~87. Construct Pilot Wireless Network hot-spots~~Potential Items for Board Prioritization:

- ~~a) Expansion of City's Google Grant Downtown Wi Fi System~~
- ~~b) Develop a reserve equal to 1 year's loan payment (\$138,000)
  - ~~- \$46,000 for three years~~
  - ~~- \$34,500 for four years~~
  - ~~- \$27,600 for five years~~~~
- ~~c) Create a reserve for future expansion, modernization or replacement of system~~
- ~~d) The creation of a reserve to engineer and extend fiber optic service to other parts of Wasco County.~~
- ~~e) An amount to retire additional debt of the Agency not yet due.~~
- ~~f) The creation of a local Technology grant programs for public and non-profit organizations. The rules for expenditures from this fund will be established by the Board, subject to the approval of all partners to the agreement.~~
- ~~g) Other items:~~

~~9. The creation of a reserve to engineer the extension of fiber optic service to other parts of Waseo County.~~

~~10. An amount to retire additional debt of the Agency not yet due.~~

~~11. 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 March ~~17, 2009.~~ 23, 2010

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Dan Ericksen, President

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**Financial Priorities for Fiscal Year 2010-11**

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Dan Ericksen, President