

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

Tuesday July 28, 2009  
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 June 23, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. June Financial Reports
  - b. List of Disbursements since Last Meeting
6. Discussion Item
  - a. Lone Pine Secondary Line
7. Reports
  - a. Grant update - Nolan
  - b. Aristo Management Report – John Amery
8. Next Meeting Dates:  
Regular Board Meeting August 25, 2009 3:30 pm
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Tuesday June 23, 2009  
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 Vice President Dan Spatz at 3:37pm

#### Roll Call

In attendance: Dan Spatz, Erick Larson, Brian Ahier  
Staff: Kate Mast, Finance Director, John Amery, Technical Manager, Keith Mobley,  
Attorney, Izetta Grossman, Recording Secretary  
Absent: Bill Lennox, Dan Ericksen

#### Approval of Agenda

Mast asked that the agenda be amended to include Resolution 09-003 Authorizing an interfund loan from the QLife Capital Fund to the QLife Agency Fund in amount of \$22,000, and providing for repayment. This is a cash flow issue to finish up this fiscal year. It was moved by Ahier and seconded by Larson to approve the agenda as amended. The motion passed unanimously, 2 absent.

#### Approval of May 26, 2009 Minutes QLife Regular Board Meeting

It was moved by Ahier and seconded by Larson to approve the minutes of the May 26, 2009 Board Meeting as submitted. The motion carried unanimously, 2 absent.

#### Financial Reports

Mast reviewed the financial reports for May. There were no questions.

#### Public Hearing

Spatz opened the public hearing regarding Fiscal Year 2008-09 QLife Budget. Mast reviewed the staff report regarding the need for the interfund transfer for FY 2008-09. Spatz postponed the Public Hearing in order for the Board to consider resolution 09-003 before moving on to the FY 2009-10 budget.

Board Discussion: Mast concluded the review of the staff report regarding Resolution 09-003 Authorizing an Interfund Loan from the QLife Capital Fund to the QLife Agency Fund in the amount of \$22,000, and providing for repayment. Larson asked if this was going to be an ongoing issue with short cash flow every year. Mast explained that the FY 09-10 budget had funds in contingency for just such a case, where it wasn't anticipated for the current year. Mast also said that repayment would be relatively quickly, there is one customer that tends to run more than 30 days.

Ahier moved to approve Resolution 09-003 Authorizing an Interfund Loan from the QLife Capital Fund to the QLife Agency Fund in the amount of \$22,000, and providing for repayment, Larson seconded the motion. Motion passed unanimously, 2 absent.

#### Reconvene Public Hearing

Spatz reconvened the Public Hearing. Hearing no testimony, Spatz asked for Board Discussion. Hearing none, Larson moved to approve Resolution 09-002 Adopting the QualityLife (QLife) Intergovernmental Agency FY 2009-10 Budget, Making Appropriations and Authorizing Expenditures, Ahier seconded the motion. The motion passed unanimously, 2 absent.

## **Reports**

Aristo Management Report –Amery reported a couple of companies have been making inquiries. Amery asked if the board might consider creating a policy regarding new development. He felt it would be helpful if at the time other underground utilities were being installed that QLife installed blank conduit in anticipation of future use. He used the MCMC facility at Lone Pine as an example. MCMC is a customer of QLife and QLife should be installing next week. The Board asked that these issues be brought to their attention before the deadline is next week. Mobley suggested that QLife request QLife installation be on the Planning Check List. It was the consensus of the board that John should get a cost estimate and work with Nolan via email to get going on the project at Lone Pine.

Amery reported regarding the Server Upgrade, he was able to get one more quote. While the Netconnect quote is lower he recommends going with the Dell, the support is better. It was the consensus of the board to go with the Dell Server as recommended.

### **Next Meeting Date:**

Regular Board Meeting July 28, 2009 3:30 pm

### **Adjourn**

Being no further business the meeting was adjourned at 4:02pm

### **Respectfully submitted:**

**Izetta Grossman**  
**Recording Secretary**

### **Attest:**

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**Erick Larson, Sec/Tres.**

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **June 30, 2009**

**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 May 2009 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

92% 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.

**NOTE:** The information in this report is as of June 30, 2009 and will not be the final FY08/09 figures as year end adjustments are made in July to post payables and receivables information that is not available until July. The FY08/09 books will not be closed until after the year end adjustments and any adjustments required by the annual audit have been completed.

**Operations (600):**

**BUDGET COMPARISONS**

	<u>July 1, 2008 to June 30, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 434,994	89.7%
Expenditures	\$ 222,844	\$ 146,060	65.5%
Transfers to Capital/Debt	\$ 323,847	\$ 323,847	100.0%
Cash at Month End	\$22,454.93		

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$63,842 is \$1,899 more than the estimate for this fiscal year.
- 2) Revenues:
  - a. Customer Revenue is 96% of where it should be at this time. This is not a concern as we had budgeted a 10% increase in customer revenue this year.

- b. Our Accounts Receivables is \$34,998. We have a one customer that is historically in the 30 day late area. We have been successful in bringing all but one of our customers current, and continue efforts to encourage keeping these accounts up to date.
- 3) Expenditures:
- a. The 170% expended for outside plant maintenance was for the splice box failure this winter.
  - a. The 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
  - b. The 124% expended for legal fees is the \$5,000 for outside legal advice on federal requirements. Amending this line item was not necessary as the budget in the Materials & Services category was not overspent.
  - c. The 1,294.72 over expenditure in the Network Equipment line item is due to a new maintenance contract for equipment that is now off the warranty.
  - d. The \$375 expended from the unbudgeted permits line item reflect past and current annual federal licenses that we were unaware of until recently. In the future we will budget for these permits. We will amend this line item only if necessary to meet budget in the Materials & Services category.
  - e. The 106% expended from the pole connection fees line item was due to a five year back billing from Embarq that they had neglected to send us until recently.
- 4) Budget Changes: No budget changes were made to FY08/09.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2008 to June 30, 2009</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 113,480	\$ 94,224	83.0%
Transfers In	\$ 323,847	\$ 323,847	100.0%
Revenues	\$ 71,000	\$ 58,795	82.8%
Expenditures	\$ 508,327	\$ 269,111	52.9%
Cash at Month End	\$ 185,755.72		

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$94,224 is 19,256 less than the estimate for this fiscal year. We can compensate for this shortage by decreasing the funds for the wireless project from \$65,000 to \$45,744.
- 2) Revenues:
  - a. We received the full \$50,000 Enterprise Zone payment in January.

3) Expenditures:

- a. The 'Lines Maintenance & Supplies' line item is at 100% because we have purchased all of the surplus fiber cable approved by the Board.
- b. The Debt Service Category is overspent by \$595.00. This is the result of an error in calculating the budget needed for interest payments during the year. I did not catch this during the year, so we have missed the opportunity to correct this with a budget transfer, and we will receive an audit comment on this violation.

4) Budget Changes: No budget changes were made during FY08/09.

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	5,172	.00		61,943	63,841.66	103	61,943	1,898.66-
300	**	5,172	.00		61,943	63,841.66	103	61,943	1,898.66-
300	***	5,172	.00		61,943	63,841.66		61,943	1,898.66-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00		0	.00
331	90 00 FEDERAL GRANTS-MISC								
331	**	0	.00		0	.00		0	.00
331	***	0	.00		0	.00		0	.00
334	STATE GRANTS								
334	90 00 STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	**	0	.00		0	.00		0	.00
337	LOCAL GOVERNMENT REVENUES								
337	90 00 LOCAL GOVT REV-PARTNERS	0	.00		0	.00		0	.00
337	**	0	.00		0	.00		0	.00
337	***	0	.00		0	.00		0	.00
340	INTERGOVERNMENTAL REVENUE								
340	80 00 CHARGES FOR SERVICES	29,668	29,420.00	99	355,950	340,845.99	96	355,950	15,104.01
341	GENERAL GOVERNMENT	5,504	5,500.00	100	66,048	59,509.00	90	66,048	6,539.00
80 00	COPIES, PLANS, ORD'S ETC								
90 00	MISC SALES AND SERVICES	193	772.80	400	2,250	4,334.80	193	2,250	2,084.80-
341	**	0	.00		0	.00		0	.00
341	***	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
344	10 00 UTILITY SERVICE CHARGES	29,668	29,420.00	99	355,950	340,845.99	96	355,950	15,104.01
15 00	LSN CREDITS								
20 00	CONNECT CHARGES	193	772.80	400	2,250	4,334.80	193	2,250	2,084.80-
344	**	35,365	35,692.80	101	424,248	404,689.79	95	424,248	19,558.21
344	***	35,365	35,692.80	101	424,248	404,689.79	95	424,248	19,558.21
345	OTHER LINE CHARGES								
345	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	**	0	.00		0	.00		0	.00
345	***	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES	35,365	35,692.80		424,248	404,689.79		424,248	19,558.21

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
FUND 600	QUALITYLIFE AGENCY FUND								
ACCOUNT	ACCOUNT DESCRIPTION								
360	OTHER REVENUES								
361	INTEREST REVENUES	49	88.80	181	500	869.66	174	500	369.66-
361	** INTEREST REVENUES	49	88.80	181	500	869.66	174	500	369.66-
369	OTHER MISC REVENUES	0	.00		0	435.00		0	435.00-
00 00	OTHER MISC REVENUES	5,000	.00		60,000	28,999.44	48	60,000	31,000.56
20 00	E-RATE REIMBURSEMENT	5,000	.00		60,000	29,434.44	49	60,000	30,565.56
369	** OTHER MISC REVENUES	5,049	88.80		60,500	30,304.10		60,500	30,195.90
360	*** OTHER REVENUES								
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
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	45,586	35,781.60		546,691	498,835.55		546,691	47,855.45







FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP*****		*****ENCUMBER*****		*****UNENCUMBER*****	
BA ELEM	OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ENCUMBER	ANNUAL BUDGET	UNENCUMBER BALANCE	% BDTG
60		QUALIFE FUND											
600		OTHER USES											
	05	OTHER											
	81	62 IF PMT TO OTHER FUNDS	0	.00	0	0	.00	0	0	.00	0	.00	0
	91	QUALIFE CAPITAL FUND	26990	73461.78	272	323847	323847.00	100	323847	.00	323847	.00	100
	83	00 OTHER TRANSFERS	0	.00	0	0	.00	0	0	.00	0	.00	0
	10	ESD E-RATE	5000	.00	0	60000	28999.44	48	60000	.00	60000	31000.56	48
	88	00 CONTINGENCY	454	.00	0	5437	.00	0	5437	.00	5437	5437.00	0
	89	00 UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	.00	0	.00	0
	05	** OTHER	32444	73461.78	226	389284	352846.44	91	389284	.00	389284	36437.56	91
600	**	** OTHER USES	32444	73461.78	226	389284	352846.44	91	389284	.00	389284	36437.56	91
60	**	** QUALIFE FUND	32444	73461.78	226	389284	352846.44	91	389284	.00	389284	36437.56	91
DIV	9500	TOTAL *****	32444	73461.78	226	389284	352846.44	91	389284	.00	389284	36437.56	91
DEPT	95	TOTAL *****	32444	73461.78	226	389284	352846.44	91	389284	.00	389284	36437.56	91
FUND	600	TOTAL *****	45674	82930.20	182	546691	469907.34	86	546691	.00	546691	76783.66	86

City of The Dalles

FUND 601 OLIVE CAPITAL FUND

ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT	ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE	ACTUAL	%REV	ANNUAL	UNREALIZED
										ESTIMATE	BALANCE
300	BEGINNING BALANCE										
300	00 00	9,464	.00	94,224.31	83	113,480	94,224.31	83	113,480	113,480	19,255.69
300	**	9,464	.00	94,224.31	83	113,480	94,224.31	83	113,480	113,480	19,255.69
300	***	9,464	.00	94,224.31		113,480	94,224.31		113,480	113,480	19,255.69
330	INTERGOVERNMENTAL REVENUE										
331	FEDERAL REVENUES	0	.00	.00	.00	0	.00	.00	.00	0	.00
331	**	0	.00	.00	.00	0	.00	.00	.00	0	.00
334	STATE GRANTS										
11 00	OREGON INVESTMENT BOARD	0	.00	.00	.00	0	.00	.00	.00	0	.00
12 00	LOWER JOHN DAY PARTNERSHP	0	.00	.00	.00	0	.00	.00	.00	0	.00
30 00	OREGON SPWF	0	.00	.00	.00	0	.00	.00	.00	0	.00
90 00	STATE GRANTS, OTHER	0	.00	.00	.00	0	.00	.00	.00	0	.00
334	**	0	.00	.00	.00	0	.00	.00	.00	0	.00
330	***	0	.00	.00	.00	0	.00	.00	.00	0	.00
340	CHARGES FOR SERVICES										
341	GENERAL GOVERNMENT	0	.00	.00	.00	0	.00	.00	.00	0	.00
80 00	COPIES, PLANS, ORD'S ETC	0	.00	.00	.00	0	.00	.00	.00	0	.00
341	**	0	.00	.00	.00	0	.00	.00	.00	0	.00
344	UTILITY SERVICES										
15 00	LSN CREDITS	0	.00	.00	.00	0	.00	.00	.00	0	.00
20 00	CONNECT CHARGES	1,750	.00	8,794.52	42	21,000	8,794.52	42	21,000	21,000	12,205.48
344	**	1,750	.00	8,794.52	42	21,000	8,794.52	42	21,000	21,000	12,205.48
340	***	1,750	.00	8,794.52		21,000	8,794.52		21,000	21,000	12,205.48
360	OTHER REVENUES										
361	INTEREST REVENUES	0	.00	.00	.00	0	.00	.00	.00	0	.00
00 00	INTEREST REVENUES	0	.00	.00	.00	0	.00	.00	.00	0	.00
361	**	0	.00	.00	.00	0	.00	.00	.00	0	.00
369	OTHER MISC REVENUES										
00 00	OTHER MISC REVENUES	0	.00	.00	.00	0	.00	.00	.00	0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,174	.00	50,000.00	100	50,000	50,000.00	100	50,000	50,000	.00
369	**	4,174	.00	50,000.00	100	50,000	50,000.00	100	50,000	50,000	.00
360	***	4,174	.00	50,000.00		50,000	50,000.00		50,000	50,000	.00

ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	0	.00	0	0	.00	0	0	.00
90 01	Q LIFE OPERATING FUND	26,990	73,461.78	272	323,847	323,847.00	100	323,847	.00
391 **	OPERATING TRANSFERS IN	26,990	73,461.78	272	323,847	323,847.00	100	323,847	.00
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00	0	0	.00	0	0	.00
393 **	PROCEEDS- LT LIABILITIES	0	.00	0	0	.00	0	0	.00
390 ***	OTHER FINANCING SOURCES	26,990	73,461.78	323,847	323,847	323,847.00	323,847	323,847	.00
	FUND TOTAL Q LIFE CAPITAL FUND	42,378	73,461.78	508,327	476,865.83	508,327	508,327	31,461.17	



FUND 601 QLIFF CAPITAL FUND		DEPT/DIV 9500 OTHER USES/ *****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BALANCE	BDDT
SUB	DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BALANCE	BDDT
66	EXPENSE-ACCOUNT							
660	FINANCIAL OPERATIONS							
05	OTHER							
88 00	CONTINGENCY	1008	.00	11997	.00	11997	11997.00	0
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	.00	0	.00	0
05 **	OTHER	1008	.00	11997	.00	11997	11997.00	0
660 **	FINANCIAL OPERATIONS	1008	.00	11997	.00	11997	11997.00	0
66 **	EXPENSE-ACCOUNT	1008	.00	11997	.00	11997	11997.00	0
DIV 9500	TOTAL *****	1008	.00	11997	.00	11997	11997.00	0
DEPT 95	TOTAL *****	1008	.00	11997	.00	11997	11997.00	0
	OTHER USES							
FUND 601	TOTAL *****	42422	39786.05	508327	269110.91	508327	239216.09	53
	QLIFF CAPITAL FUND							

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 6/22/2009 TO: 7/21/2009

Revenue:	Billed as of	6/23/2009	772.80
		7/20/2009	29,420.00
	QLife Monthly Billings		

TOTAL: 30,192.80

Expenditures:			
Gorge.net	Phone June/july		\$54.20
Keith Mobley	Legal		\$450.00
One Call Concepts	Dig Tickets		22.05
City of The Dalles	Quarterly		4,464.74
NANP			25.00
Aristo	April - June		9,070.60

TOTAL: 14,086.59

FUND: CAPITAL 601  
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 6/22/2009 TO: 7/21/2009

Revenue:

TOTAL:

Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures			880.00
Aristo	Redundancy/bisector		1,993.90
Scott Stevens	Grant work/engineering/mapping		10,000.00

TOTAL: 28,051.31



INVOICE SUMMARY	6/23/09	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED		\$772.80

INVOICE SUMMARY	7/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$29,420.00	