

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

**Thursday, January 15, 2015, Noon
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room**

1. Call to Order
2. Roll Call
3. Election of Officers
4. Approval of Agenda
5. Approval of November 13, 2014 QLife Regular Board Meeting Minutes
6. Financial Reports
 - a. November - December Financial Reports
 - b. List of Disbursements since Last Meeting
7. Discussion Items
 - a. Process to develop QLife Mission Statement, Goals and Objectives
8. Reports
 - a. Regional Solutions Advisory Council – Carrie Pipinich
 - b. Aristo Operational Management Report – John Amery
 - c. Wi Fi Phase 5 – Nolan Young
9. Next Meeting Dates:
 - a. Regular Board Meeting February 26, 2015 Noon
10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

**Thursday, November 13, 2014, Noon
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room**

Call to Order

The meeting was called to order by President Hege at 12:09 p.m.

Roll Call

In attendance: Scott Hege, Erick Larson, Carolyn Wood, Bill Dick

Staff: Nolan Young, Izetta Grossman, John Amery

Guest: Gary Rains

Via Telephone: Keith Mobley

Absent: Brian Ahier

Approval of Agenda: It was moved by Dick and seconded by Wood to approve the agenda as submitted. The motion carried, 1 absent.

Approval of Minutes: It was moved by Dick and seconded by Larson to approve the September 25, 2014 QLife Regular Board Meeting Minutes. The motion carried, 1 absent.

Financial Reports

Young reviewed the September and October Financial Reports He said there might be a need for a budget amendment due to the expansion in the Old Mill District and tying the Fire District in the system. In response to a question he explained that with a 3 year contract QLife gives a 50% discount (absorbing 50% of cost) of expansion. Economic Development and keeping the costs down had historically been the goal of QLife. He said in the Old Mill District upgrades to credit card machines requires businesses have more broadband width. Young said at Columbia View Heights Mid-Columbia Fire and Rescue was expanding and QLife was looking into the possibility of assisting with connecting all their sites and providing Wi Fi in that facility. The project would create an off ramp for ISP's as well.

Discussion Items

Future of Agency – survey. After discussion using the questions as a guide it was the consensus of the Board to have Young present options to the Board for a facilitated meeting or two to create a mission statement with goals and objectives that would then be presented to the City Council and County Commission. The Board didn't feel that a lot of money needed to be expended on the process to accomplish the needed outcome. The Board felt it was important to continue the grants/scholarship programs.

Report:

Aristo Operational Management Report – Amery reported that the damage caused by fire at the 4th Street property was scheduled for splicing over the weekend. Mobley reported there had been no response to the letter requesting insurance information. The Board directed Mobley to proceed with next steps to secure reimbursement for damages up to and including putting a lien on the property. The Board directed Amery to get an invoice for costs to Mobley as soon as possible.

Next Meeting Date:

Regular Board Meeting December 18, 2014 Noon

Adjourn

Being no further business the meeting was adjourned at 1:15 p.m.

Respectfully submitted:

Izetta Grossman, Secretary

Signed: _____

Erick Larson, Sec/Tres

TO: Qlife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **November 2014**

BANKING:

QLife monies are deposited into a separate bank checking account. QLife also has a Local Government Investment Pool (LGIP) account where funds excess funds are maintained in order to earn some interest.

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

42% 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, 2014 to November 30, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 138,143	\$ 180,966	131.0%	* see below
Revenues	\$ 680,619	\$ 265,527	39.0%	
Expenditures	\$ 435,857	\$ 53,852	12.3%	
Transfers to Capital/Debt Fund	\$ 382,905	\$ 203,362	53.1%	
Cash at Month End	\$ 140,064.44			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
 - a. The extra transfer amount was to pay off the Columbia Bank Loan in July.
 - b. The Memberships/Dues/ Subscriptions line item has been overspent by \$54.93 because QLife paid dues to Special Districts Association of Oregon (SDAO).
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2014 to November 30, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 183,796	\$ 183,319	99.7%	* see below
Transfers In	\$ 382,905	\$ 203,362	53.1%	
Revenues	\$ 30,000	\$ 5,908	19.7%	
M&S / Capital Outlay / Other	\$ 463,913	\$ 4,986	0.2%	
Debt Expenditures	\$ 132,788	\$ 129,663	97.6%	
Cash at Month End	\$ 257,828.91			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures: The Columbia Bank Loan was paid in full as of July 9, 2014.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 601 Q LIFE CAPITAL FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		15,316	.00		76,580	183,319.40	239	183,796	476.60
300 **		15,316	.00		76,580	183,319.40	239	183,796	476.60
300 ***	BEGINNING BALANCE	15,316	.00		76,580	183,319.40		183,796	476.60
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
	FEDERAL GRANTS-MISC								
331 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344 20 00	UTILITY SERVICES	2,500	795.00	32	12,500	5,908.28	47	30,000	24,091.72
	CONNECT CHARGES								
344 **	UTILITY SERVICES	2,500	795.00	32	12,500	5,908.28	47	30,000	24,091.72
340 ***	CHARGES FOR SERVICES	2,500	795.00		12,500	5,908.28		30,000	24,091.72
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
	OTHER MISC REVENUES								
10 00	ENTERPRISE ZONE PAYMENT	0	.00		0	.00		0	.00
369 **	OTHER MISC REVENUES	0	.00		0	.00		0	.00
360 ***	OTHER REVENUES	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
	IF PMT FROM OTHER FUNDS								
90 01	Q LIFE OPERATING FUND	31,908	29,923.82	94	159,540	203,362.10	128	382,905	179,542.90
391 **	OPERATING TRANSFERS IN	31,908	29,923.82	94	159,540	203,362.10	128	382,905	179,542.90
393 10 00	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
	LOAN/BOND PROCEEDS								
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	31,908	29,923.82		159,540	203,362.10		382,905	179,542.90
	FUND TOTAL Q LIFE CAPITAL FUND	49,724	30,718.82		248,620	392,589.78		596,701	204,111.22

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** %REV	***** ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE									
300 00 00		11,511	2,000		57,555	314	180,965.86	314	138,143	42,822.86
300 **		11,511	2,000		57,555	314	180,965.86	314	138,143	42,822.86
300 ***	BEGINNING BALANCE	11,511	2,000		57,555		180,965.86		138,143	42,822.86
340	CHARGES FOR SERVICES									
344	UTILITY SERVICES									
10 00	UTILITY SERVICE CHARGES	52,305	51,090.00	98	261,525	98	256,350.00	98	627,669	371,319.00
15 00	LSN CREDITS	0	.00		0		.00		0	.00
20 00	CONNECT CHARGES	187	.00		935	144	1,350.00	144	2,250	900.00
344 **	UTILITY SERVICES	52,492	51,090.00	97	262,460	98	257,700.00	98	629,919	372,219.00
340 ***	CHARGES FOR SERVICES	52,492	51,090.00		262,460		257,700.00		629,919	372,219.00
360	OTHER REVENUES									
361 00 00	INTEREST REVENUES	41	87.98	215	205	215	440.17	215	500	59.83
361 **	INTEREST REVENUES	41	87.98	215	205	215	440.17	215	500	59.83
369	OTHER MISC REVENUES									
00 00	OTHER MISC REVENUES	16	.00		80		.00		200	200.00
20 00	E-RATE REIMBURSEMENT	4,166	.00		20,830	36	7,387.20	36	50,000	42,612.80
369 **	OTHER MISC REVENUES	4,182	.00		20,910	35	7,387.20	35	50,200	42,812.80
360 ***	OTHER REVENUES	4,223	87.98		21,115		7,827.37		50,700	42,872.63
390	OTHER FINANCING SOURCES									
392 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	68,226	51,175.98		341,130		446,493.23		818,762	372,268.77

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****YEAR-TO-DATE*****		*****YEAR-TO-DATE*****		*****YEAR-TO-DATE*****	
BA BLE	OBJ	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
SUB	SUB								
60			QLIFE FUND						
600			OTHER USES						
05			OTHER						
81	91		QLIFE CAPITAL FUND	31908	29923.82	94	159540	203362.10	128
83	10		ESD E-RATE	4166	.00	0	20830	7387.20	36
05	**		OTHER	36074	29923.82	83	180370	210749.30	117
06			CONTINGENCY / UAFB						
88	00		CONTINGENCY	2466	.00	0	12330	.00	0
89	00		UNAPPROPRIATED ENDING BAL	4566	.00	0	22830	.00	0
06	**		CONTINGENCY / UAFB	7032	.00	0	35160	.00	0
600	**	**	OTHER USES	43106	29923.82	69	215530	210749.30	98
60	**	**	QLIFE FUND	43106	29923.82	69	215530	210749.30	98
DIV	9500	TOTAL	*****	43106	29923.82	69	215530	210749.30	98
DEPT	95	TOTAL	*****	43106	29923.82	69	215530	210749.30	98
FUND	600	TOTAL	*****	68215	34551.64	51	341075	257213.95	75
			QUALITYLIFE AGENCY FUND						

ANNUAL BUDGET	ENCUMBR.	UNENCUMB. BALANCE	% BDDT
382905	.00	179542.90	53
50000	.00	42612.80	15
432905	.00	222155.70	49
29600	.00	29600.00	0
54800	.00	54800.00	0
84400	.00	84400.00	0
517305	.00	306555.70	41
517305	.00	306555.70	41
517305	.00	306555.70	41
517305	.00	306555.70	41
818762	.00	561548.05	31

TO: Qlife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **December 2014**

BANKING:

QLife monies are deposited into a separate bank checking account. QLife also has a Local Government Investment Pool (LGIP) account where funds excess funds are maintained in order to earn some interest.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended 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 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, 2014 to December 31, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 138,143	\$ 180,966	131.0%	* see below
Revenues	\$ 680,619	\$ 316,329	46.5%	
Expenditures	\$ 435,857	\$ 83,886	19.2%	
Transfers to Capital/Debt Fund	\$ 382,905	\$ 233,286	61.0%	
Cash at Month End	\$ 137,146.42			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
 - a. The extra transfer amount was to pay off the Columbia Bank Loan in July.
 - b. The Memberships/Dues/ Subscriptions line item has been overspent by \$54.93 because QLife paid dues to Special Districts Association of Oregon (SDAO).
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2014 to December 31, 2014</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 183,796	\$ 183,319	99.7% * see below
Transfers In	\$ 382,905	\$ 233,286	61.0%
Revenues	\$ 30,000	\$ 7,060	23.5%
M&S / Capital Outlay / Other	\$ 463,913	\$ 9,971	0.2%
Debt Expenditures	\$ 132,788	\$ 129,663	97.6%
Cash at Month End	\$ 282,899.52		

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures: The Columbia Bank Loan was paid in full as of July 9, 2014.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

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		11,511	.00		69,066	180,965.86	262	138,143	42,822.86-
300 **		11,511	.00		69,066	180,965.86	262	138,143	42,822.86-
300 ***	BEGINNING BALANCE	11,511	.00		69,066	180,965.86		138,143	42,822.86-
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	52,305	50,715.00	97	313,830	307,065.00	98	627,669	320,604.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	.00		1,122	1,350.00	120	2,250	900.00
344 **	UTILITY SERVICES	52,492	50,715.00	97	314,952	308,415.00	98	629,919	321,504.00
340 ***	CHARGES FOR SERVICES	52,492	50,715.00		314,952	308,415.00		629,919	321,504.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	86.56	211	246	526.73	214	500	26.73-
361 **	INTEREST REVENUES	41	86.56	211	246	526.73	214	500	26.73-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	.00		96	.00		200	200.00
20 00	E-RATE REIMBURSEMENT	4,166	.00		24,996	7,387.20	30	50,000	42,612.80
369 **	OTHER MISC REVENUES	4,182	.00		25,092	7,387.20	29	50,200	42,812.80
360 ***	OTHER REVENUES	4,223	86.56		25,338	7,913.93		50,700	42,786.07
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	68,226	50,801.56		409,356	497,294.79		818,762	321,467.21

FUND 60 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP		*****ENCUMBER.		*****UNENCUMB.		*****%	
BA ELEM OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	BALANCE	BUDGET	EDGT
SUB	DESCRIPTION														
60	QLIFE FUND														
600	OTHER USES														
05	OTHER														
81 91	QLIFE CAPITAL FUND	31908	29923.82	94	191448	233285.92	122				382905	149619.08	61		
83 10	ESD E-RATE	4166	.00	0	24996	7387.20	30				50000	42612.80	15		
05 **	OTHER	36074	29923.82	83	216444	240673.12	111				432905	192231.88	56		
06	CONTINGENCY / UAFB														
88 00	CONTINGENCY	2466	.00	0	14796	.00	0				29600	29600.00	0		
89 00	UNAPROPRIATED ENDING BAL	4566	.00	0	27396	.00	0				54800	54800.00	0		
06 **	CONTINGENCY / UAFB	7032	.00	0	42192	.00	0				84400	84400.00	0		
600 **	OTHER USES	43106	29923.82	69	258636	240673.12	93				517305	276631.88	47		
60 **	QLIFE FUND	43106	29923.82	69	258636	240673.12	93				517305	276631.88	47		
DIV 9500	TOTAL *****	43106	29923.82	69	258636	240673.12	93				517305	276631.88	47		
DEPT 95	TOTAL *****	43106	29923.82	69	258636	240673.12	93				517305	276631.88	47		
FUND 600	TOTAL *****	68215	59957.67	88	409290	317171.62	78				818762	501590.38	39		

City of The Dalles

FUND 601 Q LIFE CAPITAL FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** \$REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		15,316	.00		91,896	183,319.40	200	183,796	476.60
300 **		15,316	.00		91,896	183,319.40	200	183,796	476.60
300 ***	BEGINNING BALANCE	15,316	.00		91,896	183,319.40		183,796	476.60
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
331 90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
344 20 00	CONNECT CHARGES	2,500	1,151.37	46	15,000	7,059.65	47	30,000	22,940.35
344 **	UTILITY SERVICES	2,500	1,151.37	46	15,000	7,059.65	47	30,000	22,940.35
340 ***	CHARGES FOR SERVICES	2,500	1,151.37		15,000	7,059.65		30,000	22,940.35
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369 10 00	ENTERPRISE ZONE PAYMENT	0	.00		0	.00		0	.00
369 **	OTHER MISC REVENUES	0	.00		0	.00		0	.00
360 ***	OTHER REVENUES	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
391 40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
391 90 01	Q LIFE OPERATING FUND	31,908	29,923.82	94	191,448	233,285.92	122	382,905	149,619.08
391 **	OPERATING TRANSFERS IN	31,908	29,923.82	94	191,448	233,285.92	122	382,905	149,619.08
393	PROCEEDS- LT LIABILITIES								
393 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	31,908	29,923.82		191,448	233,285.92		382,905	149,619.08
	FUND TOTAL Q LIFE CAPITAL FUND	49,724	31,075.19		298,344	423,664.97		596,701	173,036.03

FUND 601 QLIIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA	ELIE OBJ	ACCOUNT	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	BUDGET	BALANCE	BDDT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	BUDGET	BALANCE	BDDT
60	00	QLIIFE FUND								
600	05	OTHER USES								
	84	15 RSRV FOR SYS IMPROVEMENTS	11666	.00	0	69996	.00	.00	140000.00	0
	05	** OTHER	11666	.00	0	69996	.00	.00	140000.00	0
600	**	** OTHER USES	11666	.00	0	69996	.00	.00	140000.00	0
60	**	** QLIIFE FUND	11666	.00	0	69996	.00	.00	140000.00	0
66		EXPENSE-ACCOUNT								
660	06	FINANCIAL OPERATIONS								
	88	00 CONTINGENCY / UAFB	5150	.00	0	30900	.00	.00	61800.00	0
	89	00 UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	.00	.00	0
	06	** CONTINGENCY / UAFB	5150	.00	0	30900	.00	.00	61800.00	0
660	**	** FINANCIAL OPERATIONS	5150	.00	0	30900	.00	.00	61800.00	0
66	**	** EXPENSE-ACCOUNT	5150	.00	0	30900	.00	.00	61800.00	0
DIV	9500	TOTAL *****	16816	.00	0	100896	.00	.00	201800.00	0
DEPT	95	TOTAL *****	16816	.00	0	100896	.00	.00	201800.00	0
FUND	601	TOTAL *****	49720	4985.12	10	298320	139634.08	47	24990.00	596701
		QLIIFE CAPITAL FUND							432076.92	28

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 11/6/2014 TO: 12/10/2014

Revenue: Billed as of
 QLife Monthly Billings BILLING DONE ON THE 20TH 51,885.00

TOTAL: 51,885.00

CODE	Expenditures:		
600.6000.660.34.30	Aristo	monthly retainer	2,000.00
600.6000.660.41.40	NWCPUD	Electric	44.80
600.6000.660.58.10	Izetta Grossman	reimbursment - conference	56.00
600.6000.660.31.20	Credit Card for Infinte Cables	parts	72.77
600.6000.660.34.10	Commstructures	engineering	3,968.75
600.6000.660.69.70	City of The Dalles	ROW	1,532.70
600.6000.660.32.20	Keith Mobley	Legal	315.00
600.6000.660.52.10	SDIS	Insurance	5,730.00

TOTAL: 13,720.02

FUND: CAPITAL 601

Revenue:

TOTAL:

CODE Expenditures:

TOTAL: 0.00

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 12/11/2014 TO: 1/7/2015

Revenue: Billed as of
 QLife Monthly Billings BILLING DONE ON THE 20TH 51,866.37

TOTAL: 51,866.37

CODE	Expenditures:		
600.6000.660.34.30	Aristo	monthly retainer	2,000.00
600.6000.660.41.40	NWCPUD	Electric	45.38
600.6000.660.34.30	Aristo - Oct	General Oversight	1,016.55
600.6000.660.34.30	Aristo - Sept	General Oversight	3,809.11
600.6000.660.34.30	Aristo - August	General Oversight	3,238.38
600.6000.660.34.30	Aristo - July	General Oversight	3,261.49
600.6000.660.34.30	Aristo - July	Fire oversight	424.50
600.6000.660.34.30	Aristo - August	Fire oversight	189.75
600.6000.660.34.30	Aristo Oct	Fire oversight	929.43
600.6000.660.34.30	Aristo Nov	Fire oversight	3,473.32
600.6000.660.34.30	Aristo Nov	General Oversight	2,105.19
600.6000.660.53.30	Gorge.net	phone	34.08
600.6000.660.34.10	Commstructures	Engineering	948.75
600.6000.660.34.10	Commstructures	ROW	641.25

TOTAL: 22,117.18

FUND: CAPITAL 601
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 12/11/2014 TO: 1/7/2015

Revenue:

601.600.660.34.70	Aristo Nov	Bryant Pipe pass through Gorge.net	543.72
601.600.660.34.70	Aristo Aug	LSN Pass thru Cell	339.48
601.600.660.34.70	Aristo Aug	LSN Pass thru Veterans	133.17


TOTAL: 1,016.37

QLife Network

QualityLife Intergovernmental Agency

TO: QLife Board

CC: Eric Orton, John Amery, Gary Rains, Keith Mobley, Dan Bubb

FROM: Nolan Young Administrator 

DATE: January 7, 2015

SUBJECT: Strategic Planning for QLife

In response to the Board discussion regarding the questions of "Now What?" and further discussions with Gary Rains, Business Development Director for the City of The Dalles, we recommend we embark on the following five step strategic process to develop a mission statement, and goals and objectives.

1. Bring in Experts in Broadband - discover what we may not know, future opportunities, and future limitations. *I am working with Gary Rains to identify some potential individuals who can have that discussion with the Board.*
2. Query our Third Party Users - explore what they need/want in the future, their future direction, so we can make sure QLife's capabilities meet their expectations. *This would include all of our 19 customers (9 non-profit original customers, 3 ISPs, 5 telecom transporters, and 2 colocation only customers). Survey all customers and follow up with one on one meeting with ISPs and others identified through the survey.*
3. Implement a community engagement project to inform the public that QLife exists and identify perceptions in the community.
4. Strategic Planning by the QLife Board - determine what you need to do, and create a "mission statement" and goals and objectives. *The process should be completed in one or two meetings.*
5. Presentation to the City Council, County Commission & Public

Please think about this process for further discussion at the January QLife Board meeting. We intend to proceed with implementing step one of this process.

Aristo Networks LLC
Technical Management Report
By
John Amery
1/8/2015

Items of Discussion:

1. Customer Install Challenges.
 - During a recent customer install Qlife experienced some challenges and was unable to complete the new connection under the defined maintenance window. We plan to resolve the issue under a newly defined maintenance window.
2. Tree Trimming Policy
 - Before trimming, property owner is always notified
 - When a limb is of size and location to potentially damage our fiber Qlife will cut that limb.
3. Fire damaged fiber cable. - Job complete. Costs were a little higher than originally projected.