

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Thursday, April 24, 2014
Following Budget Committee Meeting
The Dalles City Hall, 313 Court Street
Council Chambers

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of March 2014 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. March Financial Reports
 - b. List of Disbursements since Last Meeting
6. Reports
 - a. Update of Broadband Strategic Plan Implementation - Mobley
 - b. Aristo Operational Management Report – John Amery
7. Next Meeting Dates:
 - a. Regular Board Meeting May 22 or June 26
8. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Thursday, March 27, 2014
Directly following Work Session
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by President Scott Hege at 1:34 p.m.

Roll Call

In attendance: Scott Hege, Brian Ahier, Erick Larson, Carolyn Wood, Bill Dick. Also in attendance: Administrator Nolan Young; Secretary Izetta Grossman; Attorney Keith Mobley; Technical Manager John Amery; Fellow Jon Chavers

Approval of Agenda – remove election of officers

It was moved by Wood and seconded by Ahier to approve the agenda as amended. Motion carried unanimously.

Approval of January 30, 2014 QLife Regular Board Meeting Minutes

It was moved by Wood and seconded by Larson to approve the minutes of the January 30, 2014 regular meeting. Motion carried unanimously.

Financial Reports

Previously reviewed at the Budget Committee meeting.

Action Item

Adoption of Financial Policies for Fiscal Year 2014-15 – It was moved by Dick and seconded by Ahiers to adopt the financial policies for fiscal year 2014-15 as recommended by the Budget Committee.

Designation of Robotics Grant funds to D21 and/or 4H – Young presented the staff report. It was moved by Ahier and seconded by Larson to divide the funds equally between School District 21 and Wasco County 4H in the amount of \$1000 each. The motion carried unanimously.

In response to a question Young said the scholarship line item was designated to CGCC and had been distributed.

Reports

Report on Internet Access Survey – Jon Chavers reported that he had received over 40 surveys, the goal is 80-100. He said his outreach efforts are continuing; he had distributed over 150 paper copies, the survey is posted on the City's website and CGCC's website and can be filled out online.

Update of Broadband Strategic Plan Implementation – Mobley reported that Carrie from MCEDD had sent out the minutes from the Dufur meeting. They would have liked to had a better turn out, about 30 people attended. The next forum is being scheduled for Maupin with a target date in April. Mobley said they are finding that people make do with what they can get.

Aristo Operational Management Report – Amery reported one customer thought they had a QLife issue, however, after working through the issues, there was no clear cut identification of where the issue actually started.

Next Meeting Dates:

Regular Board Meeting April 24, 2014 directly following Budget Meeting City Hall

Adjourn

Being no further business the meeting was adjourned at 2:02 p.m.

Respectfully submitted: Izetta Grossman

Attest:

Erick Larson, Secretary

TO: Qlife Board
 Nolan Young, City Manager
 FR: Kate Mast, Finance Director
 RE: Financial Report for QLIFE – **March 2014**

BANKING:

QLife monies are deposited into a separate bank checking account. We closed the Money Market Account in January 2014 and transferred those funds into a new Local Government Investment Pool (LGIP) Account to get better interest rates.

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.

75% of the year has passed.

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

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2013 to March 31, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 97,223	\$ 93,154	95.8%	* see below
Revenues	\$ 624,979	\$ 446,845	71.5%	
Expenditures	\$ 400,269	\$ 99,728	24.9%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 263,400	81.8%	
Cash at Month End	\$ 132,131.97			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2013 to March 31, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 140,736	\$ 141,124	100.3%	* see below
Transfers In	\$ 321,933	\$ 263,400	81.8%	
Revenues	\$ 32,500	\$ 13,256	40.8%	
M&S / Capital Outlay / Other	\$ 249,377	\$ 52,697	21.1%	
Debt Expenditures	\$ 228,792	\$ 160,918	70.3%	
Cash at Month End	\$ 204,185.13			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used have been audited.*
- 2) Revenues:
- 3) Expenditures:
 - a. The Capital Outlay line item for 'Secondary' has been over-expended by \$1,517.37 due to the customer portion of service line extensions exceeding our estimate. This is not a problem as we will be reimbursed for the customer portion. Once reimbursements are received the revenue line item should be exceeded by a similar amount.
 - b. The Loan Interest Payments line item shows over-expended by \$422.58. This will be corrected towards the end of the fiscal year when we reconcile and adjust the principal and interest line items to match the bank's application of the payments.
- 4) Budget Changes: A supplemental budget and budget amendments were approved by the Board on January 30, 2014. The results of those changes are reflected in this report and are listed below:
 - \$17,000 in unanticipated additional Beginning Fund Balance was recognized as Revenue.
 - \$12,000 was added to the Lines Maintenance & Supplies expense line item to cover the unanticipated purchase of reels of fiber for service lines.
 - \$ 5,000 was added to the Primary expense line item for completion of system upgrades and to cover the unexpected late costs of the St. Mary's projects.
 - \$14,360 was transferred from the Contingency line item to the Telecom Equipment line item to be contributed to the City's WiFi expansion to the Kelly Overlook, the Civic, the Quinton Ball Park, and further along West 6th Street.

City of The Dalles

FUND 601 Q LIFE CAPITAL FUND
 ACCOUNT DESCRIPTION

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		13,144	.00		101,298	141,124.01	139	140,736	388.01-
300 **		13,144	.00		101,298	141,124.01	139	140,736	388.01-
300 ***	BEGINNING BALANCE	13,144	.00		101,298	141,124.01		140,736	388.01-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES 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 20 00	UTILITY SERVICES CONNECT CHARGES	2,708	.00		24,372	13,256.23	54	32,500	19,243.77
344 **	UTILITY SERVICES	2,708	.00		24,372	13,256.23	54	32,500	19,243.77
340 ***	CHARGES FOR SERVICES	2,708	.00		24,372	13,256.23		32,500	19,243.77
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
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 IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
90 01	Q LIFE OPERATING FUND	26,827	29,266.64	109	241,443	263,399.76	109	321,933	58,533.24
391 **	OPERATING TRANSFERS IN	26,827	29,266.64	109	241,443	263,399.76	109	321,933	58,533.24
393 10 00	PROCEEDS- LT LIABILITIES LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	26,827	29,266.64		241,443	263,399.76		321,933	58,533.24
	FUND TOTAL Q LIFE CAPITAL FUND	42,679	29,266.64		367,113	417,780.00		495,169	77,389.00

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** %REV	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 600	QUALITYLIFE AGENCY FUND									
ACCOUNT	ACCOUNT									
300	BEGINNING BALANCE									
300	00 00	8,101	.00		72,909	128	93,154.21	128	97,223	4,068.79
300	**	8,101	.00		72,909	128	93,154.21	128	97,223	4,068.79
300	***	8,101	.00		72,909		93,154.21		97,223	4,068.79
340	CHARGES FOR SERVICES									
344	UTILITY SERVICES	47,685	48,515.00	102	429,165	100	428,935.00	100	572,229	143,294.00
10 00	UTILITY SERVICE CHARGES	0	.00		0		.00		0	.00
15 00	LSN CREDITS	187	.00		1,683	160	2,700.00	160	2,250	450.00-
20 00	CONNECT CHARGES									
344	**	47,872	48,515.00	101	430,848	100	431,635.00	100	574,479	142,844.00
340	***	47,872	48,515.00		430,848		431,635.00		574,479	142,844.00
360	OTHER REVENUES									
361	INTEREST REVENUES	25	83.13	333	225	134	301.64	134	300	1.64-
00 00	INTEREST REVENUES	25	83.13	333	225	134	301.64	134	300	1.64-
361	**	25	83.13	333	225	134	301.64	134	300	1.64-
369	OTHER MISC REVENUES	16	.00		144	93	133.50	93	200	66.50
00 00	OTHER MISC REVENUES	4,166	.00		37,494	39	14,774.40	39	50,000	35,225.60
20 00	E-RATE REIMBURSEMENT									
369	**	4,182	.00		37,638	40	14,907.90	40	50,200	35,292.10
360	***	4,207	83.13		37,863		15,209.54		50,500	35,290.46
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	**	0	.00		0		.00		0	.00
390	***	0	.00		0		.00		0	.00
FUND TOTAL	QUALITYLIFE AGENCY FUND	60,180	48,598.13		541,620	539,998.75	722,202	182,203.25		

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP*****		*****EXP*****		*****EXP*****	
BA	ELE	OBJ	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
SUB	SUB	SUB	SUB	SUB	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
60				OLIFE FUND									
600				OTHER USES									
	05			OTHER									
	81	91		QLIFE CAPITAL FUND	26827	29266.64	109	241443	263399.76	109	321933	58533.24	82
	83	10		ESD E-RATE	4166	.00	0	37494	14774.40	39	50000	35225.60	30
	05	**		OTHER	30993	29266.64	94	278937	278174.16	100	371933	93758.84	75
	06			CONTINGENCY / UAFB	2270	.00	0	20430	.00	0	27247	27247.00	0
	88	00		CONTINGENCY	4163	.00	0	37467	.00	0	49957	49957.00	0
	89	00		UNAPPROPRIATED ENDING BAL	6433	.00	0	57897	.00	0	77204	77204.00	0
	06	**		CONTINGENCY / UAFB									
600	**	**		OTHER USES	37426	29266.64	78	336834	278174.16	83	449137	170962.84	62
60	**	**		QLIFE FUND	37426	29266.64	78	336834	278174.16	83	449137	170962.84	62
DIV	9500	TOTAL	*****		37426	29266.64	78	336834	278174.16	83	449137	170962.84	62
DEPT	95	TOTAL	*****		37426	29266.64	78	336834	278174.16	83	449137	170962.84	62
FUND	600	TOTAL	*****	QUALITYLIFE AGENCY FUND	60168	31567.57	53	541512	363128.03	67	722202	359073.97	50

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 3/19/2014 TO: 4/16/2014

Revenue: Billed as of 3/20/2014 48,515.00
 QLife Monthly Billings BILLING DONE ON THE 20TH

TOTAL: 48,515.00

CODE	Expenditures:		
600.6000.660.69.70	City of The Dalles	ROW	1,455.45
600.6000.660.34.10	Commstructures	Engineering	515.00
600.6000.660.53.30	Gorge.net	Phone	34.07
600.6000.660.41.40	NWC PUD	Electric	41.41
600.6000.660.32.20	Keith Mobley	Legal	1,170.00
600.6000.660.69.70	City of The Dalles	Row	1,455.45
600.6000.660.58.10	Anzac	lunch	135.00
600.6000.660.44.10	City of The Dalles	Rent	1,938.00
600.6000.660.31.10	City of The Dalles	Services	4,598.71
600.6000.660.41.40	NWC PUD	Electric	44.06

TOTAL: 11,387.15

FUND: CAPITAL 601
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 3/19/2014 TO: 4/16/2014

Revenue:

TOTAL:

CODE	Expenditures:		
	Columbia State Bank	Commercial Loan/Interest	11,494.11

TOTAL: 11,494.11

Aristo Networks LLC
Technical Management Report
By
John Amery
4/17/2014

Items of Discussion:

1. Issue Resolved – Turned out not to be a Qlife issue.
 - One customer is currently experiencing difficulties operating MPLS. We are attempting to determine if the challenges are related to Qlife as customer utilizes more services than just Qlife in their end to end solution.
2. Cleanup / engineering / resubmission is required on a previous customer's fiber build-out.
 - This customer site build-out was installed under a clause in Qlife's joint use agreement with NWCPUD under the term “customer drop”.
 - NWCPUD has since verbally provided a more concise definition of the term “customer drop” limiting the length of a customer drop to around 2 or 3 poles.
 - Qlife is currently attempting to adhere to NWCPUD's more limiting verbal definition and working to resolve previous issues resulting from differences in opinion of “customer drop” definition.