

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

**Thursday, April 25, 2013**  
Following Budget Committee Meeting  
**The Dalles City Hall, 313 Court Street**  
**2<sup>nd</sup> Floor Conference Room**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of February 28, 2013 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. February and March Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Items
  - a. Adoption of Resolution 13-001 Authorizing Transfers of Budget Funds Between Categories of the QualityLife Intergovernmental Agency Capital Fund 601 Budget for the Fiscal Year Ending June 30, 2013.
  - b. Adoption of Resolution 13-002 Adopting a Supplemental Budget for the QualityLife Intergovernmental Agency Operating Fund (600) and Capital Fund (601) Budgets for the Fiscal Year ending June 30, 2013, Making Appropriations and Authorizing Expenditures.
7. Reports
  - a. Strategic Plan – Keith Mobley
  - b. Wi Fi Project – Nolan Young
  - c. Aristo Operational Management Report – John Amery
8. Next Meeting Dates:
  - a. Regular Board Meeting May 23, 2013 Noon
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### NOTES

#### QLife Regular Board Meeting

Thursday, March 28, 2013  
Noon  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room

Call to Order – Due to a lack of quorum, the meeting proceeded with no actions taken.

#### Roll Call

In attendance  
Scott Hege  
Erick Larson  
Nolan Young  
Garrett Chrostek  
Izetta Grossman  
Keith Mobley  
John Amery

Chrostek reviewed the financial reports. In response to a question Young reviewed the process for new hook ups; noting that historically QLife had very little attrition and did not pursue extension of contracts, the contracts automatically turned into month to month agreements.

In response to a question regarding the additional loan payment, Mobley said that is was in the budget, no motion was required to proceed. Young said the additional payment would be made.

There was some discussion regarding fiber to the home, resulting in the conclusion it did not fit the current model for QLife.

Amery reported that the core Bisector Redundancy project was complete. He showed a drawing and that he would provide a copy to Young for the files. Amery reported there were some customers left to connect, date unknown at that time.

Larson asked if this insured true redundancy to which Amery said yes, the spurs could have issues, however the main core was secure.

The meeting ended at approximately 1:15 p.m.

Next Meeting:  
Budget Committee at Noon on 4/25/13, with Board meeting to follow.

Respectfully submitted by:

Izetta Grossman  
Recording Secretary

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

**Thursday, February 28, 2013**  
Immediately following Budget Committee Work Session  
**The Dalles City Hall, 313 Court Street**  
**2<sup>nd</sup> Floor Conference Room**

#### Call to Order

The meeting was called to order by President Scott Hege at 12:50 p.m.

#### Roll Call

Secretary called roll.

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

Staff: Nolan Young, Izetta Grossman, Keith Mobley, John Amery, Garrett Chrostek

#### Approval of Agenda

It was moved by Larson and seconded by Ahier to approve the agenda as submitted. The motion carried unanimously.

#### Approval of January 17, 2013 QLife Regular Board Meeting Minutes

It was moved by Larson and seconded by Dick to approve the minutes of the January 17, 2013 Board Meeting as presented. The motion carried unanimously.

#### Financial Reports

January Financial Reports – Young reported financial status was reviewed by Chrostek at the Budget Committee Work session that just finished, and asked for questions. There were none.

#### Action Items

It was moved by Dick and seconded by Ahier to Adopt Financial Policies for FY 13-14. Motion carried unanimously.

#### Reports

Strategic Plan – Mobley handed out the document that was created as a result of the meetings held on the strategic plan. The next meeting was scheduled for March 21, at which time the plan will be approved. Ahier asked if this group has any alignment with Klickitat County and their broadband plan. Mobley would check. Young reported that he had attended a meeting with the Klickitat County group and we were further along with broadband. Mobley requested that comments be directed to him before the March 21 meeting.

Wi Fi Project – Young reported that there had been a "Cable Cutting" at the Discovery Center for that portion of the project. The remaining portions, Kramer Fields, Riverfront Park and Soroasis Park, were scheduled for completion in 30-60 days.

Ahier reported that he was talking with the Civic regarding doing similar project on a smaller scale. Amery reported that QLife fiber is at the Civic.

There was some discussion regarding making the Wi Fi splash page a little splashier –more interesting.

Aristo Operational Management Report –Amery reported that his vendor had discontinued the line of switches, he had to research new ones that would be compatible - the modules were promised by June. In response to a question Amery said the

switches weren't necessary for completion of the Bisectory/Redundancy project. Young clarified that the adjustments we need are in the future, so let's hold that over into the next fiscal year.

Next Meeting Dates:


Regular Board Meeting March 28, 2013 Noon

Being no further business the meeting was adjourned at 1:25 p.m.

Respectfully submitted:

Izetta Grossman, Recording Secretary

Attest:

  
\_\_\_\_\_  
Erick Larson, Secretary

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – February 2013

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

67% 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, 2012 to February 28, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 50,438	\$ 66,849	132.5%	* see below
Revenues	\$ 569,100	\$ 368,122	64.7%	
Expenditures	\$ 303,694	\$ 132,072	43.5%	
Transfers to Capital/Debt Fund	\$ 315,844	\$ 229,705	72.7%	
Cash at Month End	\$ 25,645.94			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Special Studies & Reports line item has been over-expended by \$2,000 for the Strategic Plan, which will be reimbursed to QLife through the Strategic Plan Grant.

- b. The Buildings and Grounds line item has been over-expended by \$1,124.80 due to the purchase and installation of a security system for the QLife room that was expected to be completed in the last fiscal year. We will fix this with a budget amendment at the April Board meeting.
  - c. The Liability line item was slightly under-budgeted causing it to be over-expended by \$130.00.
  - d. The Travel, Food & Lodging line item has been over-expended by \$429.45 due to the lunches provided at the Board meetings. We will fix this with a budget amendment at the April Board meeting.
- 4) Budget Changes: We will be bringing some minor budget amendments to the Board in April.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2012 to February 28, 2013</u>		
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>
Beginning Balance	\$ 219,124	\$ 212,640	97.0% * see below
Transfers In	\$ 315,844	\$ 229,705	72.7%
Revenues	\$ 82,500	\$ 54,150	65.6%
M&S / Capital Outlay / Other	\$ 367,684	\$ 46,552	12.7%
Debt Expenditures	\$ 249,784	\$ 106,962	42.8%
Cash at Month End	\$ 297,466.67		

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used have been audited.* The shortage is due to timing on the St. Mary's redundancy project and is not a problem.
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: We will be bringing a budget amendment to the Board in March for the \$52,000 approved for the City's Public WiFi expansion from reserve, and any adjustments needed for current capital construction projects.

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		4,203	.00		33,624	66,849.23	199	50,438	16,411.23-
300 **		4,203	.00		33,624	66,849.23	199	50,438	16,411.23-
300 ***	BEGINNING BALANCE	4,203	.00		33,624	66,849.23		50,438	16,411.23-
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	43,862	44,265.00	101	350,896	336,420.00	96	526,350	189,930.00
15 00	LSN CREDITS	0	.00		0			0	.00
20 00	CONNECT CHARGES	187	450.00	241	1,496	1,800.00	120	2,250	450.00
344 **	UTILITY SERVICES	44,049	44,715.00	102	352,392	338,220.00	96	528,600	190,380.00
340 ***	CHARGES FOR SERVICES	44,049	44,715.00		352,392	338,220.00		528,600	190,380.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	17.58	43	328	152.16	46	500	347.84
361 **	INTEREST REVENUES	41	17.58	43	328	152.16	46	500	347.84
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	201.03		0	201.03-
20 00	E-RATE REIMBURSEMENT	3,333	.00		26,664	29,548.80	111	40,000	10,451.20
369 **	OTHER MISC REVENUES	3,333	.00		26,664	29,749.83	112	40,000	10,250.17
360 ***	OTHER REVENUES	3,374	17.58		26,992	29,901.99		40,500	10,598.01
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	51,626	44,732.58		413,008	434,971.22		619,538	184,566.78

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****	
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	DESCRIPTION										
66	EXPENSE-ACCOUNT										
660	FINANCIAL OPERATIONS										
02	MATERIALS & SERVICES										
31	10 ADMINISTRATIVE	1666	.00	0	13328	7257.77	55	.00	20000	12742.23	36
15	COUNTY	583	4543.00	779	4664	4543.00	97	.00	7000	2457.00	65
20	OUTSIDE PLANT MAINTENANCE	2333	.00	0	18664	.00	0	.00	28000	28000.00	0
90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
32	10 AUDIT	416	.00	0	3328	4990.00	150	.00	5000	10.00	100
20	LEGAL SERVICES	700	285.00	41	5600	2130.00	38	.00	8400	6270.00	25
34	10 ENGINEERING SERVICES	1000	.00	0	8000	9697.75	121	.00	12000	2302.25	81
30	NETWORK SYSTEM MANAGEMENT	5333	.00	0	42664	33083.41	78	.00	64000	30916.59	52
50	SPECIAL STUDIES & REPORTS	0	2000.00	0	0	2000.00	0	.00	0	2000.00	0
43	10 BUILDINGS AND GROUNDS	166	.00	0	1328	3124.80	235	.00	2000	1124.80	156
25	NETWORK EQUIPMENT	383	.00	0	3064	2020.71	66	.00	4600	2579.29	44
87	UTILITIES LOCATES	83	.00	0	664	.00	0	.00	1000	1000.00	0
44	10 OFFICE SPACE RENTAL	437	.00	0	3496	2622.00	75	.00	5244	2622.00	50
52	10 LIABILITY	458	.00	0	3664	5630.00	154	.00	5500	130.00	102
30	PROPERTY	0	.00	0	0	.00	0	.00	0	.00	0
53	20 POSTAGE	16	.00	0	128	.00	0	.00	200	200.00	0
30	TELEPHONE	30	34.81	116	240	297.81	124	.00	360	62.19	83
40	LEGAL NOTICES	33	.00	0	264	.00	0	.00	400	400.00	0
54	00 ADVERTISING	108	.00	0	864	500.00	58	.00	1300	800.00	39
57	10 PERMIT	33	.00	0	284	.00	0	.00	400	400.00	0
58	10 TRAVEL, FOOD & LODGING	33	114.05	346	264	823.45	314	.00	400	429.45	207
50	TRAINING AND CONFERENCES	58	.00	0	464	.00	0	.00	700	700.00	0
70	MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	128	.00	0	.00	200	200.00	0
80	SCHOLARSHIPS	0	.00	0	0	.00	0	.00	0	.00	0
60	10 OFFICE SUPPLIES	16	42.49	266	128	46.78	37	.00	200	153.22	23
63	80 QLIIFE SCHOLARSHIPS	166	.00	0	1328	2000.00	151	.00	2000	.00	100
90	ROBOTICS GRANTS	166	.00	0	1328	2000.00	151	.00	2000	.00	100
69	50 MISCELLANEOUS EXPENSES	41	250.00	610	328	479.11	146	.00	500	20.89	96
60	POLE CONNECTION FEES	750	.00	0	6000	9025.43	150	.00	9000	25.43	100
70	RIGHT OF WAY FEES	1315	1264.35	96	10520	8764.65	83	.00	15790	7025.35	56
80	ASSETS <\$5000	208	1480.34	712	1664	1480.34	89	.00	2500	1019.66	59
02	** MATERIALS & SERVICES	16547	10014.04	61	132376	102523.01	77	.00	198694	96170.99	52
03	CAPITAL OUTLAY										
74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	13328	.00	0	.00	20000	20000.00	0
78	50 FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0
03	** CAPITAL OUTLAY	1666	.00	0	13328	.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	18213	10014.04	55	145704	102523.01	70	.00	218694	116170.99	47
66	** EXPENSE-ACCOUNT	18213	10014.04	55	145704	102523.01	70	.00	218694	116170.99	47





FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL	UNENCUMB.	%
BA	OBJ	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	BUDGET	BALANCE	BUDGT	
SUB	DESCRIPTION											
81 91	QLIFE CAPITAL FUND	26320	28713.09	109	210560	229704.72	109	.00	315844	86139.28	73	
83 10	ESD E-RATE	3333	.00	0	26664	29548.80	111	.00	40000	10451.20	74	
05 **	OTHER	29653	28713.09	97	237224	259253.52	109	.00	355844	96590.48	73	
06	CONTINGENCY / UAFB	3750	.00	0	30000	.00	0	.00	45000	45000.00	0	
88 00	CONTINGENCY	0	.00	0	0	.00	0	.00	0	.00	0	
89 00	UNAPROPRIATED ENDING BAL	3750	.00	0	30000	.00	0	.00	45000	45000.00	0	
06 **	CONTINGENCY / UAFB											
600 **	FINANCIAL OPERATIONS	33403	28713.09	86	267224	259253.52	97	.00	400844	141590.48	65	
60 **	EXPENSE-ACCOUNT	33403	28713.09	86	267224	259253.52	97	.00	400844	141590.48	65	
DIV 9500	TOTAL *****	33403	28713.09	86	267224	259253.52	97	.00	400844	141590.48	65	
DEPT 95	TOTAL *****	33403	28713.09	86	267224	259253.52	97	.00	400844	141590.48	65	
FUND 600	TOTAL *****	51616	38727.13	75	412928	361776.53	88	.00	619538	257761.47	58	

City of The Dalles

FUND 601 QLIFF CAPITAL FUND		*****							UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300 00 00		18,260	.00		146,080	212,639.77	146	219,124	6,484.23
300 **		18,260	.00		146,080	212,639.77	146	219,124	6,484.23
300 ***	BEGINNING BALANCE	18,260	.00		146,080	212,639.77		219,124	6,484.23
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	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	2,708	.00		21,664	2,396.56	11	32,500	30,103.44
344 **	UTILITY SERVICES	2,708	.00		21,664	2,396.56	11	32,500	30,103.44
340 ***	CHARGES FOR SERVICES	2,708	.00		21,664	2,396.56		32,500	30,103.44
360	OTHER REVENUES								
369	OTHER MISC REVENUES	0	150.00		0	2,150.00		0	2,150.00-
00 00	OTHER MISC REVENUES	0	150.00		0	2,150.00		0	2,150.00-
10 00	ENTERPRISE ZONE PAYMENT	4,166	50,000.00	1200	33,328	50,000.00	150	50,000	.00
369 **	OTHER MISC REVENUES	4,166	50,150.00	1204	33,328	52,150.00	157	50,000	2,150.00-
360 ***	OTHER REVENUES	4,166	50,150.00		33,328	52,150.00		50,000	2,150.00-
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,320	28,713.09	109	210,560	229,704.72	109	315,844	86,139.28
40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
90 01	QLIFE OPERATING FUND	26,320	28,713.09	109	210,560	229,704.72	109	315,844	86,139.28
391 **	OPERATING TRANSFERS IN	26,320	28,713.09	109	210,560	229,704.72	109	315,844	86,139.28
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	26,320	28,713.09		210,560	229,704.72		315,844	86,139.28
	FUND TOTAL QLIFF CAPITAL FUND	51,454	78,863.09		411,632	496,891.05		617,468	120,576.95

FUND 601 QLIFE CAPITAL FUND		DEPT/DIV 6000 QLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		UNENCUMB.	%
BA	OBJ	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION									
66		EXPENSE-ACCOUNT									
660		FINANCIAL OPERATIONS									
	02	MATERIALS & SERVICES									
	34	10 ENGINEERING SERVICES	833	.00	0	6664	5116.25	77	10000	4883.75	51
		70 CUSTOMER CONNECT COSTS	333	.00	0	2664	.00	0	4000	4000.00	0
		90 OTHER SERVICES	0	.00	0	0	.00	0	0	.00	0
	43	86 LINES MNTNCE & SUPPLIES	333	.00	0	2664	.00	0	4000	4000.00	0
	57	10 PERMIT	0	.00	0	0	.00	0	0	.00	0
	02	** MATERIALS & SERVICES	1499	.00	0	11992	5116.25	43	18000	12883.75	28
	03	CAPITAL OUTLAY									
	72	20 BUILDINGS	1291	.00	0	10328	187.36	2	15500	15312.64	1
	74	10 COMPUTER EQUIPMENT	0	.00	0	0	.00	0	0	.00	0
	20	TELECOMMUNICATIONS EQUIP	1625	.00	0	13000	11372.80	88	19500	1127.20	94
	76	10 PRIMARY	7247	.00	0	57976	1284.33	2	86975	85690.67	2
	20	SECONDARY	2708	630.00	23	21664	28591.04	132	32500	3908.96	88
	30	POLE MAKE READY COSTS	416	.00	0	3328	.00	0	5000	5000.00	0
	03	** CAPITAL OUTLAY	13287	630.00	5	106296	41435.53	39	159475	111039.47	30
	04	DEBT SERVICE									
	79	50 LOAN PRINCIPAL PAYMENTS	17953	9025.84	50	143624	81503.49	57	215444	133940.51	38
	51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	0	.00	0
	60	LOAN INTEREST PAYMENTS	2861	2468.27	86	22888	25458.36	111	34340	8881.64	74
	90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	0	.00	0
	04	** DEBT SERVICE	20814	11494.11	55	166512	106961.85	64	249784	142822.15	43
	660	** FINANCIAL OPERATIONS	35600	12124.11	34	284800	153513.63	54	7000.00	266745.37	38
	66	** EXPENSE-ACCOUNT	35600	12124.11	34	284800	153513.63	54	7000.00	266745.37	38
	DIV	6000 TOTAL *****									
	DEPT	60 TOTAL *****									
		QLIFE	35600	12124.11	34	284800	153513.63	54	7000.00	266745.37	38

FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES /		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	BUDGET	BALANCE	BDGT	
SUB	DESCRIPTION											
60	OLIFE FUND											
600	OTHER USES											
05	OTHER											
84 15	RSRV FOR SYS IMPROVEMENTS	11666	.00	0	93328	.00	0	.00	140000	140000.00	0	
20	RSRV FOR CO EXPANSTION	0	.00	0	0	.00	0	.00	0	.00	0	
05 **	OTHER	11666	.00	0	93328	.00	0	.00	140000	140000.00	0	
600 **	OTHER USES	11666	.00	0	93328	.00	0	.00	140000	140000.00	0	
60 **	OLIFE FUND	11666	.00	0	93328	.00	0	.00	140000	140000.00	0	
66	EXPENSE-ACCOUNT											
660	FINANCIAL OPERATIONS											
05	OTHER											
84 30	FOR DEBT RETIREMENT	0	.00	0	0	.00	0	.00	0	.00	0	
05 **	OTHER	0	.00	0	0	.00	0	.00	0	.00	0	
06	CONTINGENCY / UAFB											
88 00	CONTINGENCY	4184	.00	0	33472	.00	0	.00	50209	50209.00	0	
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06 **	CONTINGENCY / UAFB	4184	.00	0	33472	.00	0	.00	50209	50209.00	0	
660 **	FINANCIAL OPERATIONS	4184	.00	0	33472	.00	0	.00	50209	50209.00	0	
66 **	EXPENSE-ACCOUNT	4184	.00	0	33472	.00	0	.00	50209	50209.00	0	
DIV 9500	TOTAL *****	15850	.00	0	126800	.00	0	.00	190209	190209.00	0	
DEPT 95	TOTAL *****	15850	.00	0	126800	.00	0	.00	190209	190209.00	0	
FUND 601	TOTAL *****	51450	12124.11	24	411600	153513.63	37	7000.00	617468	456954.37	26	

**QLIFE - LISTING OF FINANCIAL TRANSACTIONS**

<b>FUND:</b>	<b><u>OPERATING 600</u></b>		
<b>FISCAL YEAR:</b>	2012-13		
<b>PERIOD DETAIL</b>	<b>FROM:</b>	2/13/2013	3/20/2013
	Revenue:	Billed as of	44,265.00
		2/20/2013	
		Billed as of	44,265.00
		3/20/2013	
	QLife Monthly Billings	BILLING DONE ON THE 20TH	
		Non Reoccurring	450.00
<b>TOTAL:</b>			<b>88,980.00</b>
<b>CODE</b>	<b>Expenditures:</b>		
600.6000.660.53.30	Gorge.net	Phone	34.81
600.6000.660.69.50	The Dalles Civic	Room Use	150.00
600.6000.660.34.10	Commstructures	Engineering	1,999.59
600.6000.660.32.20	Keith Mobley	Legal Services	480.00
600.6000.660.69.70	City of The Dalles	ROW	1,327.95
600.6000.660.53.30	Gorge.net	Phone	34.76
600.6000.660.53.20	City of The Dalles	Postage	26.82
<b>TOTAL:</b>			<b>4,053.93</b>

<b>FUND:</b>	<b><u>CAPITAL 601</u></b>		
<b>FISCAL YEAR:</b>	2012-13		
<b>PERIOD DETAIL</b>	<b>FROM:</b>	2/13/2013	3/20/2013
	Revenue:		
<b>TOTAL:</b>			
<b>CODE</b>	<b>Expenditures:</b>		
601.6000.660.34.10	Columbia State Bank	Commercial Loan/Interest	11,494.11
601.6000.660.74.20	The Dalles Iron Works	Plates Bisector Redundancy	108.00
601.6000.660.43.86	Ernies lock and key	Bisector Redundancy	112.50
601.6000.660.34.10	Commstructures	Bisector Redundancy	147.50
<b>TOTAL:</b>			<b>11,862.11</b>

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **March 2013**

**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 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, 2012 to March 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 50,438	\$ 66,849	132.5%	* see below
Revenues	\$ 569,100	\$ 427,181	75.1%	
Expenditures	\$ 303,694	\$ 156,950	51.7%	
Transfers to Capital/Debt Fund	\$ 315,844	\$ 258,418	81.8%	
Cash at Month End	\$ 24,227.19			

Exceptions:

- 1) Beginning Balance: *\* The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures: *No formal action is needed to correct the over-expenditures shown in items a - e below, as they are all in the Materials & Services category and that total category budget will not be exceeded this year.*
  - a. The Special Studies & Reports line item has been over-expended by \$2,000 for the Strategic Plan, which will be reimbursed to QLife through the Strategic Plan Grant.

- b. The Buildings and Grounds line item has been over-expended by \$1,124.80 due to the purchase and installation of a security system for the QLife room that was expected to be completed in the last fiscal year.
- c. The Liability line item was slightly under-budgeted causing it to be over-expended by \$130.00.
- d. The Travel, Food & Lodging line item has been over-expended by \$564.45 due to the lunches provided at the Board meetings.
- e. The Miscellaneous Expenses line item has been over-expended by \$79.11 due to the payment of a \$100 Oregon Universal Service Fund late penalty.
- f. The ESD E-Rate line item has been over-expended by \$4,323.20. This line item is used to pass through the E-Rate Reimbursements the City receives. We will fix this with a supplemental budget at the April Board meeting that will add \$10,000 to both the revenue and expenditure for E-Rate.

4) Budget Changes: We will be bringing a supplemental budget to the Board in April.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2012 to March 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 219,124	\$ 212,640	97.0%	* see below
Transfers In	\$ 315,844	\$ 258,418	81.8%	
Revenues	\$ 82,500	\$ 56,546	68.5%	
M&S / Capital Outlay / Other	\$ 367,684	\$ 60,219	16.4%	
Debt Expenditures	\$ 249,784	\$ 118,456	47.4%	
Cash at Month End	\$ 353,168.40			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used have been audited.* The shortage is due to timing on the St. Mary's redundancy project and is not a problem.
- 2) Revenues:
- 3) Expenditures:
  - a. The Telecommunications Equipment line items has been over-expended by \$5,980.80 due to most of the remaining St. Mary/Bisector costs being in this line item and less in the Primary Lines line item. No formal action is needed to correct this over-expenditure



as both line items are in the Capital Outlay category and that total category budget will not be exceeded this year.

- b. The Secondary line item has been over-expended by \$2,390.29 due to additional new services. A supplemental budget will be brought to the Board in April to receive the additional Connect Charges Revenue and allocate that to the Secondary line item.
- 4) Budget Changes: In addition to the budget changes mentioned above, we will also be bringing a budget amendment to the Board in April for the \$52,000 approved for the City's Public WiFi expansion from reserve.

**QLIFE - LISTING OF FINANCIAL TRANSACTIONS**

FUND: OPERATING 600  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 3/21/2013 TO: 4/16/2013

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

TOTAL:		-
CODE	Expenditures:	
600.6000.660.34.30	Aristo Retainer (Dec, Jan, Feb)	6,000.00
600.6000.660.58.10	Anzac Lunch	90.00
600.6000.660.69.70	City of The Dalles ROW	1,327.95
600.6000.660.32.20	Keith Mobley Legal services	1,260.00
600.6000.660.44.10	City of The Dalles Rent - 1st Quarter 2013	1,311.00
600.6000.660.31.10	City of The Dalles Services - 1st Quarter 2013	4,513.00
600.6000.660.69.50	NWCPUD Electric St Mary's	32.58
600.6000.660.60.10	Quill Notebooks	13.28

TOTAL: **14,547.81**

FUND: CAPITAL 601  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 3/21/2013 TO: 4/16/2013

Revenue:

TOTAL:		
CODE	Expenditures:	
601-6000-660-74.20	Columbia State Bank Commercial Loan/Interest	11,494.11
601.6000.660.74.20	RAL Bisector	7,000.00
601.6000.660.76.20	Aristo MCMC tanks - Gorge.net	595.47
601.6000.660.76.20	Aristo NNW -new pair	1587.37
601.6000.660.76.20	Aristo Bisector	172.50
601.6000.660.76.20	Aristo Google	1,345.87
601.6000.660.76.20	Aristo LSN	1,598.04
601.6000.660.74.20	RAL LCSpare	1,299.00
601.6000.660.74.20	RAL Bisector	24,148.00
601.6000.660.74.20	RAL Bisector	560.00
601.6000.660.76.20	NorthSky Google loop	2,314.00
601.6000.660.76.20	NorthSky Gorgenet Tanks	4,005.00
601.6000.660.34.10	Commstructures On Call Technical	660.00
601.6000.660.79.50	Columbia State Bank Additional Principal	107,340.00
TOTAL:		<b>164,119.36</b>

**QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLIFE)**

**RESOLUTION NO. 13-001**

**A RESOLUTION AUTHORIZING TRANSFERS OF BUDGET FUNDS BETWEEN CATEGORIES OF THE QUALITYLIFE INTERGOVERNMENTAL AGENCY CAPITAL FUND 601 BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2013.**

**WHEREAS**, during the adopted budget year certain funds may experience changes in commitments or expenditures above approved category limits; and

**WHEREAS**, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits; and

**WHEREAS**, \$52,000 is needed to match a private party grant in order to fund the expansion of the WiFi system to the Discovery Center and various City parks;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE QUALITYLIFE INTERGOVERNMENTAL AGENCY AS FOLLOWS:**

**Section 1.** The Board of Directors hereby authorizes the following transfers of funds between budgeted categories.

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<b><u>CAPITAL FUND (601)</u></b>			
transferred from Reserves Category	\$ 190,209	\$ 138,209	- \$ 52,000
transferred to Capital Outlay Category	\$ 159,475	\$ 211,475	+ \$ 52,000

**Section 2.** This Resolution shall become effective upon adoption and shall remain in effect until after receipt and acceptance of the FY12/13 audit.

**PASSED AND ADOPTED THIS 25th DAY OF APRIL, 2013.**

Voting Yes: \_\_\_\_\_  
Voting No: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstaining: \_\_\_\_\_

**AND APPROVED BY THE CHAIR THIS 25th DAY OF APRIL, 2013.**

SIGNED:

ATTEST:

\_\_\_\_\_  
Scott Hege, Chair of the Board

\_\_\_\_\_  
Erik Larson, Treasurer

**QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLIFE)**

**RESOLUTION NO. 13-002**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE QUALITYLIFE INTERGOVERNMENTAL AGENCY OPERATING FUND (600) AND CAPITAL FUND (601) BUDGETS FOR THE FISCAL YEAR ENDING JUNE 30, 2013, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, the QLife Operating Fund (601) anticipates receiving an additional \$10,000 in E-Rate Reimbursement Revenue in FY12/13, which is required to be passed through the Agency and sent on to the education district; and

**WHEREAS**, the QLife Capital Fund (601) anticipates receiving an additional \$10,000 in Connection Charges Revenue in FY12/13; and

**WHEREAS**, the Agency Board of Directors wishes to allocate those additional funds to be expended in the current fiscal year; and

**WHEREAS**, a supplemental budget is required in order for the Agency to allocate and expend those funds in FY12/13; and

**WHEREAS**, the required public notice was published on Tuesday, April 16, 2013;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE QUALITYLIFE INTERGOVERNMENTAL AGENCY AS FOLLOWS:**

**Section 1.** The Board of Directors hereby adopts the following Supplemental Budget for FY12/13, increasing revenues and makes appropriations as shown below.

<b>Summary of Supplemental Budget – Line Item Detail</b>				
<b>Fund</b>	<b>Resource</b>	<b>Amount</b>	<b>Requirement</b>	<b>Amount</b>
Operating Fund (600)	Additional E-Rate Revenue	10,000	Special Payments - ESD E-Rate	10,000
	<b>Total New Resources</b>	<b>10,000</b>	<b>Total New Requirements</b>	<b>10,000</b>
	<b>Fund 600 New Total Special Payments Category</b>			<b>50,000</b>
	<b>New Total All Fund 600 Resources</b>	<b>629,538</b>	<b>New Total All Fund 600 Expenditures</b>	<b>629,538</b>
Capital Fund (601)	Additional Connect Charges Revenue	10,000	Capital Outlay – Outside Plant - Secondary	10,000
	<b>Total New Resources</b>	<b>10,000</b>	<b>Total New Requirements</b>	<b>10,000</b>
	<b>Fund 601 New Total Capital Outlay Category</b>			<b>221,475</b>
	<b>New Total All Fund 601 Resources</b>	<b>627,468</b>	<b>New Total All Fund 601 Expenditures</b>	<b>627,468</b>

**Section 2.** This Resolution shall become effective upon adoption and shall remain in effect until after receipt and acceptance of the FY12/13 audit.

**PASSED AND ADOPTED THIS 25th DAY OF APRIL, 2013.**

Voting Yes: \_\_\_\_\_  
Voting No: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstaining: \_\_\_\_\_

**AND APPROVED BY THE CHAIR THIS 25th DAY OF APRIL, 2013.**

SIGNED:

ATTEST:

\_\_\_\_\_  
Scott Hege, Chair of the Board

\_\_\_\_\_  
Erik Larson, Treasurer

**QUALITY LIFE INTERGOVERNMENTAL AGENCY**  
**Proposed Budget for FY12/13**

Account #	Description	FY12/13 Adopted	Budget Amendment Res # 13-001	Supplemental Budget Res # 13-002	Amended Budget
<b>QLIFE AGENCY FUND 600</b>					
<b>REVENUES</b>					
600-0000-300.00-00	Beginning Balance	50,438			
600-0000-344.10-00	Utility Service Charges	526,350			50,438
600-0000-344.15-00	LSN Credits	-			526,350
600-0000-344.20-00	Connect Charges	2,250			-
600-0000-361.00-00	Interest Revenues	500			2,250
600-0000-369.00-00	Other Misc Revenues	-			500
600-0000-369.20-00	E-Rate Reimbursements	40,000		10,000	-
600-0000-371.90-00	Misc Sales and Services	-			50,000
<b>TOTAL REVENUES</b>		<b>619,538</b>	-	<b>10,000</b>	<b>629,538</b>
<b>EXPENDITURES</b>					
<b>Materials &amp; Services</b>					
600-6000-660.31-10	Administrative Services	20,000			20,000
600-6000-660.31.15	Contractual Svc - County	7,000			7,000
600-6000-660.31-20	Outside Plant Maint	28,000			28,000
600-6000-660.32-10	Audit	5,000			5,000
600-6000-660.32-20	Legal Services	8,400			8,400
600-6000-660.34-10	Engineering Services	12,000			12,000
600-6000-660.34-30	Network System Mgmt	64,000			64,000
600-6000-660.34-50	Special Studies /Reports	-			-
600-6000-660.43-10	Buildings & Grounds	2,000			2,000
600-6000-660.43-25	Network Equipment	4,600			4,600
600-6000-660.43.87	Utilities Locates	1,000			1,000
600-6000-660.44-10	Office Space Rental	5,244			5,244
600-6000-660.52-10	Liability Insurance	5,500			5,500
600-6000-660.52-30	Property Insurance	-			-
600-6000-660.53-20	Postage	200			200
600-6000-660.53-30	Telephone	360			360
600-6000-660.53-40	Legal Notices	400			400
600-6000-660.54-00	Advertising	1,300			1,300
600-6000-660.57-10	Permits	400			400
600-6000-660.58-10	Travel, Food & Lodging	400			400
600-6000-660.58-50	Trainings & Conferences	700			700
600-6000-660.58-70	Memberships/Dues/Subs	200			200
600-6000-660.60-10	Office Supplies	200			200
600-6000-660.63-80	Scholarships	2,000			2,000
600-6000-660.63-90	Robotics Grant	2,000			2,000
600-6000-660.69-50	Misc Expenses	500			500
600-6000-660.69-60	Pole Connection Fees	9,000			9,000
600-6000-660.69-70	Right of Way Fees	15,790			15,790
600-6000-660.69-80	Assets < \$5000	2,500			2,500
<b>Total Materials &amp; Services</b>		<b>198,694</b>	-	-	<b>198,694</b>
<b>Capital Outlay</b>					
600-6000-660.74-20	Telecom Equipment	20,000			20,000
<b>Total Capital Outlay</b>		<b>20,000</b>	-	-	<b>20,000</b>
<b>Other</b>					
600-9500-600.81-91	QLife Capital Fund	315,844			315,844
600-9500-600.83-10	ESD E-Rate Transfers	40,000		10,000	50,000
600-9500-600.88-00	Contingency	45,000			45,000
<b>Total Other</b>		<b>400,844</b>	-	<b>10,000</b>	<b>410,844</b>
<b>TOTAL EXPENDITURES</b>		<b>619,538</b>	-	<b>10,000</b>	<b>629,538</b>
<b>REVENUES LESS EXPENSES</b>		-	-	-	-

**QUALITY LIFE INTERGOVERNMENTAL AGENCY**  
**Proposed Budget for FY12/13**

Account #	Description	FY12/13 Adopted	Budget Amendment Res # 13-001	Supplemental Budget Res # 13-002	Amended Budget
<b>QLIFE CAPITAL FUND 601</b>					
<b>REVENUES</b>					
601-0000-300.00-00	Beginning Balance	219,124			219,124
601-0000-344.20-00	Connect Charges	32,500			32,500
601-0000-369.00-00	Other Misc Revenues	-		10,000	10,000
601-0000-369.10-00	Enterprise Zone Payment	50,000			50,000
601-0000-391.90-01	Qlife Operating Fund	315,844			315,844
601-0000-393.10-00	Loan/Bond Proceeds	-			-
<b>TOTAL REVENUES</b>		<b>617,468</b>	-	<b>10,000</b>	<b>627,468</b>
<b>EXPENDITURES</b>					
<b>Materials &amp; Services</b>					
601-6000-660.34-10	Engineering Services	10,000			10,000
601-6000-660.34-70	Customer Connections	4,000			4,000
601-6000-660.34-90	Other Services	-			-
601-6000-660.43-86	Lines, Maint & Supplies	4,000			4,000
601-6000-660.57-10	Permits	-			-
<b>Total Materials &amp; Services</b>		<b>18,000</b>	-	-	<b>18,000</b>
<b>Capital Outlay</b>					
601-6000-660.72-20	Buildings	15,500			15,500
601-6000-660.74-20	Telecom Equip	19,500	52,000	10,000	81,500
601-6000-660.76-10	Primary (System Maint)	86,975			86,975
601-6000-660.76-20	Secondary (Line Extensions)	32,500			32,500
601-6000-660.76-30	Pole Make Ready Costs	5,000			5,000
<b>Total Capital Outlay</b>		<b>159,475</b>	<b>52,000</b>	<b>10,000</b>	<b>221,475</b>
<b>Debt Service</b>					
601-6000-660.79-50	Loan Principal Payments	215,444			215,444
601-6000-660.79-60	Interest Payments	34,340			34,340
<b>Total Debt Service</b>		<b>249,784</b>	-	-	<b>249,784</b>
<b>Other</b>					
601-9500-600.84-15	Reserve for Sys Imprvmnts	140,000	(52,000)		88,000
601-9500-600.84-20	Reserve for Co Expansion	-			-
601-9500-660.84-30	Reserve for Debt Retirement	-			-
601-9500-600.88-00	Contingency	50,209			50,209
601-9500-600.89-00	Unappropriated Ending Fund Balance	-			-
<b>Total Other</b>		<b>190,209</b>	<b>(52,000)</b>	-	<b>138,209</b>
<b>TOTAL EXPENDITURES</b>		<b>617,468</b>	-	<b>10,000</b>	<b>627,468</b>
<b>REVENUES LESS EXPENSES</b>		-	-	-	-

# QLife Network

## QualityLife Intergovernmental Agency

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Nolan K. Young, Administrative Staff *nyj*

**DATE:** March 20, 2013

**SUBJECT:** Additional Principal Payment on Columbia State Bank Loan

The FY 2012-13 Budget includes \$107,340 for additional principal payment on QLife's Columbia State Bank loan. In the last fiscal year QLife had made a \$138,000 additional principal payment. We are proposing to make additional payment as budget allow in the upcoming fiscal year with the final payments being made in FY 2014-15; two years early.

We held off on asking for authorization to make this early payment until we were comfortable that the St. Mary's/Redundancy/Bisector project was going to come in within budget. We are now comfortable that will be the case and are requesting authorization to make this additional payment.

**BUDGET IMPLICATIONS:** The proposed \$107,340 payment is included in the current budget.

**BOARD ALTERNATIVES:**

1. *Staff recommendation: Authorize staff to immediately make the additional \$107,340 principal payment on the Columbia State Bank Loan.*
2. Authorize staff to make some other additional payment amount.
3. Decline to make the additional payment at this time and direct staff to bring the issue back at a later date.



Aristo  
Technical Management Report  
By  
John Amery  
3/21/2013

Maintenance Projects Aristo Networks llc. is currently working on:

1. Bisector Project
2. Tagging of fiber plant with new (custom logo tags)
  - On hold until next budget year
3. Easement for access to fiber by Norcor
4. Issue with network control packets leaking into Qlife network.
  - Qlife experienced an issue with a customer's network control packets leaking into the Qlife network which created an issue for some customers.
  - Direct issue was resolved
  - Reviewing current network for similar potential issues at other sites.