

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

Thursday, June 25, 2015, Noon  
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 May 28, 2015 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. May Financial Reports
  - b. List of Disbursements since Last Meeting
6. Public Hearing
  - a. Fiscal Year 2015-16 QLife Budget
7. Action Items
  - a. Adopt Resolution 15-001 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2015-16, Making Appropriations, and Authorizing Expenditures.
  - b. Authorize distribution of Scholarship grant for fiscal year 2015-16 to Columbia Gorge Community College
8. Reports
  - a. Aristo Operational Management Report – John Amery
  - b. Broadband agreement with LSN using State Grant funds – Keith Mobley
9. Next Meeting Dates:
  - a. Regular Board Meeting July 23, 2015 Noon
10. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday, May 28, 2015, NOON  
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 Larson at 12:06 pm

#### Roll Call

In attendance: Erick Larson, Taner Elliott, Dan Spatz

Absent: Scott Hege, Brian Ahier

Staff in attendance: Nolan Young, Izetta Grossman, John Amery, Keith Mobley

Guest: Gary Rains, Erik Lundby of Gorge.net, Leif Hansen of LSN

#### Approval of Agenda

It was moved by Elliott and seconded by Spatz to approve the Agenda as submitted. The motion carried unanimously, 2 absent.

#### Approval of April 23, 2015 Board Minutes

It was moved by Spatz and seconded by Elliott to approve the minutes of the April 23, 2015 meeting. The motion carried unanimously, 2 absent.

#### Ahier and Hege arrived at 12:08

#### Financial Reports

Young reviewed the financial report saying everything was looking good.

#### Action Items

Young introduced Gary Rains, Business Development Director for the City of The Dalles. Rains presented the Downtown Business Incubator Center concept stating his experience with three other incubators which have been successful. In response to a question Rains said six companies and two non-profits had shown interest in the center, he said he was vetting them. Rains said the center would also be a home for the Main Street Program. In response to questions about clear definition of what type of businesses would use the center, Rains said that Gorge Innoventure in Hood River didn't have firm identified need, however they are doing well. He said there was an opportunity in The Dalles, it is a bit of a chicken and egg situation. In response to questions Young said there are partners; the City of The Dalles approved the economic development plan for example. Young also explained that the business incubator center can create more opportunities for businesses to get started, and therefore more opportunities for QLife to gain customers.

In response to questions Amery said it wouldn't be too hard to hook up to QLife, the fiber is there.

Ahier moved to approve participation in the Business Incubator Center in an amount not to exceed \$12,600, supporting the technology part, not rent. Elliott seconded the motion, the motion failed, Larson, Hege, and Spatz opposed. Ahier, Elliott for.

Rains asked if they would entertain support with a business plan. The Board said they would like to see a business plan that supports the project, not contingent on the proposed location. Spatz moved to support the concept of a downtown business incubator center through QLife technology support, contingent on review of a business plan. Hege seconded the motion, the motion carried unanimously. Rains said they would bring back a business plan.

Authorize distribution of Robotics Grant funds for fiscal year 2014-15 and 2015-16 to District 21 program. Ahier moved and Hege seconded to authorize staff to distribute the Robotics Grant funds for fiscal year 2014-15 and 2015-16 to School District 21 Robotics program. The motion carried unanimously.

It was moved by Hege and seconded by Spatz to continue the sponsorship of Oregon Connections Conventions October 22-23, 2015 Hood River. The motion carried unanimously.

**Spatz retired from the meeting at 1 p.m.**

Young introduced Leif Hansen of LSN. Hansen said there has been a historical relationship with QLife that has been good for both parties. Originally LSN delivered services into rural Oregon; now they are in Washington, California, Nevada – 80% wholesale. He said that they are currently looking for ways to leverage infrastructure to serve residential and larger communities. He said QLife could stay the same or engage a new model as well. He said the challenge was the high cost of construction, just an anchor tenant didn't work, need more players. In response to a question, Hanson said the lesson LSN learned that could benefit QLife was to not decide what would be best for a client, let their needs drive the sale, think creatively, offering options. Ahier said he would be interested in exploring revenue sharing options. Hansen said there is shared risk with the shared revenue, the idea is to reduce barriers to access and share both.

Larson said he hope the long relationship between QLife and LSN continues.

**Reports**

Aristo Operational Management Report – Amery reported that the audit won't be done by June 30, contractor just can't meet that deadline

Next Steps Strategic Business Plan Review –Young said the next step is public input and asked how the board would like to proceed. Larson said perhaps a customer survey, that general public education was good.

**Next Meeting Dates:**

Young recapped the next meeting:

Update on South County Project

Insurance information

Adopt the budget

Business Incubator Center business plan

Regular Board Meeting, June 25, 2015 Noon

**Adjourn**

Being no further business the meeting was adjourned at 1:45 p.m.

Respectfully submitted:

Izetta Grossman, Secretary

Signed:

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Brian Ahier, Secretary/Tres.

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2014-15

PERIOD DETAIL FROM: 5/20/2015 TO: 6/17/2015

Revenue: Billed as of 5/20/2015 1,380.00  
 57,235.43  
 QLife Monthly Billings BILLING DONE ON THE 20TH

TOTAL: 58,615.43

CODE	Expenditures:		
600.6000.660.34.30	Aristo	monthly retainer	2,000.00
600.6000.660.63.90	NWC School District 21	Robotics Grant	2,000.00
600.6000.660.41.40	NWCPUD	electric	42.98
600.6000.660.32.20	Keith Mobley	attorney	480.00
600.6000.660.34.10	Commstructures	OSP Insight	705.00
600.6000.660.69.70	City Of The Dalles	ROW	1,588.95
600.6000.660.58.10	4 Cs	Lunch	161.30
600.6000.660.31.20	Platt	Audit	76.41

TOTAL: 7,054.64

FUND: CAPITAL 601  
 FISCAL YEAR: 2014-15

PERIOD DETAIL FROM: 5/20/2015 TO: 6/17/2015

Revenue:

TOTAL:

CODE	Expenditures:		
601.6000.660.76.20	Hage Electric	Gorge.net	2,465.00
601.6000.660.46.20	Platt		10.29
601.6000.660.34.10	Commstructures	Splice Audit	203.75
601.6000.660.76.20	Commstructures	Crates Way	110.00
601.6000.660.76.20	NorthSky	Crates Way	750.00
601.6000.660.43.86	NorthSky	Audit	562.50

TOTAL: 4,101.54

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – May 2015

**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.

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.

**Operations (600):**

**BUDGET COMPARISONS**

	<u>July 1, 2014 to May 31, 2015</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 138,143	\$ 180,966	131.0%	* see below
Revenues	\$ 680,619	\$ 591,418	86.8%	
Expenditures	\$ 435,857	\$ 176,437	40.5%	
Transfers to Capital/Debt Fund	\$ 382,905	\$ 382,905	100.0%	
Cash at Month End	\$ 157,126.45			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues: User fees are at 89.3% of budget.
- 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).

c. The Miscellaneous Expenses line item has been over-expended by \$3,378.85, due mostly to payment of a \$3,349.00 bill to North Sky Communications for the transformer move. This extra cost will be reimbursed by the moving company. This over-expenditure does not cause the category to be overspent.

4) Budget Changes: No budget changes have been made to this fund this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2014 to May 31, 2015</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 183,796	\$ 183,319	99.7%	* see below
Transfers In	\$ 382,905	\$ 382,905	100.0%	
Revenues	\$ 30,000	\$ 14,065	46.9%	
M&S / Capital Outlay / Other	\$ 463,913	\$ 65,151	14.0%	
Debt Expenditures	\$ 132,788	\$ 129,663	97.6%	
Cash at Month End	\$ 381,674.59			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Columbia Bank Loan was paid in full as of July 9, 2014.
  - b. The Secondary line item in Capital Outlay has been over-expended by \$7,119.59 due to more costs for new customers services than anticipated. Most of this is associated with LSN's new cell tower customers. This extra cost will be reimbursed by LSN. This over-expenditure does not cause the category to be overspent.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

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		11,511	.00		126,621	180,965.86	143	138,143	42,822.86-
300 **		11,511	.00		126,621	180,965.86	143	138,143	42,822.86-
300 ***	BEGINNING BALANCE	11,511	.00		126,621	180,965.86		138,143	42,822.86-
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	52,305	52,965.00	101	575,355	568,740.00	99	627,669	58,929.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	450.00	241	2,057	2,700.00	131	2,250	450.00-
344 **	UTILITY SERVICES	52,492	53,415.00	102	577,412	571,440.00	99	629,919	58,479.00
340 ***	CHARGES FOR SERVICES	52,492	53,415.00		577,412	571,440.00		629,919	58,479.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	207.57	506	451	1,280.57	284	500	780.57-
361 **	INTEREST REVENUES	41	207.57	506	451	1,280.57	284	500	780.57-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	5,508.68	4429	176	5,622.18	3194	200	5,422.18-
20 00	E-RATE REIMBURSEMENT	4,166	.00		45,826	13,075.20	29	50,000	36,924.80
369 **	OTHER MISC REVENUES	4,182	5,508.68	132	46,002	18,697.38	41	50,200	31,502.62
360 ***	OTHER REVENUES	4,223	5,716.25		46,453	19,977.95		50,700	30,722.05
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	59,131.25		750,486	772,383.81		818,762	46,378.19

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 OLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****		*****	
SUB	SUB	DESCRIPTION	ACCOUNT	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	\$EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDDT
66		EXPENSE-ACCOUNT											
660		FINANCIAL OPERATIONS											
	31	CONTRACTUAL SERVICES											
	31 10	ADMINISTRATIVE		1666	5429.78	326	18326	17679.11	97	.00	20000	2320.89	88
	31 15	COUNTY		583	.00	0	6413	.00	0	.00	7000	7000.00	0
	31 20	OUTSIDE PLANT MAINTENANCE		3583	676.41	19	39413	14732.96	37	.00	43000	28267.04	34
	31 90	OTHER SERVICES		3583	5201.91	145	39413	6886.91	18	.00	43000	36113.09	16
	31 **	CONTRACTUAL SERVICES		9415	11308.10	120	103565	39298.98	38	.00	113000	73701.02	35
	32	PROFESSIONAL SERVICES											
	32 10	AUDIT		441	.00	0	4851	3800.00	78	.00	5300	1500.00	72
	32 20	LEGAL SERVICES		700	420.00	60	7700	3925.00	51	.00	8400	4475.00	47
	32 **	PROFESSIONAL SERVICES		1141	420.00	37	12551	7725.00	62	.00	13700	5975.00	56
	34	TECHNICAL SERVICES											
	34 10	ENGINEERING SERVICES		1866	2973.75	159	20526	14063.77	69	.00	22400	8336.23	63
	34 30	NETWORK SYSTEM MANAGEMENT		6083	10388.51	171	66913	51136.23	76	.00	73000	21863.77	70
	34 50	SPECIAL STUDIES & REPORTS		0	.00	0	0	.00	0	.00	0	.00	0
	34 **	TECHNICAL SERVICES		7949	13362.26	168	87439	65200.00	75	.00	95400	30200.00	68
	41	MAINTENANCE											
	41 40	ELECTRICITY		50	50.35	101	550	424.50	77	.00	600	175.50	71
	41 **	MAINTENANCE		50	50.35	101	550	424.50	77	.00	600	175.50	71
	43	REPAIRS AND MAINTENANCE											
	43 10	BUILDINGS AND GROUNDS		41	.00	0	451	.00	0	.00	500	500.00	0
	43 25	NETWORK EQUIPMENT		383	.00	0	4213	.00	0	.00	4600	4600.00	0
	43 87	UTILITIES LOCATES		83	.00	0	913	.00	0	.00	1000	1000.00	0
	43 **	REPAIRS AND MAINTENANCE		507	.00	0	5577	.00	0	.00	6100	6100.00	0
	44	RENTAL COSTS											
	44 10	OFFICE SPACE RENTAL		646	1938.00	300	7106	5814.00	82	.00	7752	1938.00	75
	44 **	RENTAL COSTS		646	1938.00	300	7106	5814.00	82	.00	7752	1938.00	75
	52	INSURANCE											
	52 10	LIABILITY		487	.00	0	5357	5730.00	107	.00	5855	125.00	98
	52 30	PROPERTY		0	.00	0	0	.00	0	.00	0	.00	0
	52 **	INSURANCE		487	.00	0	5357	5730.00	107	.00	5855	125.00	98
	53	COMMUNICATIONS											
	53 20	POSTAGE		16	.00	0	176	.00	0	.00	200	200.00	0
	53 30	TELEPHONE		35	34.13	98	385	375.82	98	.00	420	44.18	90
	53 40	LEGAL NOTICES		33	20.30	62	363	20.30	6	.00	400	379.70	5
	53 **	COMMUNICATIONS		84	54.43	65	924	396.12	43	.00	1020	623.88	39
	54	ADVERTISING											
	54 00	ADVERTISING		108	.00	0	1188	528.97	45	.00	1300	771.03	41
	54 **	ADVERTISING		108	.00	0	1188	528.97	45	.00	1300	771.03	41



FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP		*****		*****	
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	EXP	BUDGET	ACTUAL	EXP	ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION								BUDGET	BALANCE	BDGT
66			EXPENSE-ACCOUNT										
660			FINANCIAL OPERATIONS										
	57		PERMIT										
		57	10 PERMIT	33	.00	0	363	228.00	63	.00	400	172.00	57
		57	** PERMIT	33	.00	0	363	228.00	63	.00	400	172.00	57
	58		TRAINING AND TRAVEL										
		58	10 TRAVEL, FOOD & LODGING	166	398.45	240	1826	1132.45	62	.00	2000	867.55	57
		58	50 TRAINING AND CONFERENCES	58	.00	0	638	130.00	20	.00	700	570.00	19
		58	70 MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	176	254.93	145	.00	200	54.93-	128
		58	** TRAINING AND TRAVEL	240	398.45	166	2640	1517.38	58	.00	2900	1382.62	52
	60		SUPPLIES										
		60	10 OFFICE SUPPLIES	8	.00	0	88	71.69	82	.00	100	28.31	72
		60	** SUPPLIES	8	.00	0	88	71.69	82	.00	100	28.31	72
	63		SCHOLARSHIPS										
		63	80 QLIFE SCHOLARSHIPS	166	.00	0	1826	2000.00	110	.00	2000	.00	100
		63	90 ROBOTICS GRANTS	166	.00	0	1826	.00	0	.00	2000	2000.00	0
		63	** SCHOLARSHIPS	332	.00	0	3652	2000.00	55	.00	4000	2000.00	50
	69		OTHER MATERIALS/EXPENSES										
		69	50 MISCELLANEOUS EXPENSES	41	3374.05	8229	451	3878.85	860	.00	500	3378.85-	776
		69	60 POLE CONNECTION FEES	833	.00	0	9163	9402.84	103	.00	10000	597.16	94
		69	70 RIGHT OF WAY FEES	1569	1561.95	100	17259	15453.45	90	.00	18830	3376.55	82
		69	80 ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0
		69	** OTHER MATERIALS/EXPENSES	2443	4936.00	202	26873	28735.14	107	.00	29330	594.86	98
	74		MACHINERY & EQUIPMENT										
		74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	18326	5691.95	31	.00	20000	14308.05	29
		74	** MACHINERY & EQUIPMENT	1666	.00	0	18326	5691.95	31	.00	20000	14308.05	29
660	**	**	FINANCIAL OPERATIONS	25109	32467.59	129	276199	163361.73	59	.00	301457	138095.27	54
66	**	**	EXPENSE-ACCOUNT	25109	32467.59	129	276199	163361.73	59	.00	301457	138095.27	54
DIV	6000	TOTAL	*****	25109	32467.59	129	276199	163361.73	59	.00	301457	138095.27	54
DEPT	60	TOTAL	*****	25109	32467.59	129	276199	163361.73	59	.00	301457	138095.27	54

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****YEAR-TO-DATE*****		*****YEAR-TO-DATE*****		*****YEAR-TO-DATE*****		*****YEAR-TO-DATE*****	
BA ELEM OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	UNENCUMB.
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BALANCE
60	QLIFE FUND										
600	OTHER USES										
81	TRANSFERS OUT										
81 91	QLIFE CAPITAL FUND	31908	29923.80	94	350988	382905.00	109	382905	.00	382905	.00
81 **	TRANSFERS OUT	31908	29923.80	94	350988	382905.00	109	382905	.00	382905	.00
83	OTHER TRANSFERS										
83 10	ESD E-RATE	4166	.00	0	45826	13075.20	29	50000	.00	50000	36924.80
83 **	OTHER TRANSFERS	4166	.00	0	45826	13075.20	29	50000	.00	50000	36924.80
88	CONTINGENCY										
88 00	CONTINGENCY	2466	.00	0	27126	.00	0	29600	.00	29600	29600.00
88 **	CONTINGENCY	2466	.00	0	27126	.00	0	29600	.00	29600	29600.00
89	UNAPROPRIATED ENDING BAL										
89 00	UNAPROPRIATED ENDING BAL	4566	.00	0	50226	.00	0	54800	.00	54800	54800.00
89 **	UNAPROPRIATED ENDING BAL	4566	.00	0	50226	.00	0	54800	.00	54800	54800.00
600 ** **	OTHER USES	43106	29923.80	69	474166	395980.20	84	517305	.00	517305	121324.80
60 ** **	QLIFE FUND	43106	29923.80	69	474166	395980.20	84	517305	.00	517305	121324.80
DIV 9500	TOTAL *****	43106	29923.80	69	474166	395980.20	84	517305	.00	517305	121324.80
DEPT 95	TOTAL *****	43106	29923.80	69	474166	395980.20	84	517305	.00	517305	121324.80
FUND 600	TOTAL *****	68215	62391.39	92	750365	559341.93	75	818762	.00	818762	259420.07

City of The Dalles

FUND 601 OLIFE 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		168,476	183,319.40	109	183,796	476.60
300	**	15,316	.00		168,476	183,319.40	109	183,796	476.60
300	***	15,316	.00		168,476	183,319.40		183,796	476.60
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00		0	.00
331	**	0	.00		0	.00		0	.00
331	***	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES	2,500	3,820.43	153	27,500	14,064.29	51	30,000	15,935.71
344	**	2,500	3,820.43	153	27,500	14,064.29	51	30,000	15,935.71
344	***	2,500	3,820.43		27,500	14,064.29		30,000	15,935.71
360	OTHER REVENUES								
369	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369	**	0	.00		0	.00		0	.00
369	***	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	31,908	29,923.80	94	350,988	382,905.00	109	382,905	.00
391	**	31,908	29,923.80	94	350,988	382,905.00	109	382,905	.00
391	***	31,908	29,923.80		350,988	382,905.00		382,905	.00
393	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
393	**	0	.00		0	.00		0	.00
393	***	0	.00		0	.00		0	.00
FUND TOTAL	OLIFE CAPITAL FUND	49,724	33,744.23		546,964	580,288.69		596,701	16,412.31

FUND 601 QLIIFE CAPITAL FUND		DEPT/DIV 6000 QLIIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	ENCUMBR.	BALANCE	BDGT
66		EXPENSE-ACCOUNT											
660		FINANCIAL OPERATIONS											
34		TECHNICAL SERVICES											
34	10	ENGINEERING SERVICES	916	.00	0	10076	4531.25	45	.00	11000	.00	6468.75	41
34	70	CUSTOMER CONNECT COSTS	333	.00	0	3663	1016.37	28	.00	4000	.00	2983.63	25
34	**	TECHNICAL SERVICES	1249	.00	0	13739	5547.62	40	.00	15000	.00	9452.38	37
43		REPAIRS AND MAINTENANCE											
43	86	LINES MNTNCE & SUPPLIES	666	.00	0	7326	.00	0	.00	8000	.00	8000.00	0
43	**	REPAIRS AND MAINTENANCE	666	.00	0	7326	.00	0	.00	8000	.00	8000.00	0
57		PERMIT											
57	10	PERMIT	0	.00	0	0	.00	0	.00	0	.00	.00	0
57	**	PERMIT	0	.00	0	0	.00	0	.00	0	.00	.00	0
72		CAPITAL OUTLAY											
72	20	BUILDINGS	0	.00	0	0	.00	0	.00	0	.00	.00	0
72	**	CAPITAL OUTLAY	0	.00	0	0	.00	0	.00	0	.00	.00	0
74		MACHINERY & EQUIPMENT											
74	20	TELECOMMUNICATIONS EQUIP	0	.00	0	0	.00	0	.00	0	.00	.00	0
74	**	MACHINERY & EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	.00	0
76		OUTSIDE PLANT											
76	10	PRIMARY	15342	.00	0	168762	2483.15	2	.00	184113	.00	181629.85	1
76	20	SECONDARY	4166	15752.84	378	45826	57119.59	125	.00	50000	.00	7119.59-	114
76	30	POLE MAKE READY COSTS	416	.00	0	4576	.00	0	.00	5000	.00	5000.00	0
76	**	OUTSIDE PLANT	19924	15752.84	79	219164	59602.74	27	.00	239113	.00	179510.26	25
79		DEBT SERVICE											
79	50	LOAN PRINCIPAL PAYMENTS	10785	.00	0	118635	128957.48	109	.00	129425	.00	467.52	100
79	51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	.00	0
79	60	LOAN INTEREST PAYMENTS	280	.00	0	3080	705.83	23	.00	3363	.00	2657.17	21
79	90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	.00	0
79	**	DEBT SERVICE	11065	.00	0	121715	129663.31	107	.00	132788	.00	3124.69	98
660	**	FINANCIAL OPERATIONS	32904	15752.84	48	361944	194813.67	54	.00	394901	.00	200087.33	49
66	**	EXPENSE-ACCOUNT	32904	15752.84	48	361944	194813.67	54	.00	394901	.00	200087.33	49
DIV	6000	TOTAL QLIIFE	32904	15752.84	48	361944	194813.67	54	.00	394901	.00	200087.33	49
DEPT	60	TOTAL QLIIFE	32904	15752.84	48	361944	194813.67	54	.00	394901	.00	200087.33	49

FUND 601 Q LIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDDT
SUB	SUB	DESCRIPTION										
60		Q LIFE FUND										
600		OTHER USES										
84		RESERVES										
84 15		RSKV FOR SYS IMPROVEMENTS	11666	.00	0	128326	.00	0	0	140000	140000.00	0
84 **		RESERVES	11666	.00	0	128326	.00	0	0	140000	140000.00	0
600 **		OTHER USES	11666	.00	0	128326	.00	0	0	140000	140000.00	0
60 **		Q LIFE FUND	11666	.00	0	128326	.00	0	0	140000	140000.00	0
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
88		CONTINGENCY	5150	.00	0	56650	.00	0	0	61800	61800.00	0
88 00		CONTINGENCY	5150	.00	0	56650	.00	0	0	61800	61800.00	0
88 **		CONTINGENCY										
89		UNAPPROPRIATED ENDING BAL										
89 00		UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	0	.00	0
89 **		UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	0	.00	0
660 **		FINANCIAL OPERATIONS	5150	.00	0	56650	.00	0	0	61800	61800.00	0
66 **		EXPENSE-ACCOUNT	5150	.00	0	56650	.00	0	0	61800	61800.00	0
DIV 9500		TOTAL *****	16816	.00	0	184976	.00	0	0	201800	201800.00	0
DEPT 95		TOTAL *****	16816	.00	0	184976	.00	0	0	201800	201800.00	0
FUND 601		TOTAL *****	49720	15752.84	32	546920	194813.67	36	36	596701	401887.33	33
GRAND		TOTAL *****	117935	78144.23	66	1297285	754155.60	58	58	1415463	661307.40	53

June 3, 2015

To the Board of Directors  
QualityLife Intergovernmental Agency

We are engaged to audit the financial statements of QualityLife Intergovernmental Agency for the year ended June 30, 2015. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 3, 2015, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI), which includes the management's discussion and analysis, to supplement the basic financial statements. Our responsibility with respect to the items listed above, and which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on supplementary information, such as budgetary comparison schedules, which accompany the financial statements. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the officials of the agency section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

As part of our audit, we will consider the internal control of QualityLife Intergovernmental Agency. Such considerations will be solely for the purpose of determining our audit procedures

and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We gave significant consideration to the preparation of the financial statements, which may reasonably be thought to bear on independence, in reaching the conclusion that independence has not been impaired.

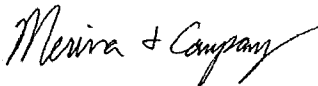
#### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

This information is intended solely for the use of the Board of Directors and management of QualityLife Intergovernmental Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Merina & Company, LLP  
Certified Public Accountants and Consultants

**QUALITYLIFE INTERGOVERNMENTAL AGENCY**  
**doing business as**  
**“QLife Network”**

**RESOLUTION NO. 15-001**

**A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE)  
INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2015-2016,  
MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, the City of The Dalles and Wasco County have approved the Agency’s Budget for Fiscal Year 2015-2016;

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

Section 1. Adoption of the Budget. The Board of Directors hereby adopts the Fiscal Year 2015-16 QLife budget in the total sum of \$1,795,106, as approved by the QLife Intergovernmental Agency Budget Committee, the City of The Dalles, and Wasco County, pursuant to the requirements of that Intergovernmental Agreement between these entities dated March 5, 2003, as amended.

Section 2. Making Appropriations. The amounts for the Fiscal Year beginning July 1, 2015 and for the purposes shown are hereby appropriated as follows:

<u>QLife Operating Fund (600)</u>		<u>QLife Capital Fund (601)</u>	
Materials & Services	\$ 258,556	Materials & Services	\$ 23,000
Capital Outlay	20,000	Capital Outlay	345,000
Interfund Transfers	504,140	Debt Service	0
Special Payments	50,000	Reserves	471,717
Contingency	<u>27,680</u>	Contingency	<u>95,013</u>
Sub-Total	\$ 860,376	Total	\$ 934,730
Unappropriated Fund Balance	<u>59,406</u>		
Total	\$ 919,782		

Section 3. Effective Date. This Resolution shall be effective as of 12:01 AM, July 1, 2015.

**PASSED AND ADOPTED THIS 25 DAY OF JUNE, 2015**

Voting Yes, Board Members: \_\_\_\_\_

Voting No, Board Members: \_\_\_\_\_

Absent, Board Members: \_\_\_\_\_

Abstaining, Board Members: \_\_\_\_\_

SIGNED:

ATTEST:

\_\_\_\_\_  
Erick Larson, President

\_\_\_\_\_  
Brian Ahier, Secretary/Treasurer



Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
6/17/2015

Items of Discussion:

- There were no system issues this month
- Current projects working on include:
  - Documentation project / Audit
  - Tree trimming project
  - Researching high levels of CPU usage on core infrastructure
  - Updating Call before you dig maps