

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

**Thursday, June 27, 2013, 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 23, 2013 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 2013-14 QLife Budget
7. Action Items
  - a. Adopt Resolution 13-003 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2013-14, Making Appropriations, and Authorizing Expenditures.
  - b. Appointment of Strategic Plan Committee – Keith Mobley
  - c. Authorize sponsorship of Oregon Connections Telecommunications Conference 2013
8. Reports
  - a. Wi Fi Expansion Project – Nolan Young
  - b. Aristo Operational Management Report – John Amery
9. Next Meeting Dates:
  - a. Regular Board Meeting July 25, 2013 Noon
10. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday, May 23, 2013  
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 Hege at 12:05 p.m.

#### Roll Call

In attendance: Scott Hege, Bill Dick, Carolyn Wood, Brian Ahier, Erick Larson  
Staff: John Amery, Keith Mobley, Izetta Grossman

#### Approval of Agenda

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

#### Approval of April 25, 2013 QLife Regular Board Meeting Minutes

It was moved by Dick and seconded by Wood to approve the minutes of the April 25, 2013 Regular board meeting. The motion carried unanimously.

#### Financial Reports

There were no questions regarding the financial reports.

#### Action Items

Mobley reviewed the Strategic Plan, explaining that it had been developed with a grant from Oregon Economic Business Development Department through Mid Columbia Economic Development District. The funds passed through QLife.

Wood asked what the next step would be. Mobley said he would volunteer to chair a committee that would identify priorities and opportunities to implement the plan and bring those recommendations back to the Board. Larson asked if the intent was for QLife to adopt the plan or to support the plan. Mobley said the adoption was the completion of the grant. There was discussion regarding whether adopting implied that QLife would implement the plan and that the plan was intended as a regional plan, not specific to QLife. Hege said he would support the creation of an Action Plan that would identify specific elements that QLife would accomplish. Ahier said he would like to see QLife act as convener to implement and seek funding opportunities.

It was moved by Dick and seconded by Ahier to endorse the Strategic Plan and recommend adoption by both the City and County; and to further recommend development of a committee to work with MCEDD to develop action recommendations on opportunities that help to achieve the goals and objectives of the plan. The motion carried unanimously.

Mobley would bring back to the board recommendations for appointment to the committee in June.

#### Reports

Wi Fi Project –Grossman reported that it was anticipated that most of the expansion would be complete by June 30. Ahier noted that the system seemed to drop from time to time around Sawyers on the east side of town.

Aristo Operational Management Report – Amery reported no issues, 2013. The bisector portion of the project is complete; not all clients are connected yet. He anticipated completion by June

Next Meeting Dates:

Regular Board Meeting June 27, 2013 Noon with Public Hearing for Budget Adoption

Adjourn

Being no further business the meeting was adjourned at 12:40 p.m

Respectfully submitted:

Izetta Grossman, Recording Secretary

Attest:

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Erick Larson, Secretary

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **May 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.

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, 2012 to May 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 50,438	\$ 66,849	132.5%	* see below
Revenues	\$ 579,100	\$ 519,799	89.8%	
Expenditures	\$ 313,694	\$ 196,311	62.6%	
Transfers to Capital/Debt Fund	\$ 315,844	\$ 315,844	100.0%	
Cash at Month End	\$ 22,119.05			

**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 - i below, as they are all in the Materials & Services category and that total category budget will not be exceeded this year.*

- a. The Engineering Services line item is over-expended by \$5,134.01 due to an increase in new service inquiries that need engineering to complete a cost estimate.
  - b. The Special Studies & Reports line item has been over-expended by \$5,000 for the Strategic Plan, which will be reimbursed to QLife through the Strategic Plan Grant.
  - c. 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.
  - d. The Liability line item was slightly under-budgeted causing it to be over-expended by \$130.00.
  - e. The Telephone line item was also slightly under-budgeted, causing to be over-expended by \$42.09.
  - f. The Travel, Food & Lodging line item has been over-expended by \$921.02 due to the lunches provided at the Board meetings.
  - g. The QLife Scholarships line item has been over-expended by \$2,000 because the FY11/12 scholarship was not paid out until FY12/13.
  - h. The Miscellaneous Expenses line item has been over-expended by \$156.22 due to the payment of a \$100 Oregon Universal Service Fund late penalty and a PUD new facilities fee for a service at 1112 Cherry Heights for the Bisector Project.
  - i. The Pole Connection Fees line item has been over-expended by \$25.43 due to under estimation of costs.
- 4) Budget Changes: A supplemental budget was approved by the QLife Board on April 25, 2013, increasing the anticipated E-Rate Revenue by \$10,000 and increasing the E-Rate expenditure line item by the same amount in order to avoid over-expenditure of that account.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2012 to May 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	\$ 315,844	100.0%	
Revenues	\$ 92,500	\$ 68,775	74.4%	
M&S / Capital Outlay / Other	\$ 377,684	\$ 178,648	47.3%	
Debt Expenditures	\$ 249,784	\$ 248,784	99.6%	

Cash at Month End \$ 169,707.39

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: The \$50,000 enterprise payment was received in February.
- 3) Expenditures:
  - a. The Telecommunications Equipment line item has been over-expended by \$33,627.80 due to the actual needs for the St. Mary's Project. The Primary Lines budget is under-spent by \$55,984.18 because less of the ST. Mary's project was associated with this line item. Looking at these two items together leaves us a safe \$22,356.38 under budget for this project. No action is needed.
  - b. The Secondary line item has been over-expended by \$134.29 due to additional new services. No action is needed to fix this, as the Capital Outlay category total is not anticipated to be over-expended this year.
- 4) Budget Changes: A supplemental budget was approved by the QLife Board on April 25, 2013, increasing the anticipated Connect Charges Revenue by \$10,000 and increasing the Outside Plan – Secondary line item by the same amount to avoid over-expenditures due to new connections. In addition a budget amendment was approved to move \$52,000 from the Reserves for System Improvements line item to the Telecommunications line item to provide for a private party grant match to fund the expansion of the WiFi system to the Discovery Center and various City parks.

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 601	QLIFE CAPITAL FUND								
300	BEGINNING BALANCE								
300 00 00		18,260	.00		200,860	212,639.77	106	219,124	6,484.23
300 **		18,260	.00		200,860	212,639.77	106	219,124	6,484.23
300 ***		18,260	.00		200,860	212,639.77		219,124	6,484.23
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00		0	.00
90 00	FEDERAL GRANTS-MISC								
331 **		0	.00		0	.00		0	.00
330 ***		0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES	6,041	2,096.23	35	36,454	13,624.54	37	42,500	28,875.46
20 00	CONNECT CHARGES								
344 **		6,041	2,096.23	35	36,454	13,624.54	37	42,500	28,875.46
340 ***		6,041	2,096.23		36,454	13,624.54		42,500	28,875.46
360	OTHER REVENUES								
369	OTHER MISC REVENUES	0	.00		0	5,150.00		0	5,150.00-
00 00	OTHER MISC REVENUES								
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		45,826	50,000.00	109	50,000	.00
369 **		4,166	.00		45,826	55,150.00	120	50,000	5,150.00-
360 ***		4,166	.00		45,826	55,150.00		50,000	5,150.00-
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
40 00	IF PMT FROM OTHER FUNDS								
90 01	QLIFE OPERATING FUND	26,320	28,713.10	109	289,520	315,844.00	109	315,844	.00
391 **		26,320	28,713.10	109	289,520	315,844.00	109	315,844	.00
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393 **		0	.00		0	.00		0	.00
390 ***		26,320	28,713.10		289,520	315,844.00		315,844	.00
FUND TOTAL	QLIFE CAPITAL FUND	54,787	30,809.33		572,660	597,258.31		627,468	30,209.69

FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 6000 OLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****		
BA	ELE OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDTG
66		EXPENSE-ACCOUNT										
660	02	FINANCIAL OPERATIONS										
	34	MATERIALS & SERVICES										
	10	ENGINEERING SERVICES	833	.00	0	9163	5923.75	65	.00	10000	4076.25	59
	70	CUSTOMER CONNECT COSTS	333	.00	0	3663	.00	0	.00	4000	4000.00	0
	90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
	43	86 LINES MNTNCE & SUPPLIES	333	.00	0	3663	112.50	3	.00	4000	3887.50	3
	57	10 PERMIT	0	.00	0	0	.00	0	.00	0	.00	0
	02	** MATERIALS & SERVICES	1499	.00	0	16489	6036.25	37	.00	18000	11963.75	34
	03	CAPITAL OUTLAY										
	72	20 BUILDINGS	1291	.00	0	14201	187.36	1	.00	15500	15312.64	1
	74	10 COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
	20	TELECOMMUNICATIONS EQUIP	18958	52440.00	277	52541	98127.80	187	7000.00	71500	33627.80-	147
	76	10 PRIMARY	7247	2959.24	41	79717	30990.82	39	.00	86975	55984.18	36
	20	SECONDARY	6041	.00	0	36454	42634.29	117	.00	42500	134.29-	100
	30	POLE MAKE READY COSTS	416	.00	0	4576	671.23	15	.00	5000	4328.77	13
	03	** CAPITAL OUTLAY	33953	55399.24	163	187489	172611.50	92	7000.00	221475	41863.50	81
	04	DEBT SERVICE										
	79	50 LOAN PRINCIPAL PAYMENTS	17953	8876.56	49	197483	215444.12	109	.00	215444	.12-	100
	51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
	60	LOAN INTEREST PAYMENTS	2861	2617.55	92	31471	33340.06	106	.00	34340	999.94	97
	90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
	04	** DEBT SERVICE	20814	11494.11	55	228954	248784.18	109	.00	249784	999.82	100
	660	** FINANCIAL OPERATIONS	56266	66893.35	119	432932	427431.93	99	7000.00	489259	54827.07	89
	66	** EXPENSE-ACCOUNT	56266	66893.35	119	432932	427431.93	99	7000.00	489259	54827.07	89
	DIV	6000 TOTAL *****										
	DEPT	60 TOTAL *****										
		OLIFE	56266	66893.35	119	432932	427431.93	99	7000.00	489259	54827.07	89



BA ELE OBJ SUB SUB	DESCRIPTION	DEPT/DIV 9500 OTHER USES/ *****CURRENT*****	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60	QLIFE FUND											
600	OTHER USES											
84	15 RSRV FOR SYS IMPROVEMENTS	5667-	.00	0	0	93660	.00	0	.00	88000	88000.00	0
	20 RSRV FOR CO EXPANSION	0	.00	0	0	0	.00	0	.00	0	.00	0
05	** OTHER	5667-	.00	0	0	93660	.00	0	.00	88000	88000.00	0
600	** ** OTHER USES	5667-	.00	0	0	93660	.00	0	.00	88000	88000.00	0
60	** ** QLIFE FUND	5667-	.00	0	0	93660	.00	0	.00	88000	88000.00	0
66	EXPENSE-ACCOUNT											
660	FINANCIAL OPERATIONS											
05	OTHER											
84	30 FOR DEBT RETIREMENT	0	.00	0	0	0	.00	0	.00	0	.00	0
05	** OTHER	0	.00	0	0	0	.00	0	.00	0	.00	0
06	CONTINGENCY / UAFB											
88	00 CONTINGENCY	4184	.00	0	0	46024	.00	0	.00	50209	50209.00	0
89	00 UNAPPROPRIATED ENDING BAL	0	.00	0	0	0	.00	0	.00	0	.00	0
06	** CONTINGENCY / UAFB	4184	.00	0	0	46024	.00	0	.00	50209	50209.00	0
660	** ** FINANCIAL OPERATIONS	4184	.00	0	0	46024	.00	0	.00	50209	50209.00	0
66	** ** EXPENSE-ACCOUNT	4184	.00	0	0	46024	.00	0	.00	50209	50209.00	0
DIV	9500 TOTAL *****											
		1483-	.00	0	0	139684	.00	0	.00	138209	138209.00	0
DEPT	95 TOTAL *****											
	OTHER USES	1483-	.00	0	0	139684	.00	0	.00	138209	138209.00	0
FUND	601 TOTAL *****											
	QLIFE CAPITAL FUND	54783	66893.35	122	572616	427431.93	75	7000.00	627468	193036.07	69	

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	4,203	.00		46,233	66,849.23	145	50,438	16,411.23-
300	**	4,203	.00		46,233	66,849.23	145	50,438	16,411.23-
300	***	4,203	.00		46,233	66,849.23		50,438	16,411.23-
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	43,862	45,315.00	103	482,482	472,365.00	98	526,350	53,985.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	.00		2,057	2,700.00	131	2,250	450.00-
344	**	44,049	45,315.00	103	484,539	475,065.00	98	528,600	53,535.00
340	***	44,049	45,315.00		484,539	475,065.00		528,600	53,535.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	19.47	48	451	209.93	47	500	290.07
361	**	41	19.47	48	451	209.93	47	500	290.07
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	201.03		0	201.03-
20 00	E-RATE REIMBURSEMENT	6,666	.00		43,329	44,323.20	102	50,000	5,676.80
369	**	6,666	.00		43,329	44,524.23	103	50,000	5,475.77
360	***	6,707	19.47		43,780	44,734.16		50,500	5,765.84
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
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		54,959	45,334.47		574,552	586,648.39		629,538	42,889.61

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 Q/LIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****		
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	%
SUB	SUB	DESCRIPTION										EDGT
66		EXPENSE-ACCOUNT										
660	02	FINANCIAL OPERATIONS										
	31	MATERIALS & SERVICES	1666	.00	0	18326	11770.77	64	.00	20000	8229.23	59
	15	ADMINISTRATIVE	583	.00	0	6413	4543.00	71	.00	7000	2457.00	65
	20	OUTSIDE PLANT MAINTENANCE	2333	.00	0	25663	5513.00	22	.00	28000	22487.00	20
	90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
	32	AUDIT	416	.00	0	4576	4990.00	109	.00	5000	10.00	100
	20	LEGAL SERVICES	700	1175.00	168	7700	5045.00	66	.00	8400	3355.00	60
	34	ENGINEERING SERVICES	1000	3722.98	372	11000	17134.01	156	.00	12000	5134.01	143
	30	NETWORK SYSTEM MANAGEMENT	5333	11812.16	222	58663	50895.57	87	.00	64000	13104.43	80
	50	SPECIAL STUDIES & REPORTS	0	2000.00	0	0	5000.00	0	.00	0	5000.00	0
	43	BUILDINGS AND GROUNDS	166	.00	0	1826	3124.80	171	.00	2000	1124.80	156
	25	NETWORK EQUIPMENT	383	.00	0	4213	2020.71	48	.00	4600	2579.29	44
	87	UTILITIES LOCATES	83	.00	0	913	.00	0	.00	1000	1000.00	0
	44	OFFICE SPACE RENTAL	437	.00	0	4807	3933.00	82	.00	5244	1311.00	75
	52	LIABILITY	458	.00	0	5038	5630.00	112	.00	5500	130.00	102
	30	PROPERTY	0	.00	0	0	.00	0	.00	0	.00	0
	53	POSTAGE	16	.00	0	176	26.82	15	.00	200	173.18	13
	30	TELEPHONE	30	34.76	116	330	402.09	122	.00	360	42.09	112
	40	LEGAL NOTICES	33	.00	0	363	98.60	27	.00	400	301.40	25
	54	ADVERTISING	108	.00	0	1188	500.00	42	.00	1300	800.00	39
	57	PERMIT	33	.00	0	363	.00	0	.00	400	400.00	0
	58	TRAVEL, FOOD & LODGING	33	225.00	682	363	1321.02	364	.00	400	921.02	330
	50	TRAINING AND CONFERENCES	58	.00	0	638	.00	0	.00	700	700.00	0
	70	MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	176	.00	0	.00	200	200.00	0
	80	SCHOLARSHIPS	0	.00	0	0	.00	0	.00	0	.00	0
	60	OFFICE SUPPLIES	16	5.45	34	176	65.51	37	.00	200	134.49	33
	63	Q/LIFE SCHOLARSHIPS	166	2000.00	1205	1826	4000.00	219	.00	2000	2000.00	200
	90	ROBOTICS GRANTS	166	.00	0	1826	2000.00	110	.00	2000	.00	100
	69	MISCELLANEOUS EXPENSES	41	44.53	109	451	656.22	146	.00	500	156.22	131
	60	POLE CONNECTION FEES	750	.00	0	8250	9025.43	109	.00	9000	25.43	100
	70	RIGHT OF WAY FEES	1315	1390.95	106	14465	12811.50	89	.00	15790	2978.50	81
	80	ASSETS <\$5000	208	.00	0	2288	1480.34	65	.00	2500	1019.66	59
	02	MATERIALS & SERVICES	16547	22410.83	135	182017	151987.39	84	.00	198694	46706.61	77
	03	CAPITAL OUTLAY										
	74	TELECOMMUNICATIONS EQUIP	1666	.00	0	18326	.00	0	.00	20000	20000.00	0
	78	FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0
	03	CAPITAL OUTLAY	1666	.00	0	18326	.00	0	.00	20000	20000.00	0
	05	OTHER	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	22410.83	123	200343	151987.39	76	.00	218694	66706.61	70
66	**	EXPENSE-ACCOUNT	18213	22410.83	123	200343	151987.39	76	.00	218694	66706.61	70

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****	
EA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	DESCRIPTION										
66	EXPENSE-ACCOUNT										
660	FINANCIAL OPERATIONS										
05	OTHER										
DIV 6000 TOTAL	*****										
18213		22410.83	123	200343	151987.39	76	.00	218694	66706.61	70	
DEPT 60 TOTAL	*****										
18213	QLIFE	22410.83	123	200343	151987.39	76	.00	218694	66706.61	70	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****ENCUMBER*****		*****UNENCUMBER*****		
BA	ELE	OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER	UNENCUMBER	
SUB	SUB	SUB									BALANCE	
											BDGT	
81	91		QUALITYLIFE CAPITAL FUND	26320	28713.10	109	289520	315844.00	109	.00	315844	.00
83	10		ESD E-RATE	6656	.00	0	43329	44323.20	102	.00	50000	5676.80
05	**		OTHER	32986	28713.10	87	332849	360167.20	108	.00	365844	5676.80
06			CONTINGENCY / UAFB									
88	00		CONTINGENCY	3750	.00	0	41250	.00	0	.00	45000	45000.00
89	00		UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00
06	**		CONTINGENCY / UAFB	3750	.00	0	41250	.00	0	.00	45000	45000.00
600	**	**	FINANCIAL OPERATIONS	36736	28713.10	78	374099	360167.20	96	.00	410844	50676.80
60	**	**	EXPENSE-ACCOUNT	36736	28713.10	78	374099	360167.20	96	.00	410844	50676.80
DIV	9500		TOTAL *****	36736	28713.10	78	374099	360167.20	96	.00	410844	50676.80
DEPT	95		TOTAL *****	36736	28713.10	78	374099	360167.20	96	.00	410844	50676.80
FUND	600		TOTAL *****	54949	51123.93	93	574442	512154.59	89	.00	629538	117383.41

**QLIFE - LISTING OF FINANCIAL TRANSACTIONS**

FUND: OPERATING 600  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 5/9/2013 TO: 6/20/2013

Revenue:	Billed as of	45,315.00
	QLife Monthly Billings	2,096.23
	BILLING DONE ON THE 20TH	

TOTAL: **47,411.23**

CODE	Expenditures:		
600.6000.660.53.30	Gorge.net	Phone	34.76
600.6000.660.34.30	Aristo	General Oversight (12/12-3/21-13)	10,698.56
600.6000.660.34.50	MCEDD	Strategic Plan	2,000.00
600.6000.660.34.10	Commstructures	Engineering	3,722.98
600.6000.660.58.10	ANZAC	Lunch	90.00
600.6000.660.34.30	Aristo	Remaining of Inv. 655	1,280.64
600.6000.660.32.20	Keith Mobley	Legal fees	1,035.00
600.6000.660.69.50	Sec of State Renewal fee		50.00
600.6000.660.69.50	PUC	Late fee	100.00
600.6000.660.69.50	NWCPUD	electric	42.73
600.6000.660.69.70	City of The Dalles	ROW	1,359.45

TOTAL: **18,861.94**

FUND: CAPITAL 601  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 5/9/2013 TO: 6/20/2013

Revenue:

CODE	Expenditures:		
601.6000.660.74.20	Columbia State Bank	Commercial Loan/Interest	11,494.11
601.6000.660.74.20	City of The Dalles	Special Grants fund (WI FI)	52,000.00
601.6000.660.74.20	RAL	Redund/Bisector	440.00
601.6000.660.74.20	RAL	Redund/Bisector	250.00
601.6000.660.76.20	Hage	Quantum	767.37
601.6000.660.76.20	NorthSky	Quantum	5,123.50
601.6000.660.76.10	NorthSky	Retainage Redund/Bisector	5,627.00

TOTAL: **70,074.98**

# QLife Network

## QualityLife Intergovernmental Agency

### STAFF REPORT

To: QLife Agency Board

From: Garrett Chrostek, Administrative Fellow

Thru: Nolan Young, City Manager *ny*

Date: June 7, 2013

Re: Public Hearing to Receive Testimony Regarding the Approved 2013-2014 Budget with Proposed Changes and Resolution No. 13-003 Adopting the FY13/14 Budget for the QualityLife Intergovernmental Agency.

**BACKGROUND:** The Wasco County Commissioners and The Dalles City Council reviewed the Budget Committee approved QLife budget on May 1 and May 13, 2013 respectively. Both entities approved the approved budget subject to removal of the \$50,000 Enterprise Zone (“E-Zone”) payment from the Capital Fund. At the June 27 Agency Board Meeting, the Board will take public testimony on the budget with the proposed change, make any additional changes, and adopt a resolution approving the final budget.

**BUDGET IMPLICATIONS:** Removing the \$50,000 E-Zone payment from the Capital Fund will reduce the amount of funds available for additional principal payment on outstanding debt from approximately \$140,000 to \$90,000. Such a reduction will push back the debt retirement date, previously projected at January 2015, by five to six months. However, the debt should nonetheless be fully retired in FY 14/15 by making regular monthly payments in FY 14/15.

**ALTERNATIVES:**

**A. Staff Recommendation: Make two (2) motions:**

- 1. Move to approve the proposed change to the budget approved by the County Commissioners and City Council, AND**
- 2. Move to adopt Resolution No. 13-003 Adopting the Fiscal Year 2013-2014 Budget for the QualityLife Intergovernmental Agency, Authorizing Expenditures, and Authorizing QLife Staff to Take Such Action as Necessary to Carry Out the Adopted Budget.**

B. The Agency Board could elect to make more changes to the approved budget and direct staff to include those changes in an amended adopting resolution.

**QUALITY LIFE INTERGOVERNMENTAL AGENCY**  
**Proposed Budget for FY13/14**

FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	Account #	Description	FY13/14 Proposed	FY13/14 Approved	FY13/14 Proposed for Adoption
<b>QLIFE AGENCY FUND 600</b>							
<b>REVENUES</b>							
83,450	120,561	50,438	600-0000-300.00-00	Beginning Balance	97,223	97,223	97,223
437,965	494,200	526,350	600-0000-344.10-00	Utility Service Charges	572,229	572,229	572,229
66,000	22,000	-	600-0000-344.15-00	LSN Credits	-	-	-
4,050	2,250	2,250	600-0000-344.20-00	Connect Charges	2,250	2,250	2,250
613	318	500	600-0000-361.00-00	Interest Revenues	300	300	300
-	138	-	600-0000-369.00-00	Other Misc Revenues	200	200	200
31,519	35,438	50,000	600-0000-369.20-00	E-Rate Reimbursements	50,000	50,000	50,000
-	-	-	600-0000-371.90-00	Misc Sales and Services	-	-	-
<b>623,597</b>	<b>674,905</b>	<b>629,538</b>	<b>TOTAL REVENUES</b>		<b>722,202</b>	<b>722,202</b>	<b>722,202</b>
<b>EXPENDITURES</b>							
<b>Materials &amp; Services</b>							
14,700	15,597	20,000	600-6000-660.31-10	Administrative Services	20,000	20,000	20,000
-	10,000	7,000	600-6000-660.31.15	Contractual Svc - County	7,000	7,000	7,000
7,638	16,551	28,000	600-6000-660.31-20	Outside Plant Maint	58,000	58,000	58,000
-	-	-	600-6000-660.31-90	Other Services	5,000	5,000	5,000
5,600	4,850	5,000	600-6000-660.32-10	Audit	5,180	5,180	5,180
10,770	9,015	8,400	600-6000-660.32-20	Legal Services	8,400	8,400	8,400
14,705	9,136	12,000	600-6000-660.34-10	Engineering Services	23,800	23,800	23,800
56,320	60,196	64,000	600-6000-660.34-30	Network System Mgmt	71,000	71,000	71,000
-	-	-	600-6000-660.34-50	Special Studies /Reports	-	-	-
-	-	-	600-6000-660.41-40	Electricity	600	600	600
700	372	2,000	600-6000-660.43-10	Buildings & Grounds	500	500	500
1,190	2,494	4,600	600-6000-660.43-25	Network Equipment	4,600	4,600	4,600
89	-	1,000	600-6000-660.43.87	Utilities Locates	1,000	1,000	1,000
3,660	5,244	5,244	600-6000-660.44-10	Office Space Rental	5,244	5,244	5,244
5,181	4,985	5,500	600-6000-660.52-10	Liability Insurance	5,855	5,855	5,855
-	300	-	600-6000-660.52-30	Property Insurance	-	-	-
54	113	200	600-6000-660.53-20	Postage	200	200	200
393	331	360	600-6000-660.53-30	Telephone	420	420	420
455	307	400	600-6000-660.53-40	Legal Notices	400	400	400
403	1,532	1,300	600-6000-660.54-00	Advertising	1,300	1,300	1,300
-	-	400	600-6000-660.57-10	Permits	400	400	400
-	366	400	600-6000-660.58-10	Travel, Food & Lodging	2,000	2,000	2,000
150	665	700	600-6000-660.58-50	Trainings & Conferences	700	700	700
40	25	200	600-6000-660.58-70	Memberships/Dues/Subs	200	200	200
7	10	200	600-6000-660.60-10	Office Supplies	100	100	100
2,000	-	2,000	600-6000-660.63-80	Scholarships	2,000	2,000	2,000
-	-	2,000	600-6000-660.63-90	Robotics Grant	2,000	2,000	2,000
408	345	500	600-6000-660.69-50	Misc Expenses	500	500	500
7,838	7,733	9,000	600-6000-660.69-60	Pole Connection Fees	9,500	9,500	9,500
13,139	14,826	15,790	600-6000-660.69-70	Right of Way Fees	17,166	17,166	17,166
-	-	2,500	600-6000-660.69-80	Assets < \$5000	-	-	-
<b>145,440</b>	<b>164,992</b>	<b>198,694</b>	<b>Total Materials &amp; Services</b>		<b>253,065</b>	<b>253,065</b>	<b>253,065</b>
<b>Capital Outlay</b>							
-	-	20,000	600-6000-660.74-20	Telecom Equipment	20,000	20,000	20,000
-	-	<b>20,000</b>	<b>Total Capital Outlay</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Other</b>							
326,077	407,626	315,844	600-9500-600.81-91	QLife Capital Fund	321,933	321,933	321,933
31,519	35,438	50,000	600-9500-600.83-10	ESD E-Rate Transfers	50,000	50,000	50,000
-	-	45,000	600-9500-600.88-00	Contingency	27,247	27,247	27,247
-	-	-	600-9500-600.89-00	Unappropriated Ending Fund Balance	49,957	49,957	49,957
<b>357,596</b>	<b>443,064</b>	<b>410,844</b>	<b>Total Other</b>		<b>449,137</b>	<b>449,137</b>	<b>449,137</b>
<b>503,036</b>	<b>608,056</b>	<b>629,538</b>	<b>TOTAL EXPENDITURES</b>		<b>722,202</b>	<b>722,202</b>	<b>722,202</b>
<b>120,561</b>	<b>66,849</b>	<b>-</b>	<b>REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>



**QUALITY LIFE INTERGOVERNMENTAL AGENCY**  
**Proposed Budget for FY13/14**

FY10/11 Actual	FY11/12 Actual	FY12/13 Budget	Account #	Description	FY13/14 Proposed	FY13/14 Approved	FY13/14 Proposed for Adoption
<b>QLIFE CAPITAL FUND 601</b>							
<b>REVENUES</b>							
138,832	259,625	219,124	601-0000-300.00-00	Beginning Balance	123,736	123,736	123,736
59,744	20,440	42,500	601-0000-344.20-00	Connect Charges	32,500	32,500	32,500
-	-	-	601-0000-369.00-00	Other Misc Revenues	-	-	-
50,000	50,000	50,000	601-0000-369.10-00	Enterprise Zone Payment	50,000	50,000	-
326,077	407,626	315,844	601-0000-391.90-01	Qlife Operating Fund	321,933	321,933	321,933
-	-	-	601-0000-393.10-00	Loan/Bond Proceeds	-	-	-
<b>574,654</b>	<b>737,690</b>	<b>627,468</b>	<b>TOTAL REVENUES</b>		<b>528,169</b>	<b>528,169</b>	<b>478,169 -</b>
<b>EXPENDITURES</b>							
<b>Materials &amp; Services</b>							
11,365	5,706	10,000	601-6000-660.34-10	Engineering Services	11,000	11,000	11,000
-	-	4,000	601-6000-660.34-70	Customer Connections	4,000	4,000	4,000
-	-	-	601-6000-660.34-90	Other Services	-	-	-
-	-	4,000	601-6000-660.43-86	Lines, Maint & Supplies	4,000	4,000	4,000
<b>11,365</b>	<b>5,706</b>	<b>18,000</b>	<b>Total Materials &amp; Services</b>		<b>19,000</b>	<b>19,000</b>	<b>19,000 -</b>
<b>Capital Outlay</b>							
-	6,685	15,500	601-6000-660.72-20	Buildings	-	-	-
28,225	80,521	71,500	601-6000-660.74-20	Telecom Equip	-	-	-
28,873	90,337	86,975	601-6000-660.76-10	Primary (System Maint)	-	-	-
54,174	51,381	42,500	601-6000-660.76-20	Secondary (Line Extensions)	32,500	32,500	32,500
450	75	5,000	601-6000-660.76-30	Pole Make Ready Costs	5,000	5,000	5,000
<b>111,722</b>	<b>228,999</b>	<b>221,475</b>	<b>Total Capital Outlay</b>		<b>37,500</b>	<b>37,500</b>	<b>37,500 -</b>
<b>Debt Service</b>							
146,798	253,396	215,444	601-6000-660.79-50	Loan Principal Payments	265,622	265,622	215,622
45,144	36,929	34,340	601-6000-660.79-60	Interest Payments	13,170	13,170	13,170
<b>191,942</b>	<b>290,326</b>	<b>249,784</b>	<b>Total Debt Service</b>		<b>278,792</b>	<b>278,792</b>	<b>228,792 -</b>
<b>Other</b>							
-	-	88,000	601-9500-600.84-15	Reserve for Sys Imprvmnts	140,000	140,000	140,000
-	-	-	601-9500-600.84-20	Reserve for Co Expansion	-	-	-
-	-	-	601-9500-660.84-30	Reserve for Debt Retirement	-	-	-
-	-	50,209	601-9500-600.88-00	Contingency	52,877	52,877	52,877
-	-	-	601-9500-600.89-00	Unappropriated Ending Fund Balance	-	-	-
-	-	138,209	<b>Total Other</b>		<b>192,877</b>	<b>192,877</b>	<b>192,877 -</b>
<b>315,029</b>	<b>525,031</b>	<b>627,468</b>	<b>TOTAL EXPENDITURES</b>		<b>528,169</b>	<b>528,169</b>	<b>478,169 -</b>
<b>259,625</b>	<b>212,660</b>	<b>-</b>	<b>REVENUES LESS EXPENSES</b>		<b>-</b>	<b>-</b>	<b>- -</b>

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

**RESOLUTION NO. 13-003**

**A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE)  
INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2013-2014,  
MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

**WHEREAS**, the City of The Dalles and Wasco County have approved the Agency’s Budget for Fiscal Year 2013-2014;

**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 2013-2014 QLife budget in the total sum of **\$1,200,371**, 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, 2013 and for the purposes shown are hereby appropriated as follows:

<b><u>QLife Operating Fund (600)</u></b>		<b><u>QLife Capital Fund (601)</u></b>	
Materials & Services	\$ 253,065	Materials & Services	\$ 19,000
Capital Outlay	20,000	Capital Outlay	37,500
Interfund Transfers	321,933	Debt Service	228,792
Special Payments	50,000	Reserves	140,000
Contingency	<u>27,247</u>	Contingency	<u>52,877</u>
Sub-Total	\$ 672,245	Total	\$ 478,169
Unappropriated Fund Balance	<u>49,957</u>		
Total	\$ 722,202		

**Section 3. Effective Date.** This Resolution shall be effective as of 12:01 AM, July 1, 2013.

**PASSED AND ADOPTED THIS 27th DAY OF JUNE, 2013**

Voting Yes, Board Members: \_\_\_\_\_  
Voting No, Board Members: \_\_\_\_\_  
Absent, Board Members: \_\_\_\_\_  
Abstaining, Board Members: \_\_\_\_\_

SIGNED:

ATTEST:

\_\_\_\_\_  
Dan Ericksen, Chair of the Board

\_\_\_\_\_  
Erick Larson, Treasurer


# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA STAFF REPORT

#### QUALITYLIFE INTERGOVERNMENTAL AGENCY

**TO:** QLife Board of Directors

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

**DATE:** June 17, 2013

**ISSUE:** 2013 Oregon Connections Telecommunications Conference

**BACKGROUND:** For the past three years QLife has participated in the Oregon Connections Telecommunications Conference with a sponsorship and booth presence. The conference will be held in Hood River again this year, on October 24 and 25. The theme for this conference is *Broadband: The Pulse of the Future*. We believe our investment in this conference is valuable, as exposure and in developing industry connections.

**BUDGET IMPLICATIONS:** QLife has been a sponsor at the Whitewater Level of \$500. Staff recommends continuing this level of support this year. Funds are available in the budget.

**BOARD ALTERNATIVES:**

1. **Staff recommendation:** Authorize staff to commit to the Whitewater Level of sponsorship again this year.
2. Decline to sponsor the Oregon Connections Telecommunications Conference in 2013.

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
6/20/2013

Issues of concern for the month of June:

1. Lit customer outage:
  - Qlife experienced an outage this month affecting either directly or in-directly all Qlife ethernet customers.
  - Outage was resolved by unplugging our core redundant loop (which had been up and operating for months)
  - We believe outage was initiated by an issue within one of Qlife's customer networks, however the real concern is regarding how the issue then expanded into our network, and we in turn passed it on to other customer's networks (affecting many services throughout the region)
  - Outage halted the completion of the redundancy project (automatic failover electronics portion).
    - We are currently undergoing an audit of the Qlife ethernet network.
    - We are working with Qlife customers directly in an attempt to better understand what happened, as well as to develop safeguards to limit/stop similar outages in the future.
    - We plan to complete full implementation of the redundancy project after these safeguards have been implemented.
  
2. Contractor hit underground conduit containing Qlife fiber feeding a customer building.
  - This issue was a non-service affecting issue as contractor did not damage the fiber. However, it brought to light flaws in the current process for getting information to our Call-Before-You-Dig inspectors regarding customer premises build-outs. We believe we have identified a better process and plan to have it implemented within a month.

June 14, 2013

To the Board of Directors  
QualityLife Intergovernmental Agency

We are engaged to audit the financial statements of the business-type activities of QualityLife Intergovernmental Agency for the year ended June 30, 2013. 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 May 1, 2013, our responsibility, as described by professional standards, is to express opinions 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 audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. 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.

Our responsibility for the supplementary information accompanying the financial statements, 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.

Planned Scope and Timing of the Audit

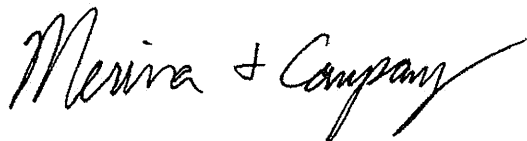
An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

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,

A handwritten signature in cursive script that reads "Merina & Company". The signature is written in black ink and is positioned below the "Very truly yours," text.

Merina & Company, LLP  
Certified Public Accountants and Consultants