

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday May 18, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of March 27, 2010 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. April Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Item
 - a. **Recommend Approval of Amendment to Section 2.2.3 of the QLife Intergovernmental Agency Agreement replacing the last sentence to “The Secretary/Treasurer may delegate the administrative functions of her or his office to another person or persons who need not be on the Board, *including the delegation of authority, with board approval of the person designated, to sign as co-signer of checks drawn upon the accounts of the IGA*” to the City Council and Wasco County Commission.**
7. Reports
 - a. **Aristo Operational Management Report – John Amery**
 - i. Status of redundancy/bisector project
 - ii. Status of Wi Fi RFP
 - iii. Other activities/issues
8. Next Meeting Dates:

Regular Board Meeting and Budget Hearing June 15, 2010 4pm
9. Adjourn

QLife Network
QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

**Tuesday April 27, 2010
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Directly after Budget Meeting**

Call to Order

Meeting was called to order by Vice Chair Dan Spatz at 4:40pm

Roll Call

In attendance: Bill Lennox, Brian Ahier
Staff: Nolan Young, Izetta Grossman, John Amery
Absent: Dan Ericksen, Erick Larson

Approval of Agenda

It was moved by Ahier and seconded by Lennox to approve the agenda as submitted. Motion passed unanimously, 2 absent.

Approval of March 23, 2010 Minutes QLife Regular Board Meeting

It was moved by Lennox and seconded by Ahier to approve the Minutes as submitted. Motion passed unanimously, 2 absent.

Financial Reports

Young reviewed the financial reports, explaining that we got a little aggressive transferring funds so there is no issue. Pole connection costs were higher due to the \$1600 for the bond required by the PUD. This has been added to the budget for FY 2010-11.

Reports

Amery handed out a written report on the status of the redundancy/bisector project. Young stated he had instructed Aristo that the RFP for the WIFI grant is the top priority and that if the Board agreed Aristo would work on that first with a due date of June 11th and then proceed with the redundancy/bisector project. The Board agreed this was the correct direction.

Next Meeting Dates:

It was moved by Ahier and seconded by Lennox to change the meeting date from the fourth Tuesday of each month to the 3rd Tuesday at 4pm. Motion passed unanimously, 2 absent.

Regular Board Meeting May 18, 2010 4 pm

Adjourn

Being no further business the meeting was adjourned at 5pm.

Respectfully submitted by/
Izetta Grossman, Recording Secretary

Attest: _____
Erick Larson, Secretary/Treasurer

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **April, 2010**

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 April 2010 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

83% 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, 2009 to April 30, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 41,466	\$ 29,492	71.1%	* see below
Revenues	\$ 484,700	\$ 386,529	79.7%	
Expenditures	\$ 286,860	\$ 168,716	58.8%	
Transfers to Capital/Debt Fund	\$ 239,306	\$ 199,342	83.3%	
Cash at Month End	\$ 11,584.32			

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) **Beginning Balance:** The audited beginning balance of \$29,492 is \$11,974 less than the budgeted estimate for this fiscal year. The budgeted Beginning Balance was increased in an attempt to reflect a \$22,000 interfund loan from the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$19,446.00. With this in mind, **the audited actual Beginning Balance is \$10,046 over the original estimate or 151.6% .**
- 2) **Revenues:**
 - a. \$35,969.28 in “E-Rates” have been received as revenue and \$33,926.40 has been paid out this fiscal year. \$2,042.88 received in April will be paid out in May.
 - b. The \$22,000 interfund loan was repaid to the Capital Fund in September 2009.

- 3) Expenditures:
 - a. The “Outside Plant Maintenance” line item is currently over-expended by \$17,039.08 due to moving the maintenance and service connections for the 1st Street LID project.
 - b. The “Pole Connection” line item is currently over-expended by \$1,482.48, due to an unanticipated PUD requirement to purchase a bond for pole connections. This will be an annual recurring cost.
 - c. The Engineering (94%) and the Network System Management (99%) line items will exceed budget soon because of the activities this year, including two City projects (NW 1st Street LID & the East Gateway project) that have required QLife involvement because of the presence of fiber in the construction zones.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2009 to April 30, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 204,026	\$ 207,755	101.8%	* see below
Transfers In	\$ 239,306	\$ 199,342	83.3%	
Revenues	\$ 93,000	\$ 62,094	66.7%	
Expenditures	\$ 536,332	\$ 314,782	58.7%	
Cash at Month End	\$ 150,531.89			

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$207,755 is \$3,729 more than the estimate for this fiscal year. The budgeted Beginning Balance was decreased in an attempt to reflect a \$22,000 interfund loan to the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$226,026.00. With this in mind, **the audited actual Beginning Balance is \$18,271 less than the original estimate or 91.9% of the budget.** This was expected because more than that amount was spent on projects that carry over into this year, which reduces the amount to be spent this year.
- 2) Revenues:
 - a. The \$22,000 interfund loan was repaid by the Operations Fund in September 2009.
 - b. The \$50,000 Enterprise Zone Payment was received in January 2010.
- 3) Expenditures:
 - a. The Engineering line item has been over-expended by \$2,132.75 due to the number of requests for services that require an engineering review.
- 4) Budget Changes: Resolution No. 10-001, making some budget adjustments to reflect certain project estimates that have been revised or added since the budget was adopted, was adopted by the Board at their meeting on December 15, 2009.

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		3,455	.00		34,550	29,491.42	85	41,466	11,974.58
300	**	3,455	.00		34,550	29,491.42	85	41,466	11,974.58
300	*** BEGINNING BALANCE	3,455	.00		34,550	29,491.42		41,466	11,974.58
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	29,662	31,515.00	106	296,620	301,105.00	102	355,950	54,845.00
15 00	LSN CREDITS	5,500	.00		55,000	44,000.00	80	66,000	22,000.00
20 00	CONNECT CHARGES	187	900.00	481	1,870	4,725.52	253	2,250	2,475.52-
344	** UTILITY SERVICES	35,349	32,415.00	92	353,490	349,830.52	99	424,200	74,369.48
340	*** CHARGES FOR SERVICES	35,349	32,415.00		353,490	349,830.52		424,200	74,369.48
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	45.91	112	410	729.18	178	500	229.18-
361	** INTEREST REVENUES	41	45.91	112	410	729.18	178	500	229.18-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	2,042.88	41	50,000	35,969.28	72	60,000	24,030.72
369	** OTHER MISC REVENUES	5,000	2,042.88	41	50,000	35,969.28	72	60,000	24,030.72
360	*** OTHER REVENUES	5,041	2,088.79		50,410	36,698.46		60,500	23,801.54
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		43,845	34,503.79		438,450	416,020.40		526,166	110,145.60

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
61			AIRPORT											
610			AIRPORT											
	02		MATERIALS & SERVICES											
	69 80		ASSETS < \$5000	0	.00	0	0	.00	0	.00	0	.00	0	
	02 **		MATERIALS & SERVICES	0	.00	0	0	.00	0	.00	0	.00	0	
610 ** **			AIRPORT	0	.00	0	0	.00	0	.00	0	.00	0	
61 ** **			AIRPORT	0	.00	0	0	.00	0	.00	0	.00	0	
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	02		MATERIALS & SERVICES											
	31 10		ADMINISTRATIVE	1666	3491.58	210	16660	8604.87	52	.00	20000	11395.13	43	
	15		COUNTY	416	.00	0	4160	.00	0	.00	5000	5000.00	0	
	20		OUTSIDE PLANT MAINTENACE	1333	1200.00	90	13330	33039.08	248	.00	16000	17039.08	207	
	90		OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0	
	32 10		AUDIT	483	.00	0	4830	5600.00	116	.00	5800	200.00	97	
	20		LEGAL SERVICES	600	270.00	45	6000	2310.00	39	.00	7200	4890.00	32	
	34 10		ENGINEERING SERVICES	1616	7525.00	466	16160	18196.95	113	.00	19400	1203.05	94	
	30		NETWORK SYSTEM MANAGEMENT	3275	.00	0	32750	38819.15	119	.00	39300	480.85	99	
	50		SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
	43 10		BUILDINGS AND GROUNDS	166	.00	0	1660	81.50	5	.00	2000	1918.50	4	
	25		NETWORK EQUIPMENT	383	424.80	111	3830	1614.80	42	.00	4600	2985.20	35	
	40		OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	71		SPCL UTILITY EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	86		LINE MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0	
	87		UTILITIES LOCATES	83	15.75	19	830	226.80	27	.00	1000	773.20	23	
	44 10		OFFICE SPACE RENTAL	261	783.00	300	2610	2349.00	90	.00	3132	783.00	75	
	52 10		LIABILITY	458	.00	0	4580	5164.00	113	.00	5500	336.00	94	
	30		PROPERTY	25	.00	0	250	.00	0	.00	300	300.00	0	
	53 20		POSTAGE	16	.00	0	160	64.03	40	.00	200	135.97	32	
	30		TELEPHONE	54	30.00	56	540	300.00	56	.00	650	350.00	46	
	40		LEGAL NOTICES	33	.00	0	330	.00	0	.00	400	400.00	0	
	54 00		ADVERTISING	83	.00	0	830	.00	0	.00	1000	1000.00	0	
	57 10		PERMIT	33	.00	0	330	.00	0	.00	400	400.00	0	
	58 10		TRAVEL, FOOD & LODGING	66	.00	0	660	.00	0	.00	800	800.00	0	
	50		TRAINING AND CONFERENCES	16	.00	0	160	.00	0	.00	200	200.00	0	
	70		MEMBERSHIPS/DUES/SUBSCRIP	25	.00	0	250	65.00	26	.00	300	235.00	22	
	60 10		OFFICE SUPPLIES	41	.00	0	410	21.98	5	.00	500	478.02	4	
	69 50		MISCELLANEOUS EXPENSES	41	4.00	10	410	418.44	102	.00	500	81.56	84	
	60		POLE CONNECTION FEES	500	.00	0	5000	7482.48	150	.00	6000	1482.48	125	
	70		RIGHT OF WAY FEES	889	922.20	104	8890	8087.70	91	.00	10678	2590.30	76	
	02 **		MATERIALS & SERVICES	12562	14666.33	117	125620	132445.78	105	.00	150860	18414.22	88	
	03		CAPITAL OUTLAY											
	74 20		TELECOMMUNICATIONS EQUIP	1666	.00	0	16660	2344.00	14	.00	20000	17656.00	12	
	78 50		FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0	
	03 **		CAPITAL OUTLAY	1666	.00	0	16660	2344.00	14	.00	20000	17656.00	12	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/									
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		QLIFE FUND									
600		OTHER USES									
	05	OTHER									
	81 62	IF PMT TO OTHER FUNDS	1833	.00	0	18330	.00	0	.00	22000	22000.00 0
	91	QLIFE CAPITAL FUND	19942	3546.08	18	199420	199341.90	100	.00	239306	39964.10 83
	83 10	ESD E-RATE	5000	.00	0	50000	33926.40	68	.00	60000	26073.60 57
	88 00	CONTINGENCY	2833	.00	0	28330	.00	0	.00	34000	34000.00 0
	89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00 0
	05 **	OTHER	29608	3546.08	12	296080	233268.30	79	.00	355306	122037.70 66
600	** **	OTHER USES	29608	3546.08	12	296080	233268.30	79	.00	355306	122037.70 66
60	** **	QLIFE FUND	29608	3546.08	12	296080	233268.30	79	.00	355306	122037.70 66
DIV	9500	TOTAL *****	29608	3546.08	12	296080	233268.30	79	.00	355306	122037.70 66
DEPT	95	TOTAL *****	29608	3546.08	12	296080	233268.30	79	.00	355306	122037.70 66
		OTHER USES	29608	3546.08	12	296080	233268.30	79	.00	355306	122037.70 66
FUND	600	TOTAL *****	43836	18212.41	42	438360	368058.08	84	.00	526166	158107.92 70
		QUALITYLIFE AGENCY FUND	43836	18212.41	42	438360	368058.08	84	.00	526166	158107.92 70

City of The Dalles

FUND 601 QLIFE CAPITAL FUND									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300									
00 00		17,002	.00		170,020	207,754.92	122	204,026	3,728.92-
300	**	17,002	.00		170,020	207,754.92	122	204,026	3,728.92-
300	*** BEGINNING BALANCE	17,002	.00		170,020	207,754.92		204,026	3,728.92-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	1,750	3,427.23	196	17,500	12,093.98	69	21,000	8,906.02
344	** UTILITY SERVICES	1,750	3,427.23	196	17,500	12,093.98	69	21,000	8,906.02
340	*** CHARGES FOR SERVICES	1,750	3,427.23		17,500	12,093.98		21,000	8,906.02
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		41,660	50,000.00	120	50,000	.00
369	** OTHER MISC REVENUES	4,166	.00		41,660	50,000.00	120	50,000	.00
360	*** OTHER REVENUES	4,166	.00		41,660	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	1,833	.00		18,330	.00		22,000	22,000.00
90 01	QLIFE OPERATING FUND	19,942	3,546.08	18	199,420	199,341.90	100	239,306	39,964.10
391	** OPERATING TRANSFERS IN	21,775	3,546.08	16	217,750	199,341.90	92	261,306	61,964.10
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	21,775	3,546.08		217,750	199,341.90		261,306	61,964.10
FUND TOTAL QLIFE CAPITAL FUND		44,693	6,973.31		446,930	469,190.80		536,332	67,141.20

FUND 601 Q LIFE CAPITAL FUND			DEPT/DIV 9500 OTHER USES/									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
	05	OTHER										
	88 00	CONTINGENCY	518-	.00	0	19305	.00	0	.00	18271	18271.00	0
	89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0
	05 **	OTHER	518-	.00	0	19305	.00	0	.00	18271	18271.00	0
660	** **	FINANCIAL OPERATIONS	518-	.00	0	19305	.00	0	.00	18271	18271.00	0
66	** **	EXPENSE-ACCOUNT	518-	.00	0	19305	.00	0	.00	18271	18271.00	0
DIV	9500	TOTAL *****	518-	.00	0	19305	.00	0	.00	18271	18271.00	0
DEPT	95	TOTAL *****	518-	.00	0	19305	.00	0	.00	18271	18271.00	0
		OTHER USES										
FUND	601	TOTAL *****										
		Q LIFE CAPITAL FUND	44691	19238.78	43	446905	314782.48	70	.00	536332	221549.52	59

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: **OPERATING 600**
 FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 4/21/2010 TO: 5/14/2010

Revenue: Billed as of **(billing done on the 20th; so will show up a month after)**

QLife Monthly Billings

TOTAL:			-
	Expenditures:		
	The Dalles Chronicle	budget meeting announcement	19.25
	ESD	Erate	2,042.88
	Gorge.net	Phone	30.00
	Keith Mobley	Legal	750.00
	City of The Dalles	ROW Fees	945.45
	Bank Card	widgets for Joohn	424.80
TOTAL:			4,212.38

FUND: **CAPITAL 601**
 FISCAL YEAR: 2009-2010
 PERIOD DETAIL FROM: 4/21/2010 TO: 5/14/2010

Revenue:

TOTAL:			
	Expenditures:		
	Columbia River Bank	Commercial Loan/Interest	11,494.11
	Mt. Hood Econ Alliance	Loan Payment	3,683.30
TOTAL:			15,177.41

LSN CREDITS 5500

QLife Network
QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board
FROM: Keith Mobley, Agency Counsel
DATE: May 11, 2010
SUBJECT: Amendment to Intergovernmental Agreement

Our Intergovernmental Agreement provides that the Secretary/Treasurer and either the President or the Vice President act as co-signers of checks drawn upon the accounts.

It has been difficult at times to get those officers to City Hall to sign checks. Designating the contracted manager as a signer would improve efficiency and reduce the demands on the officers who also serve as volunteer board members.

Allowing this additional signer will require an amendment to the Intergovernmental Agreement, which can be amended by ". . . mutual written agreement of the Parties, signed by all of the Parties." (Section 5.1, Intergovernmental Agreement)

Recommendation: The board of directors of the QualityLife Intergovernmental Agency request that the Wasco County Board of Commissioners and the City Council of The City of The Dalles approve the following amendment to the Intergovernmental Agreement:

2.2.3 Secretary/Treasurer. The Secretary/Treasurer shall keep the minutes and the official records of the IGA and perform such other duties required of a Secretary/Treasurer. The Secretary/Treasurer shall be responsible for the fiscal administration of all funds of the IGA. The Secretary/Treasurer and either the President or the Vice President shall act as co-signers of checks drawn upon the accounts of the IGA. The Secretary/Treasurer may delegate the administrative functions of her or his office to another person or persons who need not be on the Board, ***including the delegation of authority, with board approval of the person designated, to sign as one of two co-signers required on checks drawn upon the accounts of the IGA.***

The language in bold above constitutes the proposed amendment. It does not specifically mention the contracted manager as the person to whom signing authority would be delegated, leaving that decision to the Secretary/Treasurer and the board.