

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday June 15, 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 May 18, 2010 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 2011-10 QLife Budget
7. Action Items
 - a. Adopt Resolution 10-003 Authorizing Transfers of funds between Categories of the QLife Capital Fund Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2010.
 - b. Adopt Resolution 10-002 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2010-11, Making Appropriations, and Authorizing Expenditures.
 - c. Adopt Resolution 10-004 Setting Forth Corrective Measures for Items Identified by the Secretary of State Audit Division as Non-Compliant with Municipal Audit Law within the Audit Report for FY 08-09.
 - d. 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 section 2.2.3 of 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. *All checks drawn upon the accounts of the IGA are required to have two co-signers. The co-signers may be any of the following: the Secretary/Treasurer, the President, the Vice President, or the person selected by the board of directors to serve as manager or administrator for the IGA.*
8. Reports
 - a. Aristo Operational Management Report – John Amery
 - i. Status of redundancy/bisector project
 - ii. Status of Wi Fi RFP
 - iii. Other activities/issues

9. Next Meeting Dates:

Regular Board Meeting July 20, 2010 4pm

10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

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

Call to Order

The meeting was called to order by Vice Chair Spatz at 4:07pm

Roll Call

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

Approval of Agenda

It was moved by Larson and seconded by Ahier to approve the agenda as submitted. The motion carried unanimously, 2 absent.

Approval of March 27, 2010 Minutes QLife Regular Board Meeting

It was moved by Ahier and seconded by Larson to approve the minutes of the April 27, 2010 Regular Board Meeting as presented. The motion carried unanimously, 2 absent.

Financial Reports

Young reviewed April Financial Reports pointing out that user fees are at 102% of budget, due to the addition of three or four new connections.

Action Item

Mobley explained that adding signers to the checking account changes the IGA and would need to be approved by both the City and the County. The recommended amendment gives the secretary authority to designate another person as a signer on the account. Ahier asked if this would give Young (as the designee) the authority to sign for any of the signers. Mobley said yes.

Ahier moved to **Recommend the Approval of the 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.** Spatz seconded the motion.

Larson said the current language "secretary and either of the other two signers" meaning one signer must be the secretary. While this hasn't been the practice, maybe this is the time to update the wording to the intent of the agency. After some discussion, it was agreed that Mobley would return with a revised recommendation that would reflect two signers were needed on each check, any combination of the three officers and one designee of the board.

Ahier withdrew his motion. Mobley will bring a revised recommendation to the June Board Meeting.

Reports

John Amery presented the Aristo Operational Management Report. Ahier asked about the status of the WiFi RFP, Amery reported that he has been working with Google; locations are almost finalized, small details still being worked out. Deadline for completion is June 11.

In response to a question Amery reported that he has no firm timeline for completion of the redundancy/bisector project; projected a possible July date for completion of the RFP. Larson asked if the funds should be moved into next year. Young asked how much would be completed this fiscal year? It was decided that most all of the funds should be moved into next fiscal year for completion of this project. Young would inform Finance Director Kate Mast of this development.

Spatz asked if there was any word on the hi speed internet project from Google. Young reported nothing yet.

Larson asked what QLife's position on the Water's Edge project was. Young reported that he had given quotes to LSN who he believed had submitted a proposal.

Young asked Amery if he was working with MCMC on the new building on 19th (Columbia Crest) Amery reported he had been contacted by MCMC and that there were easement issues that needed to be resolved soon, as paving was getting close. He was concerned about spending time and money if they chose not to go with QLife. Larson confirmed that QLife was the chosen direction. The consensus was for Amery to proceed.

Next Meeting Dates:

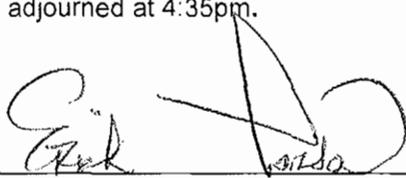
Regular Board Meeting and Budget Hearing June 15, 2010 4pm

Adjourn

Being no further business the meeting was adjourned at 4:35pm.

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 – **May, 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 May 2010 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, 2009 to May 31, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 41,466	\$ 29,492	71.1%	* see below
Revenues	\$ 484,700	\$ 434,781	89.7%	
Expenditures	\$ 286,860	\$ 173,384	60.4%	
Transfers to Capital/Debt Fund	\$ 239,306	\$ 219,342	91.7%	
Cash at Month End	\$ 28,519.20			

** 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 paid out this fiscal year.
 - 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 (98%) 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 May 31, 2010</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 204,026	\$ 207,755	101.8%	* see below
Transfers In	\$ 239,306	\$ 219,342	91.7%	
Revenues	\$ 93,000	\$ 62,094	66.7%	
Expenditures	\$ 536,332	\$ 322,355	60.1%	
Cash at Month End	\$ 156,386.63			

** 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	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		38,005	29,491.42	78	41,466	11,974.58
300	**	3,455	.00		38,005	29,491.42	78	41,466	11,974.58
300	*** BEGINNING BALANCE	3,455	.00		38,005	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	35,405.00	119	326,282	336,510.00	103	355,950	19,440.00
15 00	LSN CREDITS	5,500	11,000.00	200	60,500	55,000.00	91	66,000	11,000.00
20 00	CONNECT CHARGES	187	1,800.00	963	2,057	6,525.52	317	2,250	4,275.52-
344	** UTILITY SERVICES	35,349	48,205.00	136	388,839	398,035.52	102	424,200	26,164.48
340	*** CHARGES FOR SERVICES	35,349	48,205.00		388,839	398,035.52		424,200	26,164.48
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	47.46	116	451	776.64	172	500	276.64-
361	** INTEREST REVENUES	41	47.46	116	451	776.64	172	500	276.64-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		55,000	35,969.28	65	60,000	24,030.72
369	** OTHER MISC REVENUES	5,000	.00		55,000	35,969.28	65	60,000	24,030.72
360	*** OTHER REVENUES	5,041	47.46		55,451	36,745.92		60,500	23,754.08
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	48,252.46		482,295	464,272.86		526,166	61,893.14

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	.00	0	18326	8604.87	47	.00	20000	11395.13	43	
		15	COUNTY	416	.00	0	4576	.00	0	.00	5000	5000.00	0	
		20	OUTSIDE PLANT MAINTENACE	1333	.00	0	14663	33039.08	225	.00	16000	17039.08	207	
		90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0	
	32	10	AUDIT	483	.00	0	5313	5600.00	105	.00	5800	200.00	97	
		20	LEGAL SERVICES	600	750.00	125	6600	3060.00	46	.00	7200	4140.00	43	
	34	10	ENGINEERING SERVICES	1616	880.00	55	17776	19076.95	107	.00	19400	323.05	98	
		30	NETWORK SYSTEM MANAGEMENT	3275	.00	0	36025	38819.15	108	.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	1826	81.50	5	.00	2000	1918.50	4	
		25	NETWORK EQUIPMENT	383	.00	0	4213	1614.80	38	.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	.00	0	913	226.80	25	.00	1000	773.20	23	
	44	10	OFFICE SPACE RENTAL	261	.00	0	2871	2349.00	82	.00	3132	783.00	75	
	52	10	LIABILITY	458	.00	0	5038	5164.00	103	.00	5500	336.00	94	
		30	PROPERTY	25	.00	0	275	.00	0	.00	300	300.00	0	
	53	20	POSTAGE	16	.00	0	176	64.03	36	.00	200	135.97	32	
		30	TELEPHONE	54	30.00	56	594	330.00	56	.00	650	320.00	51	
		40	LEGAL NOTICES	33	19.25	58	363	19.25	5	.00	400	380.75	5	
		54	ADVERTISING	83	.00	0	913	.00	0	.00	1000	1000.00	0	
		57	PERMIT	33	.00	0	363	.00	0	.00	400	400.00	0	
		58	TRAVEL, FOOD & LODGING	66	.00	0	726	.00	0	.00	800	800.00	0	
		50	TRAINING AND CONFERENCES	16	.00	0	176	.00	0	.00	200	200.00	0	
		70	MEMBERSHIPS/DUES/SUBSCRIP	25	.00	0	275	65.00	24	.00	300	235.00	22	
	60	10	OFFICE SUPPLIES	41	.00	0	451	21.98	5	.00	500	478.02	4	
	69	50	MISCELLANEOUS EXPENSES	41	.00	0	451	418.44	93	.00	500	81.56	84	
		60	POLE CONNECTION FEES	500	.00	0	5500	7482.48	136	.00	6000	1482.48	125	
		70	RIGHT OF WAY FEES	889	945.45	106	9779	9033.15	92	.00	10678	1644.85	85	
	02	**	MATERIALS & SERVICES	12562	2624.70	21	138182	135070.48	98	.00	150860	15789.52	90	
	03		CAPITAL OUTLAY											
	74	20	TELECOMMUNICATIONS EQUIP	1666	.00	0	18326	2344.00	13	.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	18326	2344.00	13	.00	20000	17656.00	12	

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 9500 OTHER USES/								
BA	ELE	OBJ	*****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	20163	.00	0	.00	22000	22000.00 0
	91	QLIFE CAPITAL FUND	19942	20000.00	100	219362	219341.90	100	.00	239306	19964.10 92
	83 10	ESD E-RATE	5000	2042.88	41	55000	35969.28	65	.00	60000	24030.72 60
	88 00	CONTINGENCY	2833	.00	0	31163	.00	0	.00	34000	34000.00 0
	89 00	UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00 0
	05 **	OTHER	29608	22042.88	74	325688	255311.18	78	.00	355306	99994.82 72
600 ** **		OTHER USES	29608	22042.88	74	325688	255311.18	78	.00	355306	99994.82 72
60 ** **		QLIFE FUND	29608	22042.88	74	325688	255311.18	78	.00	355306	99994.82 72
DIV 9500		TOTAL *****	29608	22042.88	74	325688	255311.18	78	.00	355306	99994.82 72
DEPT 95		TOTAL *****	29608	22042.88	74	325688	255311.18	78	.00	355306	99994.82 72
		OTHER USES	29608	22042.88	74	325688	255311.18	78	.00	355306	99994.82 72
FUND 600		TOTAL *****	43836	24667.58	56	482196	392725.66	81	.00	526166	133440.34 75
		QUALITYLIFE AGENCY FUND	43836	24667.58	56	482196	392725.66	81	.00	526166	133440.34 75

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
300	BEGINNING BALANCE								
300									
00 00		17,002	.00		187,022	207,754.92	111	204,026	3,728.92-
300	**	17,002	.00		187,022	207,754.92	111	204,026	3,728.92-
300	*** BEGINNING BALANCE	17,002	.00		187,022	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	.00		19,250	12,093.98	63	21,000	8,906.02
344	** UTILITY SERVICES	1,750	.00		19,250	12,093.98	63	21,000	8,906.02
340	*** CHARGES FOR SERVICES	1,750	.00		19,250	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		45,826	50,000.00	109	50,000	.00
369	** OTHER MISC REVENUES	4,166	.00		45,826	50,000.00	109	50,000	.00
360	*** OTHER REVENUES	4,166	.00		45,826	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	1,833	.00		20,163	.00		22,000	22,000.00
90 01	QLIFE OPERATING FUND	19,942	20,000.00	100	219,362	219,341.90	100	239,306	19,964.10
391	** OPERATING TRANSFERS IN	21,775	20,000.00	92	239,525	219,341.90	92	261,306	41,964.10
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	20,000.00		239,525	219,341.90		261,306	41,964.10
FUND TOTAL QLIFE CAPITAL FUND		44,693	20,000.00		491,623	489,190.80		536,332	47,141.20

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	05		OTHER											
	88	00	CONTINGENCY	518-	.00	0	18787	.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	18787	.00	0	.00	18271	18271.00	0	
660	**	**	FINANCIAL OPERATIONS	518-	.00	0	18787	.00	0	.00	18271	18271.00	0	
66	**	**	EXPENSE-ACCOUNT	518-	.00	0	18787	.00	0	.00	18271	18271.00	0	
DIV	9500		TOTAL *****	518-	.00	0	18787	.00	0	.00	18271	18271.00	0	
DEPT	95		TOTAL *****	518-	.00	0	18787	.00	0	.00	18271	18271.00	0	
			OTHER USES											
FUND	601		TOTAL *****											
			QLIFE CAPITAL FUND	44691	17572.49	39	491596	332354.97	68	.00	536332	203977.03	62	

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2009-2010		
PERIOD DETAIL	FROM:	5/15/2010 TO:	6/14/2010
Revenue:	Billed as of 5/20/10		37,205.00
	QLife Monthly Billings		
TOTAL:			37,205.00
Expenditures:			
Aristo	Feb-May		11,601.00
Keith Mobley	Legal		165.00
Commstructures	Noanet/LSN pass through		880.00
GorgeNet	Phones		30.00
One Call	dig tickets		7.35
TOTAL:			12,683.35

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2009-2010		
PERIOD DETAIL	FROM:	5/15/2010 TO:	6/14/2010
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Hage Electric	LSN - Annex A pass through		376.19
Aristo	Pass through LSN/Qnect/NoaNet		7,877.00
NorthSky	NoaNet		972.00
NorthSky	LSN/Center for Living		4,471.13
TOTAL:			28,873.73

LSN CREDITS

5500

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY

5/20/10

TOTAL CUSTOMERS INVOICED

1

TOTAL AMOUNT INVOICED

\$900.00

LSN

+

900.00

1800.00

INVOICE SUMMARY	5/20/10	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$35,405.00	

QLife Network
QualityLife Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board
FROM: Nolan Young, Administrator 
DATE: June 8, 2010
SUBJECT: Amendments to FY 2010-11 Budget

We have just completed our review of the current financial status of current budget as compared to expenditures for next year. It looks like we are on target to have the anticipated beginning fund balance in the operating fund. It does look pretty positive right now that we will be able to meet our goals for user revenue next fiscal year.

As discussed at a recent board meeting two capital projects (The Redundancy Project and the Improvements to the Bisector) will be delayed longer than anticipated. We originally budgeted 25% carry over for both of these projects. Right now it looks like no additional work will be done on those projects as we try to complete work on an RFP for the Google WiFi project. As a result we are proposing three Budget Changes to the Capital Fund, Resolution 10-002 (attached is the detailed budget sheet for each):

	Approved Budget	Increase	Recommend
Beginning Fund Balance:	\$48,076	\$97,500	\$145,576
Telecommunications Equipment:	\$50,487	\$60,000	\$110,487
Outside Plant – Primary	\$12,500	\$37,500	\$50,000

Recommended Action:

Approve Resolution 10-002 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2010-11, Making Appropriations, and Authorizing Expenditures.

QUALITY LIFE INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FY 10/11

CAPITAL FUND (601) - REVENUES

Account Number Account Title
601-0000-300-00-00 Beginning Balance

FY 2007-2008 Actual	:	24,418
FY 2008-2009 Actual	:	94,224
FY 2009-2010 Budget	:	204,026
FY 2009-2010 Projected	:	185,755
FY 2010-2011 Proposed	:	145,576

Justification:

			Amended
FY 09-10 Beginning Balance:	\$185,755		
FY 09 -10 New Revenues:	69,241		
FY 09-10 Transfers from the Operating Fund:	<u>239,306</u>		
FY 09-10 Total Resources:	494,302		
Capital Expenditures	446,226	348,726	
FY 09-10 Ending Fund Balance*:	\$ 48,076	145,576	

QUALITY LIFE INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FY 10/11

CAPITAL FUND (601) - CAPITAL OUTLAY CATEGORY

Account Number	Account Title
601-6000-660-74.20	Telecommunications Equipment

FY 2007-2008 Actual	:	500
FY 2008-2009 Actual	:	24,248
FY 2009-2010 Budget	:	147,487
FY 2009-2010 Projected	:	41,000
FY 2010-2011 Proposed	:	110,487

Justification:	Budget FY 09-10	Proposed	FY 10-11	Amended
Customer Purchased Switches (\$700 ea. X 5)	5,000	4,000	5,000	5,000
System Redundancy Project (25% delayed)	120,000	30,000	30,000	90,000
*Wireless Network Pilot Project (10% delayed)	22,487	7,000	15,487	15,487
*Board Financial Priority #8: Budget				

QUALITY LIFE INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FY 10/11

CAPITAL FUND (601) - CAPITAL OUTLAY CATEGORY

Account Number	Account Title
601-6000-660-76-10	Outside Plant - Primary

FY 2007-2008 Actual	:	7,236
FY 2008-2009 Actual	:	3,177
FY 2009-2010 Budget	:	50,000
FY 2009-2010 Projected	:	0
FY 2010-2011 Proposed	:	50,000**

Justification:

Two projects are proposed to be carried over from FY 2008-09 to FY 2009/10

1. Over lash of Bi-sector to increase fiber count and create a full figure eight system
2. Fiber enhancement in downtown

**Full Project roll over

QUALITY LIFE INTERGOVERNMENTAL AGENCY
Approved Budget for FY10/11

Account #	Description	FY07/08 Actual	FY08/09 Actual	FY09/10 Budget	FY10/11 Proposed	FY10/11 Approved	FY10/11 Adopted
QLIFE AGENCY FUND 600							
REVENUES							
600-0000-300.00-00	Beginning Balance	65,300	63,842	41,466	83,913	83,913	83,913
600-0000-371.90-00	Misc Sales and Services	-	-	-	-	-	-
600-0000-344.10-00	Utility Service Charges	284,995	340,846	355,950	425,800	425,800	425,800
600-0000-344.15-00	LSN Credits	60,048	65,009	66,000	66,000	66,000	66,000
600-0000-344.20-00	Connect Charges	3,150	4,335	2,250	2,250	2,250	2,250
600-0000-361.00-00	Interest Revenues	-	870	500	800	800	800
600-0000-369.00-00	Other Misc Revenues	(7,130)	435	-	-	-	-
600-0000-369.20-00	E-Rate Reimbursements	4,657	28,999	60,000	60,000	60,000	60,000
600-0000-392.00-00	Sale of Fixed Assets	-	-	-	-	-	-
TOTAL REVENUES		411,020	504,336	526,166	638,763	638,763	638,763
EXPENDITURES							
Materials & Services							
600-6000-660.31-10	Administrative Services	12,937	10,757	20,000	20,000	20,000	20,000
600-6000-660.31.15	Contractual Svc - County	1,380	-	5,000	5,000	5,000	5,000
600-6000-660.31-20	Outside Plant Maint	1,820	27,138	16,000	28,000	28,000	28,000
600-6000-660.31-90	Other Services	-	-	-	20,000	20,000	20,000
600-6000-660.32-10	Audit	5,040	5,600	5,800	5,800	5,800	5,800
600-6000-660.32-20	Legal Services	5,713	9,350	7,200	6,000	6,000	6,000
600-6000-660.34-10	Engineering Services	12,585	5,416	19,400	12,000	12,000	12,000
600-6000-660.34-30	Network System Mgmt	31,680	43,760	39,300	46,000	46,000	46,000
600-6000-660.34-50	Special Studies /Reports	-	-	-	-	-	-
600-6000-660.43-10	Buildings & Grounds	1,750	-	2,000	2,000	2,000	2,000
600-6000-660.43-25	Network Equipment	1,503	3,295	4,600	4,600	4,600	4,600
600-6000-660.43.87	Utilities Locates	384	223	1,000	1,000	1,000	1,000
600-6000-660.44-10	Office Space Rental	2,527	3,132	3,132	3,132	3,132	3,132
600-6000-660.52-10	Liability Insurance	5,043	4,763	5,500	5,500	5,500	5,500
600-6000-660.52-30	Property Insurance	-	280	300	300	300	300
600-6000-660.53-20	Postage	174	174	200	200	200	200
600-6000-660.53-30	Telephone	654	522	650	480	480	480
600-6000-660.53-40	Legal Notices	161	133	400	400	400	400
600-6000-660.54-00	Advertising	16	-	1,000	1,000	1,000	1,000
600-6000-660.57-10	Permits	-	375	400	400	400	400
600-6000-660.58-10	Travel, Food & Lodging	2,405	191	800	400	400	400
600-6000-660.58-50	Trainings & Conferences	5,600	-	200	200	200	200
600-6000-660.58-70	Memberships/Dues/Subs	150	40	300	200	200	200
600-6000-660.58-80	Scholarships	-	-	-	2,000	2,000	2,000
600-6000-660.60-10	Office Supplies	7	81	500	200	200	200
600-6000-660.69-50	Misc Expenses	225	400	500	500	500	500
600-6000-660.69-60	Pole Connection Fees	5,410	6,368	6,000	7,600	7,600	7,600
600-6000-660.69-70	Right of Way Fees	-	-	10,678	12,774	12,774	12,774
600-6000-660.69-80	Assets < \$5000	-	-	-	-	-	-
Total Materials & Services		97,165	121,998	150,860	185,686	185,686	185,686
Capital Outlay							
600-6000-660.74-20	Telecom Equipment	7,011	-	20,000	20,000	20,000	20,000
600-6000-660.78-50	Fixed Asset Reclass Acct	-	-	-	-	-	-
Total Capital Outlay		7,011	-	20,000	20,000	20,000	20,000
Other							
600-9500-600.81.62	IF Pmt to Capital Fund	-	-	22,000	-	-	-
600-9500-600.81-91	QLife Capital Fund	238,345	323,847	239,306	326,077	326,077	326,077
600-9500-600.83-10	ESD E-Rate Transfers	4,657	28,999	60,000	60,000	60,000	60,000
600-9500-600.88-00	Contingency	-	-	34,000	47,000	47,000	47,000
600-9500-600.89-00	Unappropriated Ending Fund Balance	-	-	-	-	-	-
Total Other		243,002	352,846	355,306	433,077	433,077	433,077
TOTAL EXPENDITURES		347,178	474,844	526,166	638,763	638,763	638,763
REVENUES LESS EXPENSES		63,842	29,491	-	-	-	-

QUALITY LIFE INTERGOVERNMENTAL AGENCY
Approved Budget for FY10/11

Account #	Description	FY07/08 Actual	FY08/09 Actual	FY09/10 Budget	FY10/11 Proposed	FY10/11 Approved	FY10/11 Adopted
QLIFE CAPITAL FUND 601							
REVENUES							
601-0000-300.00-00	Beginning Balance	24,418	94,224	204,026	48,076	48,076	145,576
601-0000-344.20-00	Connect Charges	52,517	8,795	21,000	21,000	21,000	21,000
601-0000-369.00-00	Other Misc Revenues	17,392	-	-	-	-	-
601-0000-369.10-00	Enterprise Zone Payment	50,000	50,000	50,000	50,000	50,000	50,000
601-0000-391.60-00	IF Pmt from Agency Fund	-	-	22,000	-	-	-
601-0000-391.90-01	Qlife Operating Fund	238,345	323,847	239,306	326,077	326,077	326,077
601-0000-393.10-00	Loan/Bond Proceeds	1,079,978	-	-	-	-	-
TOTAL REVENUES		1,462,651	476,866	536,332	445,153	445,153	542,653
EXPENDITURES							
Materials & Services							
601-6000-660.34-10	Engineering Services	1,920	2,200	12,000	10,000	10,000	10,000
601-6000-660.34-90	Other Services	2,700	-	20,000	-	-	-
601-6000-660.43-86	Lines, Maint & Supplies	-	27,891	2,000	2,000	2,000	2,000
601-6000-660.57-10	Permits	-	-	-	-	-	-
Total Materials & Services		4,620	30,091	34,000	12,000	12,000	12,000
Capital Outlay							
601-6000-660.72-20	Buildings	3,170	-	2,000	2,000	2,000	2,000
601-6000-660.74-10	Computer Equipment	1,615	-	-	-	-	-
601-6000-660.74-20	Telecom Equip	500	24,248	147,487	50,487	50,487	110,487
601-6000-660.76-10	Primary	7,236	3,177	50,000	12,500	12,500	50,000
601-6000-660.76-20	Secondary	45,316	16,870	84,848	37,500	37,500	37,500
601-6000-660.76-30	Pole Make Ready Costs	-	-	5,000	5,000	5,000	5,000
Total Capital Outlay		57,837	44,295	289,335	107,487	107,487	204,987
Debt Service							
601-6000-660.79-50	Loan Principal Payments	547,722	50,704	142,693	147,014	147,014	147,014
601-6000-660.79-51	CRB Principal Payments	675,124	87,021	-	-	-	-
601-6000-660.79-60	Interest Payments	83,123	57,000	52,033	44,935	44,935	44,935
601-6000-660.79-90	Loan Reserve/Future Pmts	-	-	-	-	-	-
Total Debt Service		1,305,969	194,725	194,726	191,949	191,949	191,949
Other							
601-9500-600.84-10	Reserve for Sys Imprvmnts	-	-	-	100,000	100,000	100,000
601-9500-600.84-20	Reserve for Co Expansion	-	-	-	20,000	20,000	20,000
601-9500-600.88-00	Contingency	-	-	18,271	13,717	13,717	13,717
601-9500-600.89-00	Unappropriated Ending Fund Balance	-	-	-	-	-	-
Total Other		-	-	18,271	133,717	133,717	133,717
TOTAL EXPENDITURES		1,368,426	269,111	536,332	445,153	445,153	542,653
REVENUES LESS EXPENSES		94,224	207,755	-	-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as
“QLife Network”

RESOLUTION NO. 10-004

**A RESOLUTION SETTING FORTH CORRECTIVE MEASURES FOR ITEMS
IDENTIFIED BY THE SECRETARY OF STATE AUDIT DIVISION AS NON-
COMPLIANT WITH MUNICIPAL AUDIT LAW WITHIN THE AUDIT REPORT
FOR FY08/09.**

WHEREAS, the QLife Audit Report for the fiscal year ending June 30, 2009 was reviewed by the Secretary of State Audit Division; and

WHEREAS, four (4) items were identified as being non-compliant with Oregon Municipal Audit Law; and

WHEREAS, the QLife Agency is required to notify the Audit Division of the corrective measures that the Agency plans to take with regard to these items;

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

Section 1. The Board of Directors hereby acknowledges the following items identified by the Secretary of State Audit Division and specifies the corrective measures that are being taken.

- A. *Statement of Net Assets* – Future audit reports will distinguish between the major categories of restriction.
- B. *Summary of Significant Accounting Policies* – Future audit reports will disclose the policy for applying FASB pronouncement issued after November 30, 1989, as well as the policy for applying FASB statements issued on or before November 30, 1989.
- C. *Capital Assets* – Future audit reports will report current period depreciation expense for each major class of capital asset.
- D. *Public Contracts and Purchasing* – The one instance of noncompliance with the legal requirements pertaining to the awarding of public contracts, specifically the Agency’s bidding and quotes procedure, involved the purchase of a server. While bids were obtained, proper documentation was not retained. Proper purchasing procedure instructions and record retention requirements have been provided to employees and controls are in place to provide oversight of those processes. This was an isolated incident and we do not anticipate further instances of this error.

Section 2. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 15th DAY OF JUNE, 2010.

Voting Yes, Board Members: Carson, Ahier, Lennox, Spatz
Voting No, Board Members: —
Absent, Board Members: Erickson
Abstaining, Board Members: —

SIGNED:


Dan Erickson, Chair of the Board

ATTEST:


Eric Larson, Treasurer

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as
"QLife Network"

RESOLUTION NO. 10-002

A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE)
INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2010-2011,
MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.

WHEREAS, the City of The Dalles and Wasco County has approved the Agency's Budget for Fiscal Year 2010-2011;

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 2010-2011 QLife budget in the total sum of \$1,181,416, 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, 2010 and for the purposes shown are hereby appropriated as follows:

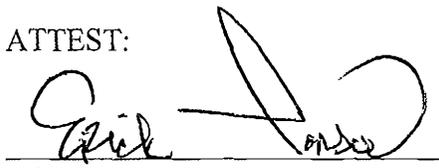
<u>QLife Operating Fund (600)</u>		<u>QLife Capital Fund (601)</u>	
Materials & Services	\$ 185,686	Materials & Services	\$ 12,000
Capital Outlay	20,000	Capital Outlay	204,987
Interfund Transfers	326,077	Debt Service	191,949
Special Payments	60,000	Reserves	120,000
Contingency	<u>47,000</u>	Contingency	<u>13,717</u>
Total	\$ 638,763	Total	\$ 542,653

Section 3. Effective Date. This Resolution shall be effective as of 12:01 AM on July 1, 2010.

PASSED AND ADOPTED THIS 15th DAY OF JUNE, 2010

Voting Yes, Board Members: Larson, Lennox, Spatz, Ahler
Voting No, Board Members: _____
Absent, Board Members: Erickson
Abstaining, Board Members: _____

SIGNED: 
Dan Erickson, Chair of the Board

ATTEST: 
Eric Larson, Treasurer

Office of the Secretary of State

Kate Brown
Secretary of State

Barry Pack
Deputy Secretary of State



Audits Division

Gary Blackmer
Director

255 Capitol St. NE, Suite 500
Salem, OR 97310

(503) 986-2255
fax (503) 378-6767

received
6/4/10

June 2, 2010

Board of Directors
QualityLife Intergovernmental Agency
313 Court Street
The Dalles, Oregon 97058

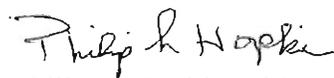
We have reviewed the audit report of QualityLife Intergovernmental Agency for the period July 1, 2008 through June 30, 2009, in accordance with the provisions of ORS 297.465(3). It disclosed the following:

1. *Statement of Net Assets* – The statement of net assets should distinguish between the major categories of restriction (*i.e. separate amounts presented*) (GASB Statement No. 34, ¶198).
2. *Summary of Significant Accounting Policies* – The summary of significant account policies (Note 1(B)) discloses the Agency's policy for applying Financial Accounting Standards Board (FASB) statements issued on or before November 30, 1989; however it does not disclose the policy for applying FASB pronouncements issued *after* November 30, 1989 as required (GASB Codification §2300.106(10)).
3. *Capital Assets* – The capital assets note (p. 7) presents accumulated depreciation for the enterprise fund as a single total. The note should report current period depreciation expense for each major class of capital asset (GASB Statement No. 34, ¶117).
4. *Public Contracts and Purchasing* – Auditor comments (pp. 12-13) report instances of noncompliance with the legal requirements pertaining to the awarding of public contracts, specifically the Agency's bidding and quotes procedures (ORS Chapter 279).

Please notify us of the corrective measures the Agency's plans to take with regard to the Public Contracts and Purchasing matters of non-compliance.

We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have any questions or concerns, please call me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION


Philip L. Hopkins, CPA
Audit Manager

PLH:sms
cc: Dickey and Tremper, LLP

May 26, 2010

To: Board of Directors
From: Keith Mobley
Re: Proposed 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 section 2.2.3 of 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. ***All checks drawn upon the accounts of the IGA are required to have two co-signers. The co-signers may be any of the following: the Secretary/Treasurer, the President, the Vice President, or the person selected by the board of directors to serve as manager or administrator for the IGA.***

The language in bold italics above constitutes the proposed amendment, together with the removal of the third sentence.

Aristo
Technical Management Report
By
John Amery
6/08/2010

1. Redundancy Project – **No update 6/8/2010**

- Electronics – We have been reviewing electronics options for the redundancy project. We have found a manufacturer that offers greater functionality than our current vendor, and still should fall in the budgetary range first budgeted for this project. New functionalities should include:

- 10 gigabit connections
- Layer 3 routing
- More redundancy (proprietary but faster) options
- Built in Power Supply redundancy to DC plant with Batteries
- Free support and firmware upgrades through EOL (usually around 5 years)
- I am still working with a vendor to try to work out some of the details, but, am very happy at this point with the listed functionalities / prices of new equipment.
- At some point I will probably want to purchase a small quantity of these units to test more vigorously before completely implementing.
- Our Engineer has been working on engineering drawings for the project, and are nearly completed.

2. Bisector Project – **No Update 6/8/2010**

We are currently leaning towards replacing our current fiber optic bisector cable with a new larger bisector cable instead of adding a second fiber. This is due to new engineering requirements from the PUD for adding additional fiber optic lines on our current path. We feel it will be easier and less expensive to simply replace our current line.

- UPDATE - Our engineer is re-visiting the required engineering study for PUD which would allow us to add an additional fiber line for the bi-sector project.
- We will coordinate with any current customers along this path for a planned outage during nighttime.

3. Upper Reservoir Cut Outage – **New Item**

- On 5/20/2010 A contractor hit two of our fiber lines above MCMC.
- Cut affected three of MCMC's sites
- We developed a temporary fix for the afternoon
- We put in a permanent fix that evening and the next morning (after hours)
- A bill will be sent to the offending contractor