

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday April 29, 2008
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
6:30 pm after Budget Committee Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of March 25, 2008 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. March Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Items
 - a. Recommendation regarding loan refinancing
7. Discussion Item:
 - a. Timing of special projects
8. Reports
 - a. Aristo Management Report – John Amery
9. Next Meeting Dates:
Regular Board Meeting: May 27, 2008 approximately 5:30 pm
10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

Minutes

QLife Regular Board Meeting

Tuesday March 25, 2008

The Dalles City Hall, 313 Court Street

2nd Floor Conference Room

5:30 pm

Call to Order

The meeting was called to order by Vice President Jim Broehi at 5:30pm

Roll Call

In attendance: Erick Larsen, Bill Lennox, Rob Kovacich, Jim Broehl, Attorney Keith Mobley, Recording Secretary Izetta Grossman, John Amery of Aristo, Ken Farmer Budget committee member.

Approval of Agenda

It was moved by Kovacich and seconded by Larsen to approve the Agenda as submitted. The motion passed unanimously, Ericksen absent.

Approval of February 26, 2008 Minutes QLife Regular Board Meeting

It was moved by Kovacich and seconded by Lennox to approve the minutes of the February 26, 2008 minutes as submitted. The motion passed unanimously, Ericksen absent.

Financial Reports – no questions raised.

- a. Feb Financial Reports
- b. List of Disbursements since Last Meeting

Action Items

Lennox moved to adopt the Financial Priorities for Fiscal Year 2008-09 as written, Kovacich seconded the motion. The motion passed unanimously, Ericksen absent.

Reports

- a. Fire update – Mobley reported that we had received a check for the fire damage from UP Railroad in the amount of \$17550.22.
- b. Aristo Management Report –Amery reported no issues. There is a new customer on board, they have racks, but haven't completed the move in. Izetta asked when they planned on moving in so she might have the keypad lock programmed in a timely manner. Amery had no firm date.
- c. Mobley reported that we do have to fill out the FCC Form 499-A. Izetta will proceed, this form is due on April 1.

Next Meeting Dates:


Regular Board Meeting: April 22, 2008 approximately 6:30 pm directly following Budget Meeting.

Adjourn

Being no further business the meeting adjourned at 5:47pm

Submitted by/
Izetta Grossman
Recording Secretary

SIGNED:


Erick Larson, Secretary-Treasurer

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE --- **March 31, 2008**

BANKING:

QLife monies are deposited into a separate bank account. As the minimum balance is below the required amount for interest earnings we receive no revenue from this checking account.

The information below is a comparison of budget to actual revenues and expenditures for March 2008 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

75% of the year has passed.

Each fund narrative has four possible paragraphs; 1-is the beginning balance (calculated), 2-is new revenues, 3-is expenditures and 4-if present is budget changes.

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2007 to March 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 243,439	62.8%
Expenditures	\$ 466,126	\$ 260,362	55.9%
Cash at Month End		\$8,276.09	

Exceptions:

- 1) **Beginning Balance:** The audited beginning balance of \$65,300 is 13,014 less than the estimate for this fiscal year.
- 2) **Revenues:**
 - a. The monthly LSN Credit amount has increased by \$976 due to a new customer. The monthly billing average for LSN Credit for July through February is \$5,004, and at this rate should exceed the FY07/08 budgeted estimate by \$5,496 for the year. We have not yet received the payment for March.
 - b. The monthly billing average for the FY07/08 is \$22,662. We excluded the LSN Credits in this calculation. User fees revenue is currently 75.4% of budget.
- 3) **Expenditures:**
 - a. Total transfers from the operating fund (600) to the capital fund (601) is at 78.3% for the year. This is slightly ahead of schedule because larger transfers were made in December in order to cover the debt service payments. A transfer was not made in February because transfers were already ahead of schedule and such a transfer would have put fund 600 into a cash deficit.

- b. The 'Training & Conferences' line item shows that it is over-expended by \$5,200. The 'Liability' insurance line item is over-expended by \$43.00.
- 4) Budget Changes: Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
- ✓ increased the Beginning Balance by \$27,314
 - ✓ added \$5,000 to Contractual Services line item
 - ✓ added \$8,000 to Travel, Food & Lodging line item
 - ✓ added \$14,314 to Transfers Out to the QLife Capital Fund line item

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2007 to March 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 263,119	88.6%
Expenditures	\$ 316,278	\$ 227,414	71.9%
Cash at Month End		\$ 59,965.28	

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$24,418 is now \$4,985 more than the estimate for FY07/08. We do have reimbursements outstanding of about \$14,000 in fire damage and \$14,093 for Project 02 redundancy that we hope to collect this year.
- 2) Revenues: \$6,068 of the revenue is a connection cost for a new customer. The \$50,000 E-Zone payment was received in February. The \$50,000 payment on the Columbia River Bank loan was made in March.
- 3) Expenditures:
- a. Expenditures include \$4,986 in secondary lines for connection of a new customer.
 - b. Expenditures against line items with no budget caused 'Rights of Way' to be over-expended by \$3,170, and 'Buildings' to be over-expended by \$1,615. The line item for 'Secondary' lines has been over-expended by \$19,086.67. All of these line items are in the Capital Outlay category, and that over all category is still within budget.
- 4) Budget Changes: Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
- ✓ increased the Beginning Balance by \$9,686
 - ✓ increased the Transfers In from the Capital Fund by \$14,314
 - ✓ added \$24,000 to the Columbia River Bank – Principal Payment line item

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		7,664	.00		55,320	65,300.00	118	78,314	13,014.00
300	**	7,664	.00		55,320	65,300.00	118	78,314	13,014.00
300	***	7,664	.00		55,320	65,300.00	118	78,314	13,014.00
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00	0	0	.00
331	**	0	.00		0	.00	0	0	.00
334	STATE GRANTS	0	.00		0	.00	0	0	.00
90 00	STATE GRANTS, OTHER	0	.00		0	.00	0	0	.00
334	**	0	.00		0	.00	0	0	.00
337	LOCAL GOVERNMENT REVENUES								
90 00	LOCAL GOVT REV-PARTNERS	0	.00		0	.00	0	0	.00
337	**	0	.00		0	.00	0	0	.00
330	INTERGOVERNMENTAL REVENUE								
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
80 00	COPIES, PLANS, CRD'S ETC	0	.00		0	.00	0	0	.00
90 00	MISC SALES AND SERVICES	0	.00		0	.00	0	0	.00
341	**	0	.00		0	.00	0	0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICES CHARGES	22,543	23,180.00	103	202,887	203,360.00	101	270,510	66,550.00
15 00	ISSN CREDITS	4,546	10,008.00	230	40,914	40,032.00	98	54,552	14,520.00
20 00	CONNECT CHARGES	188	.00		1,692	2,250.00	133	2,250	.00
90 00	DELINQUENT ACCT INTEREST	0	.00		0	.00	0	0	.00
344	**	27,277	33,188.00	122	245,493	246,242.00	100	327,312	81,070.00
345	OTHER LINE CHARGES								
10 00	SENIOR RATE ASSISTANCE	0	.00		0	.00	0	0	.00
20 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00	0	0	.00
30 00	MOANet DISCOUNT FEES	0	.00		0	.00	0	0	.00
40 00	MOANet CHARGES	0	.00		0	.00	0	0	.00
345	**	0	.00		0	.00	0	0	.00

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** \$REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
FUND 600	QUALITYLIFE AGENCY FUND								
340	CHARGES FOR SERVICES	27,277	33,188.00	122	245,493	246,242.00	100	327,312	81,079.00
345	OTHER LIFE CHARGES								
340	*** CHARGES FOR SERVICES								
360	OTHER REVENUES								
361	INTEREST REVENUES	42	.00		378	.00		500	500.00
	INTEREST REVENUES	42	.00		378	.00		500	500.00
369	OTHER MISC REVENUES	0	.00		0	7,460.00		0	7,460.00
20 00	OTHER MISC REVENUES	5,000	.00		45,000	4,656.96	10	60,000	55,343.04
20 00	E-RATE REIMBURSEMENT								
369	** OTHER MISC REVENUES	5,000	.00		45,000	2,803.04	6	60,500	62,803.04
360	*** OTHER REVENUES	5,042	.00		45,378	2,803.04	6	60,500	63,303.04
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
00 00	SALE OF FIXED ASSETS								
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	39,983	33,188.00	83	346,191	308,738.96	89	466,126	157,387.04

FUND 600 QUALITYLIFE AGENCY FUND RA ELE OBJ ACCOUNT	SUB SUB DESCRIPTION	BUDGET	ACTUAL	EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	\$	RDGT
66	EXPENSE-ACCOUNT											
660	FINANCIAL OPERATIONS											
32	MATERIALS & SERVICES											
31	10 ADMINISTRATIVE	1667	300	0	15003	5640.61	38	.00	20000	14359.39	28	
	15 COUNTY	625	300	0	3125	.00	0	.00	5000	5000.00	0	
	20 OUTSIDE PLANT MAINTENANCE	1333	300	0	11997	.00	0	.00	16000	16000.00	0	
	90 OTHER SERVICES	0	300	0	0	.00	0	.00	0	.00	0	
32	10 AUDIT	433	300	0	3897	5040.00	129	.00	5200	160.00	97	
	20 LEGAL SERVICES	600	405.00	68	5400	363.00	59	.00	7200	4037.00	44	
34	10 ENGINEERING SERVICES	917	2980.00	325	8253	8040.00	97	.00	11000	2960.00	73	
30	NETWORK SYSTEM MANAGEMENT	2700	.00	0	24300	17488.50	72	.00	32500	14911.50	54	
50	SPECIAL STUDIES & REPORTS	0	300	0	0	.00	0	.00	0	.00	0	
43	10 BUILDINGS AND GROUNDS	167	900.00	539	1503	1750.26	17	.00	2000	249.74	88	
25	NETWORK EQUIPMENT	83	300	0	747	313.56	42	.00	1000	686.84	31	
40	OFFICE EQUIPMENT	0	300	0	0	.00	0	.00	0	.00	0	
71	SPECL UTILITY EQUIPMENT	0	300	0	0	.00	0	.00	0	.00	0	
86	LINES MNTNCE & SUPPLIES	0	300	0	0	.00	0	.00	0	.00	0	
87	UTILITIES LOCATES	83	300	0	747	275.95	37	.00	1000	724.15	28	
44	10 OFFICE SPACE RENTAL	140	300	0	1260	961.00	76	.00	1680	719.00	57	
52	10 LIABILITY	417	300	0	3753	5043.00	134	.00	5000	43.00	101	
30	PROPERTY	23	300	0	207	.00	0	.00	275	275.00	0	
50	AUTONOTIVE	0	300	0	0	.00	0	.00	0	.00	0	
53	10 NOANET CHARGES	0	300	0	0	.00	0	.00	0	.00	0	
20	POSTAGE	17	300	0	153	82.30	54	.00	200	117.70	41	
30	TELEPHONE	54	54.05	100	480	491.92	101	.00	600	138.08	76	
40	LEGAL NOTICES	33	300	0	297	23.76	8	.00	400	376.24	6	
60	PUBLIC EDUCATION/INFO	0	300	0	0	.00	0	.00	0	.00	0	
54	00 ADVERTISING	83	300	0	747	15.84	2	.00	1000	984.16	2	
58	10 TRAVEL, FOOD & LODGING	1083	1175.00	109	5747	2405.00	42	.00	9000	6595.00	27	
50	TRAINING AND CONFERENCES	33	1175.00	3561	297	5603.00	1886	.00	400	5200.00	1400	
70	MEMBERSHIPS/DUES/SUBSCRIP	25	300	0	225	150.00	67	.00	300	150.00	50	
60	10 OFFICE SUPPLIES	42	300	0	378	6.98	2	.00	500	493.01	1	
85	SPECIAL DEBT SUPPLIES	0	300	0	0	.00	0	.00	0	.00	0	
69	50 MISCELLANEOUS EXPENSES	42	300	0	378	99.95	26	.00	500	400.05	20	
60	POLE CONNECTION FEES	625	300	0	5625	5413.44	96	.00	7500	2089.56	72	
02	** MATERIALS & SERVICES	11225	4339.05	39	94525	62001.58	66	.00	128205	66203.42	48	
03	CAPITAL OUTLAY											
74	20 TELECOMMUNICATIONS EQUIP	1667	00	0	15003	7011.35	47	.00	20000	12988.65	35	
78	50 FIXED ASSET RECLASS ACC	0	00	0	0	.00	0	.00	0	.00	0	
99	FUTURE CAPITAL PROJECTS	0	00	0	0	.00	0	.00	0	.00	0	
03	** CAPITAL OUTLAY	1667	300	0	15003	7011.35	47	.00	20000	12988.65	35	
05	OTHER											
87	00 DEPRECIATION EXPENSE	0	00	0	0	.00	0	.00	0	.00	0	
05	** OTHER	0	00	0	0	.00	0	.00	0	.00	0	
660	** FINANCIAL OPERATIONS	12092	4339.05	34	109528	69012.93	63	.00	148205	79192.07	47	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****	
BA	ELE OBJ	BUDGET	ACTUAL	ACTUAL	SEXP	BUDGET	ACTUAL	%EXP	EXCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE
SUB	SUB										BDCB
66	05	12892	4339.05	34	109528	63013.93	63	.00	148205	79192.07	47
	++	12892	4339.05	34	109528	63012.93	63	.00	148205	79192.07	47
	++	12892	4339.05	34	109528	63012.93	63	.00	148205	79192.07	47
DIV 6000 TOTAL *****											
DEPT 60 TOTAL *****											
QLIFE											

66 EXPENSE-ACCOUNT
 660 FINANCIAL OPERATIONS
 66 05 OTHER
 66 ++ EXPENSE-ACCOUNT

FUND 600 QUALITYLIFE AGENCY FUND BA E LE OBY SGB SUB	DEPT/ DIV 9500 OTHER USES/ *****CURRENT***** BUDGET	ACTUAL	%EXP	OTHER USES/ *****YEAR-TO-DATE***** BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BUDGT
50 81 91 OLIVE FUND	20458	18869.25	91	176965	186692.50	106	.00	230345	51652.50	78
83 00 OLIVE CAPITAL FUND	0	.00	0	0	.00	0	.00	0	.00	0
83 00 OTHER TRANSFERS	5000	4656.95	93	45000	4656.95	10	.00	60000	55343.04	8
88 00 E-RATE	1531	.00	0	14879	.00	0	.00	19576	19576.00	0
88 00 COMM AGENCY	0	.00	0	0	.00	0	.00	0	.00	0
89 00 UNAPPORTIONED ENDING BAL	27009	23326.21	86	236645	191349.46	81	.00	317921	126571.54	60
05 ** OTHER										
500 ** ** OTHER USES	27089	23326.21	86	236645	191349.46	81	.00	317921	126571.54	60
50 ** ** QUALIFE FUND	27089	23326.21	86	236645	191349.46	81	.00	317921	126571.54	60
DIV 9500 TOTAL *****	27089	23326.21	86	236645	191349.46	81	.00	317921	126571.54	60
DEPT 95 TOTAL ***** OTHER USES	27089	23326.21	86	236645	191349.46	81	.00	317921	126571.54	60
FUND 600 TOTAL ***** QUALITYLIFE AGENCY FUND	39981	27665.26	69	346173	250362.39	75	.00	466126	205763.61	56

City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 601	OLIFE CAPITAL FUND								
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
360	** OTHER REVENUES	4,167	17,550.22	421	37,503	67,550.22	180	50,000	17,550.22-
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
391	90 01 OLIFE OPERATING FUND	20,458	18,669.25	91	176,966	186,692.50	-06	238,345	51,652.50
391	** OPERATING TRANSFERS IN	20,458	18,669.25	91	176,966	186,692.50	-06	238,345	51,652.50
393	PROCEEDS- LT LIABILITIES								
393	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	20,458	18,669.25	91	176,966	186,692.50	106	238,345	51,652.50
	FUND TOTAL OLIFE CAPITAL FUND	27,356	36,219.47	132	234,204	287,536.58	123	316,278	28,741.42

DEPT/DIV	9500 OTHER USES/ *****CURRENT*****	*****YEAR-TO-DATE***** BUDGET ACTUAL %EXP	ENCUMBR. BUDGET ACTUAL %EXP	ANNUAL BUDGET	UNENCUMB. BALANCE	BGDT
66	EXPENSE-ACCOUNT					
660	FINANCIAL OPERATIONS					
05	OTHER					
88 00	CORPORATION	811	.00	7299	.00	9727.00
89 00	UNAPPORTIONED ENDING BAL		.00	0	.00	0
05 **	OTHER	811	.00	7299	.00	9727.00
660 **	FINANCIAL OPERATIONS	811	.00	7299	.00	9727.00
66 **	EXPENSE-ACCOUNT	811	.00	7299	.00	9727.00
DIV 9500	TOTAL *****	811	.00	7299	.00	9727.00
DEPT 95	TOTAL ***** OTHER USES	811	.00	7299	.00	9727.00
FUND 601	TOTAL ***** CAPITAL FUND	27358	57719.34	211	234222	227414.10
					.00	316278
						88963.90
						72

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2007-2008		
PERIOD DETAIL	FROM:	3/22/2008 TO:	4/21/2008
Revenue:	Other billings		6,721.04
	QLife Monthly Billings		26,600.00
TOTAL:			33,321.04
Expenditures:			
Ernie's Lock & Key	Key pad other door		\$900.00
Embarq	telephone		\$54.05
Wasco County	Install ArcEdit/add data		1,380.00
City of The Dalles	Quarterly Invoice Rent/services		4,193.74
Keith Mobley	Legal Services		535.00
Commstructures	services		1,400.00
City of The Dalles	Postage		25.81
TOTAL:			8,488.60

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2007-2008		
PERIOD DETAIL	FROM:	3/22/2008 TO:	4/21/008
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest due thru 3/24		3,450.18
Mt. Hood Econ Alliance	Loan Payment		3,683.30
TOTAL:			7,133.48

INVOICE SUMMARY	3/20/08	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED		\$1,250.00

INVOICE SUMMARY	4/04/08	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED	\$2,846.04	

