

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday February 26, 2008
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
6:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of January 22, 2008 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. Jan Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Items
 - a.
7. Discussion Items
 - a.
8. Reports
 - a. Big Eddy Project 02 Construction
 - b. Fire update
 - c. Aristo Management Report – John Amery
9. Next Meeting Dates:
Regular Board Meeting: March 25, 2008 5:30 pm
10. Adjourn

QLife Network
QualityLife Intergovernmental Agency

MINUTES
QLIFE BOARD MEETING
January 22, 2008
5.30 p.m.
City Hall Conference Room
313 Court Street, The Dalles, Oregon

PRESIDING: President Dan Erickson

MEMBERS PRESENT: Bill Lennox, Jim Broehl

MEMBERS ABSENT: Erick Larson, Rob Kovacich

STAFF PRESENT: City Manager Nolan Young, QLife Attorney Keith Mobley, Finance Director Kate Mast, City Clerk Julie Krueger

CALL TO ORDER

The meeting was called to order by President Erickson at 5:40 p.m.

AUDIT PRESENTATION (Taken out of order)

Rob Tremper, Tremper and Dickey, provided a review of the Audit Report. It was moved by Lennox and seconded by Broehl to accept the audit. The motion carried unanimously, Larson and Kovacich absent.

APPROVAL OF AGENDA

It was moved by Lennox and seconded by Broehl to approve the agenda as presented. The motion carried unanimously, Larson and Kovacich absent.

APPROVAL OF MINUTES

It was moved by Broehl and seconded by Lennox to approve the December 11, 2007 meeting minutes. The motion carried unanimously, Larson and Kovacich absent.

FINANCIAL REPORTS

City Manager Young reviewed the December financial reports and list of disbursements. There were no questions.

ACTION ITEMS

Award Audit Contract

It was moved by Broehl and seconded by Lennox to award the QLife Audit contract to the provider that would be selected by the City for auditing services. The motion carried unanimously, Larson and Kovacich absent.

DISCUSSION ITEMS

Budget Schedule and Committee Members

It was noted that Wasco County needed to appoint or re-appoint their two representatives to the Budget Committee prior to the February 26th QLife budget meeting.

Annual Review of Financial Priorities Policy

City Manager Young reviewed the proposed policy. He explained that items #5 through #8 were at the discretion of the Board and could be prioritized as the Board desired. There was consensus to keep the items in the order listed in the proposed policy. Young said the Budget Committee would also have an opportunity to comment on the policy at the February 26th meeting.

REPORTS

Big Eddy Project 09 Construction

City Manager Young reported the work would begin in January or February. He said once the project got started, it should be completed in approximately 30 days. He said when finished, approximately \$14,000 would be repaid to QLife.

Fire Update

Attorney Mobley distributed copies of a letter sent to Union Pacific Railroad, requesting reimbursement for fire damages to QLife equipment. He said a follow up call would be made in approximately one week to make sure the claim was being processed.

Aristo Management Report

John Amery reported that there had been no problems and the system was running smoothly.

NEXT MEETING

City Manager Young reminded the Board that the February 26th meeting would begin at 5:30 p.m. with the QLife Budget Committee and the regular Board meeting would begin at 6:30 p.m.

ADJOURNMENT

Being no further business, the meeting adjourned at 6:25 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:


Erick Larson, Secretary

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **January 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 January 2008 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

58% 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

	July 1, 2007 to January 31, 2008		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 180,774	46.6%
Expenditures	\$ 466,126	\$ 205,921	44.2%
Cash at Month End		\$4,417.86	

Exceptions:

- 1) 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
- 2) The audited beginning balance of \$65,300 is 13,014 less than the estimate for this fiscal year.
- 3) The monthly LSN Credit amount has increased by \$976 due to a new customer. The monthly billing average for LSN Credit for July through December is \$5,004, and at this rate should exceed the FY07/08 budgeted estimate by \$5,496 for the year. No LSN Credit payments were received in January 2008.
- 4) The monthly billing average for the FY07/08 is \$22,344. We excluded the LSN Credits in this calculation. User fees revenue is currently 57.8% of budget.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2007 to January 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 176,899	59.6%
Expenditures	\$ 316,278	\$ 162,450	51.4%
Cash at Month End		\$ 35,602.76	

Exceptions:

- 1) 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
- 2) 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.
- 3) Revenue: \$6,068 of the revenue is a connection cost for a new customer.
- 4) Expenditures include \$4,986 in secondary lines for connection of a new customer.

City of The Dalles

FUND	ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	00 00	BEGINNING BALANCE	7,664	.00		39,992	65,300.00	163	78,314	13,014.00
300	**		7,664	.00		39,992	65,300.00	163	78,314	13,014.00
300	***	BEGINNING BALANCE	7,664	.00		39,992	65,300.00	163	78,314	13,014.00
330		INTERGOVERNMENTAL REVENUE								
331	90 00	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
331	**	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
331	***	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
334	90 00	STATE GRANTS	0	.00		0	.00	0	0	.00
334	**	STATE GRANTS	0	.00		0	.00	0	0	.00
334	***	STATE GRANTS	0	.00		0	.00	0	0	.00
337	90 00	LOCAL GOV. REV-PARTNERS	0	.00		0	.00	0	0	.00
337	**	LOCAL GOV. REV-PARTNERS	0	.00		0	.00	0	0	.00
337	***	LOCAL GOV. REV-PARTNERS	0	.00		0	.00	0	0	.00
330	**	INTERGOVERNMENTAL REVENUE	0	.00		0	.00	0	0	.00
340		CHARGES FOR SERVICES								
341	80 00	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
341	**	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
341	***	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
344	10 00	UTILITY SERVICES	22,543	23,180.00	103	157,801	156,410.00	99	270,510	114,100.00
344	**	UTILITY SERVICES	22,543	23,180.00	103	157,801	156,410.00	99	270,510	114,100.00
344	***	UTILITY SERVICES	22,543	23,180.00	103	157,801	156,410.00	99	270,510	114,100.00
	15 00	ISM CREDITS	4,546	.00		31,822	30,024.00	94	54,552	24,528.00
	20 00	CONNECT CHARGES	133	450.00	239	1,316	1,800.00	137	2,250	450.00
	90 00	DELINQUENT ACCT INTERES	0	.00		0	.00	0	0	.00
345	**	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00
345	***	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00

CITY OF THE DALLES

FUND 600	QUALITYLIFE AGENCY FUND	ACCOUNT	DESCRIPTION	*****		*****		*****		ANNUAL ESTIMATE	UNREPAIRED BALANCE
				ESTIMATED	CURRENT YEAR ACTUAL	ESTIMATED	ACTUAL	%REV	%REV		
340			CHARGES FOR SERVICES								
345			OTHER LINE CHARGES								
340		***	CHARGES FOR SERVICES	27,275	23,630.00	87	190,539	188,234.00	99	327,312	139,078.00
360			OTHER REVENUES								
361			INTEREST REVENUES	42	.00		294	.00		500	500.00
361		**	INTEREST REVENUES	42	.00		294	.00		500	500.00
369			OTHER MISC REVENUES								
		00 00	OTHER MISC REVENUES	0	.00		0	7,460.00-		0	7,460.00
		20 00	E-RATE REIMBURSEMENT	5,000	.00		35,000	.00		60,000	60,000.00
369		**	OTHER MISC REVENUES	5,000	.00		35,000	7,460.00-	21	60,000	67,460.00
360		***	OTHER REVENUES	5,042	.00		35,294	7,460.00-	21	60,500	67,960.00
390			OTHER FINANCING SOURCES								
392		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				39,583	23,630.00	59	266,223	246,074.00	92	466,126	220,052.00

FUND	OBJ	ACCOUNT	DEPT/DIV	6000	QTYPE/	CURRENT	ACTUAL	ACTUAL	EXP	BUDGET	YEAR	TO-DATE	*****	BUDGET	ACGAL	EXP	BUDGET	ANNUAL	CMBNCMB.	BALANCE	BODT
SUB	SUB	DESCRIPTION	BUDGET															BUDGET			
660	02	EXPENSE-ACCOUNT																			
		FINANCIAL OPERATIONS																			
		MATERIALS & SERVICES																			
660	31	10 ADMINISTRATIVE	-657		2811.65	169			11669	1475				5640.61	48			20000	1459.39	28	
		15 COUNTY	625		.00	0			1475	0				.00	0			5000	5000.00	0	
		20 OUTSIDE PLANT MAINTENANCE	1333		.00	0			9331	0				.00	0			16000	16000.00	0	
		90 OTHER SERVICES	0		.00	0			0	0				.00	0			0	0.00	0	
		32 10 AUDIT	433		.00	0			3021	0				5190.00	171			0	16.00	100	
		20 LEGAL SERVICES	600		.00	25			4200	51				2128.00	51			7200	5072.00	30	
		34 10 ENGINEERING SERVICES	917		.00	0			6419	70				4460.00	70			14000	6540.00	41	
		30 NETWORK SYSTEM MANAGEMENT	2700		.00	0			18900	11				2000.00	11			32400	30400.00	6	
		50 SPECIAL STUDIES & REPORTS	0		.00	0			0	0				.00	0			0	0.00	0	
		43 10 BUILDINGS AND GROUNDS	167		.00	0			1169	18				207.61	18			2000	792.39	10	
		25 NETWORK EQUIPMENT	83		.00	377			581	54				313.16	54			1000	686.84	31	
		40 OFFICE EQUIPMENT	0		.00	0			0	0				.00	0			0	0.00	0	
		11 SPEC UTILITY EQUIPMENT	0		.00	0			0	0				.00	0			0	0.00	0	
		86 LINES SERVICE & SUPPLIES	0		.00	0			0	0				.00	0			0	0.00	0	
		87 UTILITIES LOCATES	83		5.25	6			361	48				675.85	48			1000	724.15	28	
		44 10 SERVICE SPACE RENTAL	140		.00	386			980	98				961.00	98			680	719.00	37	
		30 PROPERTY	417		.00	0			2919	173				5043.00	173			5000	4300.00	10	
		50 AUTOMOTIVE	23		.00	0			161	0				.00	0			275	275.00	0	
		10 ROANET CHARGES	0		.00	0			0	0				.00	0			0	0.00	0	
		20 POSTAGE	17		.00	0			119	0				56.47	48			200	143.53	28	
		30 TELEPHONE	54		54.05	100			378	102				383.82	102			650	266.18	59	
		40 LEGAL NOTICES	33		.00	0			331	0				23.76	0			400	376.24	6	
		60 PUBLIC EDUCATION/INFO	0		.00	0			0	0				.00	0			0	0.00	0	
		54 00 ADVERTISING	93		.00	0			581	3				15.84	3			1000	984.16	2	
		58 10 TRAVEL, FOOD & LODGING	1083		.00	0			3581	3				55.00	3			9000	3945.00	1	
		50 TRAINING AND CONFERENCES	33		.00	0			231	0				3975.00	1721			400	3575.00	994	
		70 MEMBERSHIPS/DUES/SUBSCRIB	25		.00	0			175	29				58.00	29			300	250.00	17	
		60 10 OFFICE SUPPLIES	42		.00	0			284	2				6.89	2			500	493.01	1	
		05 SPECIAL DEPT SUPPLIES	0		.00	0			0	0				.00	0			0	0.00	0	
		50 MISCELLANEOUS EXPENSES	42		.00	0			294	34				99.95	34			500	400.05	20	
		60 POLE CORRECTION FEES	625		.00	0			4395	0				0.00	0			7500	7500.00	0	
		02 ** MATERIALS & SERVICES	11225		5815.11	52			72075	43				30886.06	43			128205	97316.94	24	
03	03	CAPITAL OUTLAY																			
		74 20 TELECOMMUNICATIONS EQUIP	1667		.00	0			11669	701.35				701.35	60			20000	12988.65	35	
		78 50 FIXED ASSET RECLASS ACCT	0		.00	0			0	0				.00	0			0	0.00	0	
		99 FUTURE CAPITAL PROJECTS	0		.00	0			0	0				.00	0			0	0.00	0	
		03 ** CAPITAL OUTLAY	1667		.00	0			11669	701.35				701.35	60			20000	12988.65	35	
05	05	OTHER																			
		87 00 DEPRECIATION EXPENSE	0		.00	0			0	0				.00	0			0	0.00	0	
		05 ** OTHER	0		.00	0			0	0				.00	0			0	0.00	0	
660	**	FINANCIAL OPERATIONS	12892		5815.11	45			83744	37857.41				45				148205	110307.59	26	

FUND	OBJ	ACCT	DESCRIPT	DEPT/DIV	6000	QTY	UNIT	YR	TC	DATE	ENCL	ANNUAL	CNCL	BUDGT	BALANCE	BUDGT	%	
66	05	OTHER	EXPENSE--ACCT	5000	TOTAL	*****	*****	BUDGET	ACTUAL	EXP	BUDGET	ACTUAL	EXP	ENCL	BUDGET	BALANCE	BUDGT	%
66	05	OTHER	EXPENSE--ACCT	5000	TOTAL	*****	*****	12892	5815.11	45	83744	37697.41	45	00	148205	110307.59	26	
66	05	OTHER	EXPENSE--ACCT	5000	TOTAL	*****	*****	12892	5815.11	45	83744	37697.41	45	00	148205	110307.59	26	
DEPT	60	TOTAL	*****	QTY				12892	5815.11	45	83744	37697.41	45	00	148205	110307.59	26	

City of The Dalles

ACCT	ACCT	DESCR	***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL ESTIMATE	UNREALIZED BALANCE
			ESTIMATED	ACTUAL	ESTIMATED	ACTUAL		
FCMD 601	OLIFE CAPITAL FUND							
350	OTHER REVENUES							
355	OTHER MISC REVENUES							
360	OTHER REVENUES		4,167	.00	25,169	.00	50,000	50,000.00
390	OTHER FINANCING SOURCES							
391	OPERATING TRANSFERS IN		20,458	18,669.25	116,050	168,023.25	238,345	70,321.75
391	OLIFE OPERATING FUND							
391	OPERATING TRANSFERS IN		20,458	18,669.25	116,050	168,023.25	238,345	70,321.75
393	PROCEEDS- LT LIABILITIES		0	.00	0	.00	0	.00
393	LOAN/BOND PROCEEDS							
393	PROCEEDS- LT LIABILITIES		0	.00	0	.00	0	.00
390	OTHER FINANCING SOURCES		20,458	18,669.25	116,050	168,023.25	238,345	70,321.75
FCMD TOTAL	OLIFE CAPITAL FUND		27,356	18,669.25	179,492	201,317.11	315,278	114,360.89

FUND	OBJ	SUB	DESCRIPTION	BUDGET	ACTUAL	PERCENT	EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% POST
66	02	00	EXPENSE-ACCOUNT								
660	02	00	FINANCIAL OPERATIONS								
	02	10	MATERIALS & SERVICES	417					5000	3080.00	26
	34	10	ENGINEERING SERVICES	417					5000	5000.00	0
	34	90	OTHER SERVICES	0					0	0.00	0
	53	40	LEGAL NOTICES	0					0	0.00	0
	57	10	PERMIT	0					0	0.00	0
	02	**	MATERIALS & SERVICES	834					5838	3680.00	13
	03	00	CAPITAL OUTLAY								
	71	10	LAND/RIGHTS OF WAY	0					0	0.00	0
	72	20	BUILDINGS	0					0	3170.00	0
	74	10	COMPUTER EQUIPMENT	0					0	1615.00	0
	76	10	TELECOMMUNICATIONS EQUIP	1732					24788	22287.51	2
	76	10	PRIMARY	3125					37500	37500.00	0
	20	00	SECONDARY	417					5000	18048.67	461
	33	**	ROLE MAKE READY COSTS	208					2500	2500.00	0
	03	**	CAPITAL OUTLAY	5482					65788	37455.84	43
	04	00	DEPT SERVICE								
	79	30	LOAN PRINCIPAL PAYMENTS	6048					72572	17984.91	75
	51	00	CRB PRINCIPAL PAYMENTS	7167					74000	50000.00	32
	63	00	LOAN INTEREST PAYMENTS	7016					64191	29980.21	64
	90	00	LOAN RESERVE-FUT DEBT PAY	0					0	0.00	0
	04	**	DEBT SERVICE	20231					230763	57365.12	58
	660	**	FINANCIAL OPERATIONS	26547					306851	144100.96	53
	66	**	EXPENSE-ACCOUNT	26547					306851	144100.96	53
	DIV	5000	TOTAL	26547					306851	144100.96	53
	DEPT	60	TOTAL	26547					306851	144100.96	53
			OFFICE	8045.60					173829	162450.04	94

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2007-2008		
PERIOD DETAIL	FROM:	12/22/2007 TO:	1/21/2008
Revenue:	Billed as of		22,880.00
	QLife Monthly Billings		
TOTAL:			22,880.00
Expenditures:			
SDAO	Insurance		\$5,043.00
Embarq	telephone		\$53.50
City of The Dalles	reimburse Audit filing fee		150.00
ASAP Software	VLA Office Pro plus		313.16
Keith Mobley	Legal services		150.00
Dickey Tremper	audit		1,790.00
City of The Dalles	4th quarter		3,352.65
One Call	dig tickes		5.25
TOTAL:			10,857.56

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2007-2008		
PERIOD DETAIL	FROM:	12/22/2007 TO:	1/21/008
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest due thru		4,599.44
Mt. Hood Econ Alliance	Loan Payment		3,683.30
TOTAL:			8,282.74

INVOICE SUMMARY	1/20/08
TOTAL CUSTOMERS INVOICED	14
TOTAL AMOUNT INVOICED	\$22,880.00

