

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday May 26, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30pm

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of April 28, 2009 Minutes QLife Regular Board Meeting**
5. **Financial Reports**
 - a. **April Financial Reports**
 - b. **List of Disbursements since Last Meeting**
6. **Action Items**
 - a. **Application for Federal Broadband Grant**
7. **Reports**
 - a. **Aristo Operational Management Report – John Amery**
 - b. **Bisector Project Progress**
 - c. **Redundancy Project Progress**
8. **Next Meeting Dates:**

Regular Board Meeting June 23, 2009 3:30pm
9. **Adjourn**



QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

**Tuesday April 28, 2009
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 President Dan Spatz at 4:05pm

Roll Call

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

Approval of Agenda

It was moved by Lennox and seconded by Ahier to approve the Agenda as submitted. The motion passed unanimously, 1 absent.

Approval of March 17, 2009 Minutes QLife Regular Board Meeting

It was moved by Larson and seconded by Lennox to approve the Minutes as submitted. The motion passed unanimously, 1 absent.

Financial Reports

Young reviewed the financial reports. There were no questions.

Reports

Aristo Operational Management Report – Amery reported that Eric Orton was back from his honeymoon and things are progressing on both upcoming projects. Orton suggested a 8 x 8 shed at the St. Mary's Bisector to allow for future expansion. After discussion it was the consensus of the board that the original smaller boxes would be a better way to go. The board directed Amery to work with Mobley to secure a formal Memorandum of Understanding or a lease with St. Mary's and to proceed.

Amery also reported that QLife is running out of conduit into City Hall; consensus of board was to build a new pathway later when it is needed.

Amery reported that he should be ready to go out for RFP in about 3 weeks on the BiSector and redundancy projects. Board could expect contracts to come to the board for review and approval approximately a month after that.

Young reported on the stimulus grant that Link Shadley is working on. Wednesday he will be meeting with Link for a status report. The deadline is June 19th. Link is working on funding for the WiFi Umbrella for Wasco County. We will have grant ready for board approval at the next meeting. Link is retiring but will continue work on this project.

Next Meeting Dates:

Regular Board Meeting May 26, 2009 3:30pm

Adjourn

Being no further business the meeting was adjourned at 4:33pm

Respectfully submitted:
Izetta Grossman
Recording Secretary

Attest: _____
Erick Larson, Sec/Tres.

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – April 30, 2009

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 2009 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, 2008 to April 30, 2009</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 364,190	75.1%
Expenditures	\$ 222,844	\$ 133,312	59.8%
Transfers to Capital/Debt	\$ 323,847	\$ 250,385	77.3%
Cash at Month End	\$15,013.25		

Exceptions:

- 1) **Beginning Balance:** The audited beginning balance of \$63,842 is \$1,899 more than the estimate for this fiscal year.
- 2) **Revenues:**
 - a. Customer Revenue is 95% of where it should be after seven months. This is not a concern as we had budgeted a 10% increase in customer revenue this year, and we are negotiating with some new customers.
 - b. Our Accounts Receivables is \$30,536. We have a few customers that are historically in the 30 day late area. We have been successful in bringing all but one of our customers current, and continue efforts to encourage keeping these accounts up to date.

- 3) Expenditures:
- a. The 170% expended for outside plant maintenance was for the splice box failure this winter.
 - a. The 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
 - b. The 116% expended for legal fees is the \$5,000 for outside legal advice on federal requirements. We will amend this line item only if necessary to meet budget in the Materials & Services category.
 - c. The 1,294.72 over expenditure in the Network Equipment line item is due to a new maintenance contract for equipment that is now off the warranty.
 - d. The \$375 expended from the unbudgeted permits line item reflect past and current annual federal licenses that we were unaware of until recently. In the future we will budget for these permits. We will amend this line item only if necessary to meet budget in the Materials & Services category.
 - c. The 106% expended from the pole connection fees line item was due to a five year back billing from Embarq that they had neglected to send us until recently.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2008 to April 30, 2009</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 113,480	\$ 94,224	83.0%
Transfers In	\$ 323,847	\$ 250,385	77.3%
Revenues	\$ 71,000	\$ 58,795	82.8%
Expenditures	\$ 508,327	\$ 214,147	42.1%
Cash at Month End	\$ 188,807.40		

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$94,224 is 19,256 less than the estimate for this fiscal year. We can compensate for this shortage by decreasing the funds for the wireless project from \$65,000 to \$45,744.
- 2) Revenues:
 - a. We received the full \$50,000 Enterprise Zone payment in January.
- 3) Expenditures:
 - a. The 'Lines Maintenance & Supplies' line item is at 100% because we have purchased all of the surplus fiber cable approved by the Board.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

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		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
300 **		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
300 ***		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
330	INTERGOVERNMENTAL REVENUES								
331	FEDERAL REVENUES	0	.00	0	0	.00	0	0	.00
331 **		0	.00	0	0	.00	0	0	.00
334	STATE GRANTS	0	.00	0	0	.00	0	0	.00
334 **		0	.00	0	0	.00	0	0	.00
337	LOCAL GOVERNMENT REVENUES	0	.00	0	0	.00	0	0	.00
337 **		0	.00	0	0	.00	0	0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00	0	0	.00	0	0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	29,662	29,720.00	100	296,620	282,005.99	95	355,950	73,944.61
80 00	COPIES, PLANS, ORD'S ETC	5,504	5,500.00	100	55,040	48,509.00	88	66,048	17,539.00
90 00	MISC SALES AND SERVICES	187	315.00	159	1,870	3,562.00	191	2,250	1,312.60
90 00 **		0	.00	0	0	.00	0	0	.00
341	GENERAL GOVERNMENT	35,353	35,535.00	101	353,530	334,076.99	95	424,248	90,171.61
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	0	.00	0	0	.00	0	0	.00
15 00	LSN CREDITS	0	.00	0	0	.00	0	0	.00
20 00	CONNECT CHARGES	0	.00	0	0	.00	0	0	.00
90 00	DELINQUENT ACCT INTEREST	0	.00	0	0	.00	0	0	.00
344 **		0	.00	0	0	.00	0	0	.00
345	OTHER LINE CHARGES								
10 00	SENIOR RATE ASSISTANCE	0	.00	0	0	.00	0	0	.00
20 00	UNCOLLECTIBLE ACCOUNTS	0	.00	0	0	.00	0	0	.00
30 00	NOANet DISCOUNT FEES	0	.00	0	0	.00	0	0	.00
40 00	NOANet CHARGES	0	.00	0	0	.00	0	0	.00
345 **		0	.00	0	0	.00	0	0	.00
340 ***	CHARGES FOR SERVICES	35,353	35,535.00	101	353,530	334,076.99	95	424,248	90,171.61

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
360	OTHER REVENUES								
361	INTEREST REVENUES								
362	INTEREST REVENUES	41	110.76	270	410	678.69	166	500	178.69-
362	INTEREST REVENUES	41	110.76	270	410	678.69	166	500	178.69-
369	OTHER MISC REVENUES								
369	OTHER MISC REVENUES	0	.00		0	435.00	0	0	435.00-
20 00	E-RATE REIMBURSEMENT	5,000	.00		50,000	28,999.44	58	60,000	31,000.56
369	OTHER MISC REVENUES	5,000	.00		50,000	29,434.44	59	60,000	30,565.56
360	OTHER REVENUES	5,041	110.76		50,410	30,113.13		60,500	30,386.87
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS	0	.00		0	.00	0	0	.00
392	SALE OF FIXED ASSETS	0	.00		0	.00	0	0	.00
390	OTHER FINANCING SOURCES	0	.00		0	.00	0	0	.00
FUND TOTAL QUALITYLIFE AGENCY FUND		45,555	35,646.76		455,550	428,031.78		545,691	118,659.22

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLI-FE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****	
SUB	OBJ	ACCOUNT	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.
61		AIRPORT							
610		AIRPORT							
02		MATERIALS & SERVICES							
69	80	ASSETS < \$5000	0	0.00	0	0	0.00	0	.00
62	**	MATERIALS & SERVICES	0	.00	0	0	.00	0	.00
610	**	AIRPORT	0	0.00	0	0	.00	0	.00
61	**	AIRPORT	0	0.00	0	0	.00	0	.00
66		EXPENSE-ACCOUNT							
660		FINANCIAL OPERATIONS							
02		MATERIALS & SERVICES							
31	10	ADMINISTRATIVE	1666	2869.37	372	16660	7075.40	43	.00
15	COUNTY		416	0	0	4160	0	0	.00
20	COUTSIDE PLANT MAINTENANCE		1333	13999.57	1050	13330	27138.07	204	.00
90	OTHER SERVICES		0	0	0	0	.00	0	.00
32	10 ADMT		466	0	0	4660	5600.00	120	.00
20	LEGAL SERVICES		600	330.00	55	6000	8360.00	133	.00
34	10 ENG-NERING SERVICES		1616	0	0	16160	2574.00	16	.00
30	NETWORK SYSTEM MANAGEMENT		3275	19918.25	608	32750	34689.25	106	.00
50	SPECIAL STUDIES & REPORTS		0	0	0	0	.00	0	.00
43	10 BUILDINGS AND GROUNDS		166	0	0	1660	.00	0	.00
25	NETWORK EQUIPMENT		166	3284.72	1985	1660	3284.72	199	.00
40	OFFICE EQUIPMENT		0	0	0	0	.00	0	.00
71	SPCS UTILITY EQUIPMENT		0	0	0	0	.00	0	.00
86	LINE MNTNCE & SUPPLIES		0	0	0	0	.00	0	.00
87	UTILITIES LOCATES		83	.00	0	830	112.35	14	.00
44	10 OFFICE SPACE RENTAL		261	783.00	300	2610	2349.80	90	.00
52	30 LIABILITY		462	0	0	4620	4763.00	103	.00
22	30 PROPERTY		0	0	0	220	280.00	127	.00
50	AUTOMOTIVE		0	0	0	0	.00	0	.00
53	10 KANET CHARGES		0	0	0	0	.00	0	.00
20	POSTAGE		16	0	0	160	185.00	66	.00
30	TELEPHONE		54	60.57	113	540	437.51	92	.00
40	LEGAL NOTICES		33	19.04	58	330	19.04	6	.00
60	PUBLIC EDUCATION/INPC		0	0	0	0	.00	0	.00
54	00 ADVERTISING		83	0	0	830	0	0	.00
57	10 PERMIT		0	0	0	0	.00	0	.00
58	10 TRAVEL, FOOD & LODGING		83	0	0	830	375.00	0	.00
50	TRAINING AND CONFERENCES		33	0	0	330	151.05	23	.00
70	MEMBERSHIPS/DUES/SUBSCRIP		25	40.00	160	250	40.00	16	.00
60	10 OFFICE SUPPLIES		41	0	0	410	80.90	20	.00
85	SPECIAL REPT SUPPLIES		0	0	0	0	.00	0	.00
69	50 MISCELLANEOUS EXPENSES		41	0	0	410	400.00	98	.00
60	FOLE CONNECTION FEES		500	957.66	192	5000	6388.10	127	.00
62	** MATERIALS & SERVICES		11441	42272.58	370	114410	104312.38	31	.00
63		CAPITAL OUTLAY							

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YTR-TO-DATE*****		*****		ANNUAL	UNENCUMB-	%
EA	ELE OBJ	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	RINST	
SUB	DESCRIPTION											
60	QLIFE FUND											
600	OTHER USES											
81	91 QLIFE CAPITAL FUND	26987	.00	0	269870	250385.22	93	.00	323847	73461.78	77	
83	00 OTHER TRANSFERS	0	.00	0	0	.00	0	.00	0	.00	0	
10	ESD E-RATE	5000	.00	0	5000	28999.44	58	.00	50030	31000.56	48	
88	00 CONTINGENCY	453	.00	0	4530	.00	0	.00	5437	5437.00	0	
89	00 UNAPPORTIONED ENDING SAL	0	.00	0	0	.00	0	.00	0	.00	0	
05	** OTHER	32440	.00	0	324400	279384.66	86	.00	389284	109899.34	72	
60	** ** OTHER USES	32440	.00	0	324400	279384.66	86	.00	389284	109899.34	72	
60	** ** QLIFE FUND	32440	.00	0	324400	279384.66	86	.00	389284	109899.34	72	
DIV 9500 TOTAL *****		32440	.00	0	324400	279384.66	86	.00	389284	109899.34	72	
DEPT 95 TOTAL *****		32440	.00	0	324400	279384.66	86	.00	389284	109899.34	72	
OTHER USES		32440	.00	0	324400	279384.66	86	.00	389284	109899.34	72	
FUND 600 TOTAL *****		45547	42272.59	93	455470	383597.05	84	.00	546691	162993.95	70	
QUALITYLIFE AGENCY FUND		45547	42272.59	93	455470	383597.05	84	.00	546691	162993.95	70	

City of the Dalles

FUND 601 QLIFF CAPITAL FUND

ACCOUNT DESCRIPTION ESTIMATED CURRENT ACTUAL YEAR TO DATE ESTIMATED ANNUAL UNREALIZED
 ESTIMATED REVENUE REVENUE ACTUAL REVENUE ESTIMATE BALANCE

300		BEGINNING BALANCE											
300	00 00		9,456	.00	94,224.31	100	113,480					19,255.69	
300	**		9,456	.00	94,224.31	100	113,480					19,255.69	
300	***	BEGINNING BALANCE	9,456	.00	94,224.31		113,480					19,255.69	
330		INTERGOVERNMENTAL REVENUE											
331	90 00	FEDERAL REVENUES	0	.00		0	0					.00	
331	**	FEDERAL GRANTS-MISC	0	.00		0	0					.00	
331	***	FEDERAL REVENUES	0	.00		0	0					.00	
334		STATE GRANTS											
334	11 00	CREGON INVESTMENT BOARD	0	.00		0	0					.00	
334	12 00	LOWER JOHN DAY PARTNERSHIP	0	.00		0	0					.00	
334	30 00	CREGON SPWF	0	.00		0	0					.00	
334	90 00	STATE GRANTS, OTHER	0	.00		0	0					.00	
334	**	STATE GRANTS	0	.00		0	0					.00	
330	***	INTERGOVERNMENTAL REVENUE	0	.00		0	0					.00	
340		CHARGES FOR SERVICES											
341	80 00	GENERAL GOVERNMENT	0	.00		0	0					.00	
341	**	COPIES, PLANS, OMD'S ETC	0	.00		0	0					.00	
341	***	GENERAL GOVERNMENT	0	.00		0	0					.00	
344		UTILITY SERVICES											
344	15 00	LSN COSTS	0	.00		0	0					.00	
344	20 00	CONNECT CHARGES	1,750	450.00	8,794.52	50	21,000					12,205.48	
344	**	UTILITY SERVICES	1,750	450.00	8,794.52	50	21,000					12,205.48	
340	***	CHARGES FOR SERVICES	1,750	450.00	8,794.52		21,000					12,205.48	
360		OTHER REVENUES											
361	00 00	INTEREST REVENUES	0	.00		0	0					.00	
361	**	INTEREST REVENUES	0	.00		0	0					.00	
361	***	INTEREST REVENUES	0	.00		0	0					.00	
369	00 00	OTHER MISC REVENUES	0	.00		0	0					.00	
369	10 00	ENTERPRISE ZONE PAYMENT	4,156	.00	50,000.00	20	50,000					.00	
369	**	OTHER MISC REVENUES	4,156	.00	50,000.00	20	50,000					.00	
360	***	OTHER REVENUES	4,156	.00	50,000.00		50,000					.00	

City of The Dalles

FUND 601 QULIFE CAPITAL FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		***** ANNUAL *****		***** UNRECONCILED *****	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	\$REV	ESTIMATED	ACTUAL	\$REV	ESTIMATE	BALANCE
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,987	.00	269,870	250,385.22	93	323,647	73,451.78	
391	OPERATING TRANSFERS IN	26,987	.00	269,870	250,385.22	93	323,647	73,451.78	
393	PROCEEDS- LT LIABILITIES	0	.00	0	.00	0	0	0	.00
393	LOAN/BOND PROCEEDS	0	.00	0	.00	0	0	0	.00
393	PROCEEDS- LT LIABILITIES	0	.00	0	.00	0	0	0	.00
390	OTHER FINANCING SOURCES	26,987	.00	269,870	250,385.22		323,647	73,451.78	
	FUND TOTAL QULIFE CAPITAL FUND	42,974	450.00	423,740	403,404.95		508,327	104,922.95	

FUND 601 Q-LIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****	
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
SUB	SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP
66			EXPENSE-ACCOUNT						
660			FINANCIAL OPERATIONS						
95			OTHER						
95 00			CONTINGENCY	999	.00	0	9990	.00	0
95 00			UNAPPORTIONED ENDING BAL	0	.00	0	0	.00	0
95 **			OTHER	999	.00	0	9990	.00	0
560 **			FINANCIAL OPERATIONS	999	.00	0	9990	.00	0
56 **			EXPENSE-ACCOUNT	999	.00	0	9990	.00	0
DIV	9500	TOTAL	*****	999	.00	0	9990	.00	0
DEPT	95	TOTAL	*****	999	.00	0	9990	.00	0
		OTHER USES							
FUND	601	TOTAL	*****	42355	18067.41	43	423550	214147.45	51

ANNUAL BUDGET	UNEXCUMB BALANCE	% RINPT
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
11997	11997.00	0
508327	294234.63	42

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2008-2009		
PERIOD DETAIL	FROM:	4/22/2009 TO:	5/21/2009
Revenue:	Billed as of		
	QLife Monthly Billings		29,420.00
TOTAL:			29,420.00
Expenditures:			
4/21/2009 Gorge.net	Phone (April/May)		\$60.97
5/6/2009 Commstructures	Engineering		\$2,842.15
5/11/2009 One Call Concepts	Dig Tickets		71.40
4/23/2009 Wasco County UCC	Membership		40.00
5/4/2009 The Dalles Chronicle	Legal Publish		43.52
5/4/2009 Gorge Mail	mailing splice to Google		11.10
5/4/2009 City of The Dalles	postage		26.92
5/4/2009 Keith Mobley	legal		285.00
TOTAL:			3,381.06

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2008-2009		
PERIOD DETAIL	FROM:	4/22/2009 TO:	5/21/2009
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

QLife Network
QualityLife Intergovernmental Agency

INVOICE SUMMARY	5/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$29,420.00	

Commstructure Consulting, LLC
 16348 Wittke Court
 Oregon City, OR 97045



INVOICE

Date	Invoice #
5/5/2009	2009-151

Bill To
 Q-Life
 313 Court Street
 The Dalles, OR 97058
 Attn: Nolan Young

APPROVED FOR PAYMENT
 ACCT# 000.0000.000.34.10
 DATE 5/6/09 BY ny
 AMT + 2842.15

Project No. / PO No.	Project	Terms
Work Order #3	On-Call Technical Consulting Services	Net 30

Item	Description	Qty	Rate	Amount
OSP Project Manager	OSP Project Manager East Gateway - Q-Life Relocation Coordination w/ HDJ Design	4	110.00	440.00
OSP Project Manager	OSP Project Manager East Gateway - Q-Life Relocation Coordination w/ HDJ Design; Locate Wire Design	5	110.00	550.00
OSP Project Manager	OSP Project Manager Lone Pine / Hwy 197 Crossing review and cost analysis	2	110.00	220.00
OSP Designer II	OSP Fielding & Design	15	85.00	1,275.00
CAD Drafter	CAD Drafter	3	80.00	240.00
Mileage	Mileage - to and from Project Site	213	0.55	117.15
Progress Invoice through May 1, 2009				

Thank you for the opportunity to provide you with Technical Consulting Services.	Total	\$2,842.15
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Balance Due	\$2,842.15
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