

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday June 23, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of May 26, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. May Financial Reports
 - b. List of Disbursements since Last Meeting
6. Public Hearing

Fiscal Year 2008-09 QLife Budget
7. Action Items
 - a. Resolution 09-002 Adopting FY 2009-10 Budget
8. Reports
 - a. Aristo Management Report – John Amery
10. Next Meeting Dates:

Regular Board Meeting July 28, 2009 3:30 pm
11. Adjourn

QLife Network
Quality Life Intergovernmental Agency

Minutes

QLife Regular Board Meeting

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

Call to Order

The meeting was called to order by Vice President Dan Spatz at 3:40pm

Roll Call

In attendance: Erick Larson, Bill Lennox

Absent: Dan Ericksen, Brian Ahier

Staff in attendance: Nolan Young, Izetta Grossman, Keith Mobley, John Amery

Approval of Agenda

Spatz added agenda item 6 b New Server. It was moved by Larson and seconded by Lennox to approve the agenda as amended. The motion carried unanimously, 2 absent.

Approval of April 28, 2009 Minutes QLife Regular Board Meeting

It was moved by Lennox and seconded by Larson to approve the April 28, 2009 minutes as submitted. The motion passed unanimously, 2 absent.

Financial Reports

Young reviewed the financial reports noting that QLife was a little short in the operating fund due to the fiber issue payments.

Action Items

Application for Federal Broadband Grant – Young reviewed the status of various grant options. QLife has \$40k in the budget for a WiFi project. With stimulus funding grant opportunities the timing is right to pursue. Two elements have come to our attention: Dept of Ag grant and ARRA funding. Dept. of Ag grant is due 6/17/09; ARRA grant is due 9/17/09. Link Shadley has been working with a group on statewide WiMax project. This group has secured \$20K Ford Foundation grant. Scott Stephens has contacted QLife asking if QLife would put up the \$20K match for this grant. This money would be used for a study to develop a model. They are also requesting \$20K for grant writing of both grants. After discussion it was moved by Larson and seconded by Lennox to authorize staff to proceed with \$20K match for study and up to \$20K for grant writing of the two grants for QLife. The motion passed unanimously, 2 absent.

New Server – Amery reviewed the two quotes he had obtained for the new server. It was moved by Larson and seconded by Lennox to authorize the purchase of a new server with a not to exceed price of \$2500. Motion passed unanimously, 2 absent. The Board asked for John to email them a third quote.

Reports

Aristo Operational Management Report, Bisector Project Progress, Redundancy Project Progress – Amery reported that there had been a couple little issues with LSN and the State, he gave them a little more bandwidth and things seem to be working. He will review this with them to make sure there are no further issues (may need to charge them more). Redundancy project is moving a little slower than anticipated. Eric Orton will be out next week for site survey.

Next Meeting Dates:

Regular Board Meeting June 23, 2009 3:30pm

Adjourn

Being no further business the meeting was adjourned at 4:20pm

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 – May 31, 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 May 2009 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, 2008 to May 31, 2009</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 399,212	82.4%
Expenditures	\$ 222,844	\$ 136,592	61.3%
Transfers to Capital/Debt	\$ 323,847	\$ 250,385	77.3%
Cash at Month End	\$46,216.33		

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 at this time. 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 \$37,139. We have a one customer that is 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 120% 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.
 - e. 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 May 31, 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	\$ 229,325	45.1%
Cash at Month End	\$ 174,079.99		

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		***** CURRENT *****		***** YEAR-TO-DATE *****		***** ANNUAL *****		***** FUND BALANCE *****	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	\$REV	ESTIMATED	ACTUAL	\$REV	ESTIMATE	BALANCE
350	OTHER REVENUES								
350	INTEREST REVENUES		41	102.17	451	730.86	173	500	280.86-
350	INTEREST REVENUES								
351	INTEREST REVENUES		41	102.17	451	730.86	173	500	280.86-
359	OTHER MISC REVENUES		0	.00	0	435.00	0	0	435.00-
359	OTHER MISC REVENUES		0	.00	55,000	28,999.44	53	60,000	31,900.56
359	R-RATE REIMBURSEMENT		0	.00	55,000	29,434.44	54	60,000	30,565.56
359	OTHER MISC REVENUES		0	.00	55,000	29,434.44	54	60,000	30,565.56
350	OTHER REVENUES	5,041	102.17		55,451	30,215.30		60,500	30,284.70
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
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	35,022.17		501,105	463,053.95		546,591	83,537.05

City of the Dalles

FUND 601 CLIFB CAPITAL FUND		*****		*****		*****		*****		*****	
ACCOUNT	DESCRIPTION	ESTIMATED	CURRENT	ACTUAL	\$REV	ESTIMATED	YEAR-TO-DATE	ACTUAL	\$REV	ANNUAL	UNRECONCILED
			ACTUAL				ACTUAL			ESTIMATE	BALANCE
300	BEGINNING BALANCE	9,456	00			104,016	94,224.31		91	113,480	19,255.69
300	00 00										
300	**	9,456	00			104,016	94,224.31		91	113,480	19,255.69
300	***										
300	BEGINNING BALANCE	9,456	00			104,016	94,224.31		91	113,480	19,255.69
330	INTERGOVERNMENTAL REVENUE										
331	FEDERAL REVENUES										
331	90 00										
331	**										
331	FEDERAL GRANTS - WESC	0	00			0	00		0	0	00
331	FEDERAL GRANTS - WESC	0	00			0	00		0	0	00
331	FEDERAL REVENUES	0	00			0	00		0	0	00
334	STATE GRANTS										
334	11 00										
334	**										
334	STATE GRANTS	0	00			0	00		0	0	00
334	ORCOON INVESTMENT BOARD	0	00			0	00		0	0	00
334	12 00										
334	**										
334	ORCOON INVESTMENT BOARD	0	00			0	00		0	0	00
334	LOWER JOHN DAY PARTNERSHIP	0	00			0	00		0	0	00
334	30 00										
334	**										
334	ORCOON SPAT	0	00			0	00		0	0	00
334	90 00										
334	**										
334	STATE GRANTS, OTHER	0	00			0	00		0	0	00
334	STATE GRANTS	0	00			0	00		0	0	00
330	INTERGOVERNMENTAL REVENUE	0	00			0	00		0	0	00
340	CHARGES FOR SERVICES										
341	GENERAL GOVERNMENT										
341	80 00										
341	**										
341	GENERAL GOVERNMENT	0	00			0	00		0	0	00
341	COPIES, PLANS, ORD'S ETC	0	00			0	00		0	0	00
344	UTILITY SERVICES										
344	15 00										
344	**										
344	UTILITY SERVICES	0	00			0	00		0	0	00
344	LSN CREDITS	1,750	00			19,250	2,794.52		46	21,000	12,205.48
344	20 00										
344	**										
344	CONNECT CHARGES	1,750	00			15,250	2,794.52		46	21,000	12,205.48
344	UTILITY SERVICES	1,750	00			19,250	2,794.52		46	21,000	12,205.48
340	CHARGES FOR SERVICES	1,750	00			19,250	2,794.52		46	21,000	12,205.48
360	OTHER REVENUES										
361	INTEREST REVENUES										
361	00 00										
361	**										
361	INTEREST REVENUES	0	00			0	00		0	0	00
369	OTHER MISC REVENUES										
369	00 00										
369	**										
369	OTHER MISC REVENUES	4,166	00			45,835	50,000.00		109	50,000	00
369	ENTERPRISE RONA PAYMENT	4,166	00			45,835	50,000.00		109	50,000	00
360	OTHER REVENUES	4,166	00			45,835	50,000.00		109	50,000	00

City of The Dalles

FUND 602 OLIVE CAPITAL FUND		***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL		UNREAPPORTED	
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	ESTIMATE	ESTIMATE	BALANCE	BALANCE
390	OTHER FINANCING SOURCES								
	OPERATING TRANSFERS IN								
391	90 01 OLIVE OPERATING FUND	26,987	.00	296,897	250,385.22	84	323,847	73,451.78	
	OPERATING TRANSFERS IN	26,987	.00	296,897	250,385.22	84	323,847	73,451.78	
393	10 00 LOAN/BOND PROCEEDS	0	.00	0	.00	.00	0	.00	
	PROCEEDS- LT LIABILITIES	0	.00	0	.00	.00	0	.00	
399	*** OTHER FINANCING SOURCES	26,987	.00	296,897	250,385.22		323,847	73,451.78	
	FUND TOTAL OLIVE CAPITAL FUND	42,359	.00	465,949	403,404.05		508,327	104,922.55	

FUND 601	CLIFFE CAPITAL FUND	DEPT/DTV 600	CLIFFE/	*****YEAR-TO-DATE*****	ENCUMBR.	ANNUAL	ENCUMBR.	%
EA 000	CHC ACCOUNT	CURRENT*****	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BUDGT
SUB 000	DESCRIPTION	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BUDGT
66	EXPENSE-ACCOUNT							
660	FINANCIAL OPERATIONS							
02	MATERIALS & SERVICES							
34 10	ENGINEERING SERVICES	416	0	0	0	5000	2800.00	44
90	OTHER SERVICES	416	0	0	0	5000	5000.00	0
43 86	LINES NOTICE & SUPPLIES	2353	0	0	109	28000	708.78	100
53 40	LEGAL NOTICES	0	0	0	0	0	0	0
57 10	PERMIT	0	0	0	0	0	0	0
02 **	MATERIALS & SERVICES	3165	0	0	86	38000	7908.78	79
03	CAPITAL OUTLAY							
71 10	LAND/RIGHTS OF WAY	0	0	0	0	0	0	0
72 20	BUILDINGS	166	0	0	0	2000	2000.00	0
74 10	COMPUTER EQUIPMENT	0	0	0	0	0	0	0
20	TELECOMMUNICATIONS EQUIP	14183	0	0	3	170500	169952.07	3
76 10	PRIMARY	4366	0	0	3	50000	48817.12	2
20	SECONDARY	3083	0	0	50	37000	20185.15	45
39	POLE MAKE READY COSTS	416	0	0	0	5000	5000.00	0
03 **	CAPITAL OUTLAY	23014	0	0	5	264200	241954.34	8
04	DEBT SERVICE							
79 50	LOAN PRINCIPAL PAYMENTS	4693	3366.79	72	88	56198	11064.80	80
51	CRB PRINCIPAL PAYMENTS	7324	7595.62	107	102	85491	5405.78	94
60	LOAN INTEREST PAYMENTS	4370	4215.00	97	108	52441	726.57	99
90	LOAN RESERVE-FUT DEBT PAY	0	0	0	0	0	0	0
04 **	DEBT SERVICE	16177	15177.41	94	95	194130	17297.15	91
660 **	FINANCIAL OPERATIONS	41856	15177.41	37	50	496530	267060.27	46
66 **	EXPENSE-ACCOUNT	41356	15177.41	37	50	496530	267060.27	46
DTV 6000	TOTAL *****	41356	15177.41	37	50	496530	267060.27	46
DEPT 60	TOTAL *****	41356	15177.41	37	50	496530	267060.27	46

FUND	OBJ	ACCOUNT	DEPT/LEV	9600	OTHER	USES/	*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	BEGT	%	
							BUDGET	ACTUAL	BUDGET	ACTUAL						%EXP
66	**	**	EXPENSE-ACCOUNT													
660	**	**	FINANCIAL OPERATIONS													
			DIY 9500 TOTAL *****				999	.00	0	10389	.00	0	.00	0	0	0
			DEPT 95 TOTAL *****				999	.00	0	10389	.00	0	.00	0	0	0
			OTHER USES				999	.00	0	10389	.00	0	11997.00	11997.00	0	0
PUNED 601	TOTAL *****						42355	15177.41	36	465905	220324.86	49	55.13	508327	279057.27	45

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2008-2009

PERIOD DETAIL FROM: 5/22/2009 TO: 6/21/2009

Revenue: Billed as of

QLife Monthly Billings 29,420.00

TOTAL: 29,420.00

Expenditures:

The Dalles Chronicle Budget Notice \$155.04

One Call Concepts Dig Tickets \$16.80

Keith Mobley Legal 255.00

Oregon Sec of State Assumed Biz Name renewal 50.00

TOTAL: 476.84

FUND: CAPITAL 601

FISCAL YEAR: 2008-2009

PERIOD DETAIL FROM: 5/22/2009 TO: 6/21/2009

Revenue:

TOTAL:

Expenditures:

Columbia River Bank Commercial Loan/Interest 11,494.11

Mt. Hood Econ Alliance Loan Payment 3,683.30

Scott Stephens Grant writing - RBEG 5,000.00

Scott Stephens Grant writing - Community Connect 5,000.00

TOTAL: 26,177.41

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	6/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED		\$29,420.00



541-296-2141
 541-298-1365 Fax
 P.O. Box 1910
 The Dalles, Oregon 97058

BILLING DATE 06/08/09
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THE DALLES
 Chronicle

INVOICE # 35609

CITY OF THE DALLES (CITYOF)
 313 COURT
 THE DALLES OR 97058

Please return top portion with payment.

DATE	RATE	QTY	TYPE	DESCRIPTION	ZONES	AMOUNT DUE
06/07	P	28.50	I	NOTICE #3951 <i>Qlite</i>	D	\$155.04
INVOICE TOTAL:						\$155.04

APPROVED FOR PAYMENT
 ACCT# 600.600.660.53.98
 DATE 6/15/09 BY [Signature]
 AMT \$155.04

LEGAL INVOICE
 DUE UPON RECEIPT

