## **QLife Network**

### QualityLife Intergovernmental Agency

#### **AGENDA**

#### **QLife Regular Board Meeting**

Thursday, January 17, 2013 Noon The Dalles City Hall, 313 Court Street 2<sup>nd</sup> Floor Conference Room

- 1. Call to Order
  - a. Introduction of new members
- 2. Election of Officers
- 3. Roll Call
- 4. Approval of Agenda
- 5. Approval of December 20, 2012 QLife Regular Board Meeting Minutes
- 6. Financial Reports
  - a. December Financial Reports
  - b. List of Disbursements since Last Meeting
- 7. Discussion Items
  - a. Financial Policies Fiscal Year 2013-14
  - b. Five Year Capital Improvement Plan
- 8. Reports
- a. Strategic Plan Keith Mobley
- b. Wi Fi Project Nolan Young
- c. Redundancy/Bisector Project Update Memo from Erik Orton
- d. Aristo Operational Management Report John Amery
- 9. Next Meeting Dates:
  - a. Work Session with Budget Committee Meeting February 21, 2013 Noon
  - b. Regular Board Meeting immediately following Work Session
- 10. Adjourn

# **QLife Network**

## QualityLife Intergovernmental Agency

#### **MINUTES**

#### **QLife Regular Board Meeting**

Thursday, December 20, 2012, Noon The Dalles City Hall, 313 Court Street 2<sup>nd</sup> Floor Conference Room

#### Call to Order

The meeting was called to order by President Dan Ericksen at 12:10 p.m.

#### Roll Call

Roll was taken by Secretary Izetta Grossman. In attendance: Dan Ericksen, Erick Larson, Brian Ahier, Dan Spatz Staff: Keith Mobley, Nolan Young, Izetta Grossman, John Amery, Kate Mast Absent: Scott Hege

#### Approval of Agenda

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

#### Approval of October 4, 2012 QLife Regular Board Meeting Minutes

It was moved by Ahier and seconded by Larson to approve the minutes of the October 4, 2012 meeting. The motion carried unanimously, 1 absent

#### Financial Reports

Young reviewed the financial reports, noting that a budget amendment was anticipated after the bisector/redundancy project was completed. In response to a question, Mast said that the Enterprise Zone funds had been invoiced, but not yet received. Young said those funds go in the capital fund.

#### Discussion Items

Grossman reviewed the District 21 Grant recommendation. It was moved by Larson and seconded by Ahier to accept the recommendation from District 21 to use the grant funds for the purchase of five laptops for their new Virtual Academy Program. The motion carried unanimously, 1 absent. Spatz started he was familiar with the program and it was valuable to the students. Staff will prepare check next week.

#### Action Items

Fiscal Year 2011-12 Audit Report – Tonya from Merina gave the report via telephone. Tonya reported that they gave QLife a clean report, the highest they can give. It was moved by Spatz and seconded by Larson to accept the Audit Report for Fiscal Year ending June 30, 2012. The motion carried unanimously, 1 absent.

Mast was excused from the meeting at 12.25 p.m.

Authorization of recommendation of federal attorney – Mobley explained the current federal attorney, Crowe, was retiring and had sent Mobley two recommendations of replacements. Mobley reported talking to both and recommended hiring Technology Law Group, LLC. It was moved by Spatz and seconded by Ahier to approve the recommendation to hire Technology Law Group, LLC as the Federal Attorney for QualityLife Intergovernmental Agency. The motion carried unanimously, 1 absent.

Authorization of Needs and Issues submission – Young reviewed the staff report. It was moved by Ahier and seconded by Larson to proceed with a Wasco County Needs and Issues submission. The motion passed unanimously, 1 absent.

#### Reports

Strategic Plan – Mobley reported that the work was going well; he had emailed the packets to each work group. Mobley handed out the packets for board information. The group will be meeting in March to pull together the plan. Mobley reported he felt good about this process and the outcome would be of value to QLife.

Wi Fi Project - Young reported that work was proceeding with the target of February for fiber installation.

Redundancy/Bisector Project Update – Amery reported that the main path had been spliced; the next phase would be January 12-13; with target completion in February.

Aristo Operational Management Report – Amery reported still having concern over the west side "shrinkage" issue. The recent audit shows the issue still exists and no finite determination of cause. Amery noted perhaps a PE could offer a second opinion. The area with the issue is the path from NorCor (not including Google) to Spooky's to Wahtonka back to St. Mary's. The new fiber didn't have this issue. In response to a question regarding options and costs, Amery said he had no costs estimates and that segments at a time could be fixed. Amery also reported that there is little activity on this portion of fiber.

Ericksen announced his resignation from the Board to pursue other opportunities. It was his belief that the County would appoint Brian Ahier to fill his position in January (Ahier would be going off City Council and not have that appointment at that time).

Spatz expressed appreciation to Ericksen for his many years of service and dedication to QLife.

Ericksen said it was a great board to serve on, and it had be satisfying to see this project succeed.

**Next Meeting Dates:** 

Regular Board Meeting January 17, 2013 Noon

Adjourn

Being no further business the meeting was adjourned at approximately 1:05 p.m.

Respectfully submitted: Izetta Grossman, Recording Secretary

Attested:

·	
Erick Larson,	Secretary/Treasurer

TO: Qlife Board

Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – December 2012

#### **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 the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

50% 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

Bobobi cominacino	July 1, 201	2 to December 3	31, 2012	
	Budget	Actual	Percentage	
Beginning Balance	\$ 50,438	\$ 66,849	132.5%	* see below
Revenues	\$ 569,100	\$ 281,054	49.4%	
Expenditures	\$ 303,694	\$ 106,608	35.1%	
Transfers to Capital/Debt Fund	\$ 315,844	\$ 172,279	54.5%	

Cash at Month End \$ 12,678.75

#### **Exceptions:**

- 1) Beginning Balance: \* The Beginning Balance figures used here have been audited.
- 2) Revenues:
- 3) Expenditures:
  - a. The Buildings and Grounds line item has been over-expended by \$1,124.80 due to the purchase and installation of a security system for the QLife room that was expected to be completed in the last fiscal year. We will fix this with a budget amendment at the March Board meeting.

- b. The Liability line item was slightly under-budgeted causing it to be over-expended by \$130.00.
- b. The Travel, Food & Lodging line item has been over-expended by \$133.93 due to the lunches provided at the Board meetings. We will fix this with a budget amendment in January.
- 4) Budget Changes: We will be bringing a minor budget amendments to the Board in March.

#### **CAPITAL (601):**

#### **BUDGET COMPARISONS**

DOD ODI 1 001/11/11/10 01/10	July 1, 201	2 to December 3	31, 2012	
	Budget	Actual	Percentage	
Beginning Balance	\$ 219,124	\$ 212,640	97.0%	* see below
Transfers In	\$ 315,844	\$ 172,279	54.5%	
Revenues	\$ 82,500	\$ 2,397	3.0%	
M&S / Capital Outlay / Other	\$ 367,684	\$ 34,832	4.8%	
Debt Expenditures	\$ 249,784	\$ 83,974	27.6%	

Cash at Month End \$ 272,188.37

#### **Exceptions:**

- 1) <u>Beginning Balance</u>: \* The Beginning Balance figures used have been audited. The shortage is due to timing on the St. Mary's redundancy project and is not a problem.
- 2) Revenues:
- 3) Expenditures:
- 4) <u>Budget Changes</u>: We will be bringing a budget amendment to the Board in March for the \$52,000 approved for the City's Public WiFi expansion and any adjustments needed for current capital construction projects.

City of The Dalles REVENUE REPORT 50% OF YEAR LAPSED

PAGE

ACCOUNTING PERIOD 06/2013

City of The	The Dalles		50% OF YEAR LAPSED	ear la	PSED			ACCOUNTING P	ACCOUNTING PERIOD 06/2013
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300 **		4,203	.00		25,218	66,849.23	265	50,438	16,411.23-
300 ***	BEGINNING BALANCE	4,203	.00		25,218	66,849.23		50,438	16,411.23-
	CHARGES FOR SERVICES UTILITY SERVICES								
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340 ***	CHARGES FOR SERVICES	44,049	44,845.00		264,294	251,360.00		528,600	277,240.00
360 361 00 00	OTHER REVENUES INTEREST REVENUES INTEREST REVENUES	41	19.40	47	246	115.12	47	500	384.88
361 **	INTEREST REVENUES	41	19.40	47	246	115.12	47	500	384.88
369 00 00 20 00	OTHER MISC REVENUES OTHER MISC REVENUES E-RATE REIMBURSEMENT	3,333 0	5.03 29,548.80	887	19,998	30.03 29,548.80	148	40,000	30.03- 10,451.20
369 **	OTHER MISC REVENUES	3,333	29,553.83	887	19,998	29,578.83	148	40,000	10,421.17
360 ***	OTHER REVENUES	3,374	29,573.23		20,244	29,693.95		40,500	10,806.05
390 392 00 00	OTHER FINANCING SOURCES SALE OF FIXED ASSETS SALE OF FIXED ASSETS	o	.00		o	.00		O	. 00
392 **	SALE OF FIXED ASSETS	0	.00		0	.00		o	.00
390 ***	OTHER FINANCING SOURCES	0	.00		0	.00		o	.00
FUND TOTA	FUND TOTAL QUALITYLIFE AGENCY FUND	51,626	74,418.23		309,756	347,903.18		619,538	271,634.82

City of :	PROGRAM:	PREPARED
The Dalles	GM267C	01/03/2013,
		16:58:00

# DETAIL BUDGET REPORT BY CATEGORY 50% OF YEAR LAPSED

ACCOUNTING	
PERIOD	PAGE
06/2013	2 H

66 ** ** EXPENSE-ACCOUNT	660 ** ** FINANCIAL OPERATIONS	05 OTHER 87 00 DEPRECIATION EXPENSE 05 ** OTHER	03 CAPITAL OUTLAY 74 20 TELECOMMUNICATIONS EQUIP 78 50 FIXED ASSET RECLASS ACCT 03 ** CAPITAL OUTLAY	02 MATERIALS & SERVICES 31 10 ADMINISTRATIVE 15 COUNTY 20 OUTSIDE PLANT MAINTENACE 90 OTHER SERVICES 32 10 AUDIT 20 LEGAL SERVICES 34 10 ENGINEERING SERVICES 35 10 STEUDIES & REPORTS 43 10 SPECIAL STUDIES & REPORTS 43 10 OFFICE SPACE RENTAL 52 NETWORK EQUIPMENT 87 UTILITIES LOCATES 44 10 OFFICE SPACE RENTAL 52 10 LIABILITY 30 PROPERTY 53 PROPERTY 53 PROPERTY 54 10 OFFICE SPACE RENTAL 55 10 TELEPHONE 40 LEGAL NOTICES 54 00 ADVERTISING 57 10 PERMIT 58 10 TRAVEL, FOOD & LODGING 57 10 PERMIT 58 10 TRAVEL, FOOD & LODGING 57 10 PERMIT 58 10 TRAVEL, FOOD & LODGING 58 10 OFFICE SUPPLIES 60 10 OFFICE SUPPLIES 60 10 OFFICE SUPPLIES 61 0 POLE CONNECTION FEES 62 POLE CONNECTION FEES 63 RO POLE CONNECTION FEES 64 DASSETS <\$5000 02 ** MATERIALS & SERVICES	ACCOUNT SCRIPTION COUNT
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City of The Dalles	PROGRAM: GM267C	PREPARED 01/03/2013, 16:58:00
	50% OF YEAR LAPSED	DETAIL BUDGET REPORT BY CATEGORY

PAGE 4
ACCOUNTING PERIOD 06/2013

FUND 600 QUALITYLIFE AGENCY FUND BA ELE OBJ ACCOUNT	10 * * * * * * * * * * * * * * * * * * *	**************************************		USES/	**************************************	*   *   *		ANNUAL	UNENCUMB.	oko   
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81 91 QLIFE CAPITAL FUND	26320	28713.09	109	157920	172278.54	109	. 00	315844	143565.46	ហ
83 10 ESD E-RATE	3333	29548.80	887	19998	29548.80	148	.00	40000	10451.20	74
05 ** OTHER	29653	58261.89	197	177918	201827.34	113	.00	355844	154016.66	57
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06 ** CONTINGENCY / UAFB	3750	.00	0	22500	.00	0	.00	45000	45000.00	0
600 ** ** FINANCIAL OPERATIONS	33403	58261.89	174	200418	201827.34	TOI	.00	400844	199016.66	50
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DIV 9500 TOTAL ******	33403	58261.89	174	200418	201827.34	101	. 00	400844	199016.66	ភ 0
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FUND 600 TOTAL \*\*\*\*\*\*\*\*

QUALITYLIFE AGENCY FUND

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OTHER USES

PROGRAM:	PREPARED
GM259L	01/03/2013,
	16:57:45

Dalles		50% OF Y	EAR LAI	CES. Li			ACCOUNTING P	ERIOD 06/201
CAPITAL FUND ACCOUNT DESCRIPTION	********	CURRENT *****	******	####### YE	AR-TO-DATE ***	**************************************	ANNUAL ESTIMATE	UNREALIZED BALANCE
BEGINNING BALANCE							, ; ; ; ; ; ; ; ; ;	# # # # # # # # # # # # # # # # # # #
	18,260	.00		109,560	212,639.77	194	219,124	6,484.23
	18,260	.00		109,560	212,639.77	194	219,124	6,484.23
BEGINNING BALANCE	18,260	.00		109,560	212,639.77		219,124	6,484.23
INTERGOVERNMENTAL REVENUE FEDERAL REVENUES FEDERAL GRANTS-MISC	0	. 00		0			0	. 00
FEDERAL REVENUES	0	.00		0	.00		0	.00
INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
CHARGES FOR SERVICES UTILITY SERVICES CONNECT CHARGES	2,708	619.62	23	16,248	2,396.56	15	32,500	30,103.44
UTILITY SERVICES	2,708	619.62	23	16,248	2,396.56	15	32,500	30,103.44
CHARGES FOR SERVICES		• • •						
OTHER REVENIES	2,708	619.62		16,248	2,396.56		32,500	30,103.44
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City of :	PROGRAM:	PREPARED
The Dalles	GM267C	01/03/2013,
		16:58:00

# DETAIL BUDGET REPORT BY CATEGORY 50% OF YEAR LAPSED

PAGE 5
ACCOUNTING PERIOD 06/2013

FUND 601 CLIFE CAPITAL FUND BA ELE OBJ ACCOUNT SUB SUB DESCRIPTION	TEDGET BUDGET	DEPT/DIV 6000 CLIFE ********CURRENT***********************************	QLIFE/	********* BUDGET	*********YEAR-TO-DATE******* BUDGET ACTUAL %EXP	4*************************************	ENCUMBR.	ANNUAL	UNENCUMB. BALANCE	BDGT
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03 CAPITAL OUTLAY 72 20 BUILDINGS	1291	. 00	0	7746	187.36	ы		15500	15312.64	
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CAPITAL OUTLAY	13287	12775.96	96	79722	30065.03	3 60 0	600.00	159475	128809.97	190
	17953	12132.37	80	107718	63753.82	59	. 00	215444	151690.18	30
51 CKB PRINCIPAL PAYMENTS 60 LOAN INTEREST PAYMENTS	2861	2876.60	101	17166 0	20219.81	118		34340	.00 14120 19	л 0
90 LOAN RESERVE-FUT DEBT PAY 04 ** DEBT SERVICE	0 20814	.00 15008.97	72	0 124884	.00 83973.63	670	 00	0 249784	.00 165810.37	34
660 ** ** FINANCIAL OPERATIONS	35600	32203.68	91	213600	118806.16	56	600.00	427259	307852.84	28
66 ** ** EXPENSE-ACCOUNT	35600	32203.68	91	213600	118806.16	56	600.00	427259	307852.84	28
DIV 6000 TOTAL ******	35600	32203.68	91	213600	118806.16	<u></u> თ	600.00	427259	307852.84	N 80
DEPT 60 TOTAL ****** QLIFE	35600	32203.68	91	213600	118806.16	50	600.00	427259	307852.84	28

601 TOTAL ********  QLIFE CAPITAL FUND 51450	95 TOTAL ******* OTHER USES 1.5850	9500 TOTAL ****** 15850	** ** EXPENSE-ACCOUNT 4184	** ** FINANCIAL OPERATIONS 4184	** CONTINGENCY / UAFB	06 CONTINGENCY / UAFB 88 00 CONTINGENCY / 4184 89 00 INAPPROPRIATED ENDING BAY 6	EXPENSE ACCOUNT FINANCIAL OPERATIONS 05 OTHER 04 30 FOR DEBT RETIREMENT 05 ** OTHER 0	** ** QLIFE FUND 11666	** ** OTHER USES 11666	QLIFE FUND OTHER USES 05 OTHER 84 15 RSRV FOR SYS IMPROVEMENTS 11666 20 RSRV FOR CO EXPANSION 0 05 ** OTHER 11666	DEP  LE OBJ ACCOUNT *************  SUB DESCRIPTION BUDGET	PREPARED 01/03/2013, 16:58:00  PROGRAM: GM267C  City of The Dalles
32203.68	.00	. 00	.00	.00	. 00			. 00	.00		DEPT/DIV 9500 OTHER *********CURRENT******* BUDGET ACTUAL %EXP	DETAIL BUDGET
63	0	0	0	0	00	0	00	0	0	000		BUDGET
308700	95100	95100	25104	25104	25104	25104	00	96669	69996	96669 96669 96669	USES/ ***********************************	REPORT BY CATEGORY YEAR LAPSED
118806.16 3	. 00	. 00	.00	.00	. 00			.00	.00		SES/ *********YEAR-TO-DATE****** BUDGET ACTVAL %EXP	CATEGORY
39	0	0	0	0	00	0	00	0	0	000	Π * *	
600.00	. 00	.00	. 00	.00		.00	.00	.00	. 00	. , .	ENCUMBR.	
617468	190209	190209	50209	50209	50209	50209	00	140000	140000	140000 0 140000	ANNUAL	ACCOUNTI
498061.84	190209.00	190209.00	50209.00	50209.00	50209.00	50209.00		140000.00	140000.00	140000.00 .00 140000.00	UNENCUMB. BALANCE	PAGE 6 ACCOUNTING PERIOD 06/2013
19	0	0	0	0	00		00	0	0	000	BDGT	6 6/2013

		QLIFE - LIS	TING OF FINA	ANCIAL TRANSACT	TONS	
FUND: FISCAL YEAR:			<b>OPERATI</b> 2012-13	NG 600		
PERIOD DETAIL			FROM:	12/13/2012 TO:	1/9/2013	
	Revenue:	Billed as of QLife Monthly	Billings	BILLING DONE O	N THE 20TH	619.62 42,145.00
TOTAL: CODE	Expenditure	ıs.				42,764.62
600.6000.660.32.10 600.6000.660.58.10 600.6000.660.53.30 600.6000.660.63.90 600.6000.660.34.10 600.6000.660.32.20 600.6000.660.76.20 600.6000.660.76.20 600.6000.660.52.10 600.6000.660.31.10	Merina Anzac Gorge.net District 21 Commstruct Keith Moble City of The I Aristo Aristo SDAO City of The I	tures y Dalles Dalles	Audit Lunch phone Grant awa Engineerin Legal ROW Retainer O Gen Overs Insurance Rent 4th Q City Service	g ect/Nov site uarter 2012		4,840.00 90.00 34.92 2,000.00 868.75 285.00 1,318.35 4,000.00 17,410.51 5,630.00 1,311.00 3,813.93
TOTAL:						41,602.46

FUND: FISCAL YEAR: PERIOD DETAIL		<b>CAPITAL 60</b> 2012-13 FROM:	<u>1</u> 12/13/2012 TO:	1/9/2013	
11	Revenue:				
601.6000.660.76.10 601.6000.660.34.10 601.6000.660.76.20 601.6000.660.76.20 601.6000.660.76.20	Commstructures Aristo Aristo	Commercial I Bisector/redu Bisector/redu Line Extensio Bisector/redu GOHBI Bisector/redu	nd nd ns nd		11,494.11, 265.64 441.25 5681.26 1,054.01 3,981.95 328.00
TOTAL:					23,246.22

# Aristo Technical Management Report By John Amery 1/09/2013

#### Maintenance Projects Aristo Networks Ilc. is currently working on:

- 1. Bisector Project Physical plant build-out / re-route near completion. Integrated a number of other projects in coordination with:
  - · Broad physical plant audit (includes strength member issue)
  - Documentation detail analysis/fix issues
  - Re-route of end customers
  - Added new "metro" cases for potential/known customer future tie-ins to backbone (upcoming network freeze)
- 2. Downtown 1st ave buildout. complete
- 3. Tagging of fiber plant with new (custom logo tags)
- 4. Easement for access to fiber by Norcor
- 5. Recent Issues
  - Customer switch replacement
  - Customer backup route issues