

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday April 26, 2011
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Directly after Budget Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of March 22, 2011 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. March Financial Reports
 - b. List of Disbursements since Last Meeting
6. Reports
 - a. Status of redundancy project
 - b. Status of Wi Fi RFP
 - c. Aristo Operational Management Report – John Amery
7. Next Meeting Dates:

Regular Board Meeting May 18, 2011 4 pm
8. Adjourn

QLife Network
QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday March 22, 2011 4PM
The Dalles City Hall, 313 Court Street
Council Chambers

Call to Order

The meeting was called to order by President Dan Ericksen at 4:08pm

Roll Call

Secretary Grossman called roll. In attendance: Erick Larson, Scott Hege
Staff: Nolan Young, Keith Mobley, John Amery, Izetta Grossman
Absent: Brian Ahier, Dan Spatz

Approval of Agenda

It was moved by Hege and seconded by Larson to approve the Agenda as presented. The motion carried unanimously, 2 absent.

Approval of February 22, 2011 QLife Regular Board Meeting Minutes

It was moved by Larson and seconded by Ericksen to approve the Agenda as presented. The motion carried unanimously, 2 absent.

Financial Reports

This report was given at the previous Budget Meeting. There were no further questions.

Action Items

It was moved by Larson and seconded by Hege to Approval of the Financial Priorities FY 2011-12 as recommended by the Budget Committee. The motion passed unanimously. 2 absent

It was moved by Hege and seconded by Larson to authorize the President to sign the Second Amendment to the Lease of Space at City Hall.

It was moved by Larson and seconded by Hege to authorize distribution of Scholarship funds to CGCC Foundation. The motion passed unanimously, 2 absent.

Reports

Wi Fi Project update -- Young reported that the lease for units attached to buildings was being finalized. The contractor has decided to use overhead lights on 3rd Street as there is no plan change of those lights for 3-5 years). Mobley was working with Jim Schwino (City Project Manager). Within 30-45 days testing should begin. Hege asked about issues with Historic Landmarks. Young reported that the City is filling out the required paperwork.

Aristo Operational Management Report -- Amery reported PUD requiring extensive engineering studies that are taking additional time and expense. He is still gathering information on generator needs and costs.

Next Meeting Dates:

Budget Committee Meeting April 26, 2011 3pm

Regular Board Meeting April 26, 2011 4pm

Being no further business the meeting was adjourned at 4pm

Respectfully submitted:

Izetta Grossman, Recording Secretary

ATTEST:

Erick Larson

TO: Qlife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **March 2011**

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.

75% 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, 2010 to March 31, 2011</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 83,913	\$ 83,450	99.4%
Revenues	\$ 554,850	\$ 372,062	67.1%
Expenditures	\$ 312,686	\$ 92,896	29.7%
Transfers to Capital/Debt Fund	\$ 326,077	\$ 266,790	81.8%
Cash at Month End	\$ 44,263.92		

Exceptions:

- 1) **Beginning Balance:** * *The Beginning Balance figures used here have been audited. The actual audited beginning balance is slightly less than budgeted, but we have sufficient contingency to cover the shortfall.*
- 2) **Revenues:**
 - a. Customer user fees are at 76.7% for the year.
- 3) **Expenditures:**
 - a. E-Rates in the amount of \$3,064.32 have been received and paid out to date this fiscal year.
 - b. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets

to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out of the QLife Agency Fund (600) Materials & Services category and into the Capital Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process.

- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2010 to March 31, 2011</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 145,576	\$ 138,832	95.3%	* see below
Transfers In	\$ 326,077	\$ 266,790	81.8%	
Revenues	\$ 71,000	\$ 59,861	84.3%	
M&S / Capital Outlay / Other	\$ 350,704	\$ 61,820	17.6%	
Debt Expenditures	\$ 191,949	\$ 158,072	82.3%	
Cash at Month End	\$ 244,492.03			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited. The actual audited beginning balance is less than budgeted, but we have sufficient contingency to cover the shortfall.*
- 2) Revenues:
 - a. We received the \$50,000 enterprise payment in January 2011.
- 3) Expenditures:
 - a. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out of the QLife Agency Fund (600) Materials & Services category and into the Capital Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process. We have also moved specific engineering fees (\$6,821.00) out of the Materials & Services category of the QLife Capital Fund (601) and into the Capital Outlay category.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		6,992	.00		62,928	83,450.11	133	83,913	462.89
300	**	6,992	.00		62,928	83,450.11	133	83,913	462.89
300	*** BEGINNING BALANCE	6,992	.00		62,928	83,450.11		83,913	462.89
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	35,483	48,810.00	138	319,347	326,905.00	102	425,800	98,895.00
15 00	LSN CREDITS	5,500	.00		49,500	38,500.00	78	66,000	27,500.00
20 00	CONNECT CHARGES	187	2,250.00	1203	1,683	3,150.00	187	2,250	900.00-
344	** UTILITY SERVICES	41,170	51,060.00	124	370,530	368,555.00	100	494,050	125,495.00
340	*** CHARGES FOR SERVICES	41,170	51,060.00		370,530	368,555.00		494,050	125,495.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	66	58.12	88	594	442.25	75	800	357.75
361	** INTEREST REVENUES	66	58.12	88	594	442.25	75	800	357.75
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		45,000	3,064.32	7	60,000	56,935.68
369	** OTHER MISC REVENUES	5,000	.00		45,000	3,064.32	7	60,000	56,935.68
360	*** OTHER REVENUES	5,066	58.12		45,594	3,506.57		60,800	57,293.43
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
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		53,228	51,118.12		479,052	455,511.68		638,763	183,251.32

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
02			MATERIALS & SERVICES											
31	10		ADMINISTRATIVE	1666	.00	0	14994	6906.16	46	.00	20000	13093.84	35	
	15		COUNTY	416	.00	0	3744	.00	0	.00	5000	5000.00	0	
	20		OUTSIDE PLANT MAINTENACE	2333	.00	0	20997	4631.19	22	.00	28000	23368.81	17	
	90		OTHER SERVICES	1666	.00	0	14994	.00	0	.00	20000	20000.00	0	
32	10		AUDIT	483	.00	0	4347	5600.00	129	.00	5800	200.00	97	
	20		LEGAL SERVICES	500	2295.00	459	4500	5430.00	121	.00	6000	570.00	91	
34	10		ENGINEERING SERVICES	1000	.00	0	9000	7777.50	86	.00	12000	4222.50	65	
	30		NETWORK SYSTEM MANAGEMENT	3833	.00	0	34497	31788.30	92	.00	46000	14211.70	69	
	50		SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
43	10		BUILDINGS AND GROUNDS	166	.00	0	1494	.00	0	.00	2000	2000.00	0	
	25		NETWORK EQUIPMENT	383	.00	0	3447	1190.00	35	.00	4600	3410.00	26	
	40		OFFICE EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	71		SPCL UTILITY EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	86		LINE MNTNCE & SUPPLIES	0	.00	0	0	.00	0	.00	0	.00	0	
	87		UTILITIES LOCATES	83	.00	0	747	88.56	12	.00	1000	911.44	9	
44	10		OFFICE SPACE RENTAL	261	.00	0	2349	1566.00	67	.00	3132	1566.00	50	
52	10		LIABILITY	458	.00	0	4122	5181.00	126	.00	5500	319.00	94	
	30		PROPERTY	25	.00	0	225	.00	0	.00	300	300.00	0	
53	20		POSTAGE	16	.00	0	144	53.87	37	.00	200	146.13	27	
	30		TELEPHONE	40	30.00	75	360	303.00	84	.00	480	177.00	63	
	40		LEGAL NOTICES	33	.00	0	297	240.00	81	.00	400	160.00	60	
54	00		ADVERTISING	83	.00	0	747	403.27	54	.00	1000	596.73	40	
57	10		PERMIT	33	.00	0	297	.00	0	.00	400	400.00	0	
58	10		TRAVEL, FOOD & LODGING	33	.00	0	297	.00	0	.00	400	400.00	0	
	50		TRAINING AND CONFERENCES	16	.00	0	144	150.00	104	.00	200	50.00	75	
	70		MEMBERSHIPS/DUES/SUBSCRIP	16	40.00	250	144	40.00	28	.00	200	160.00	20	
	80		SCHOLARSHIPS	166	2000.00	1205	1494	2000.00	134	.00	2000	.00	100	
60	10		OFFICE SUPPLIES	16	.00	0	144	.00	0	.00	200	200.00	0	
69	50		MISCELLANEOUS EXPENSES	41	100.00	244	369	330.95	90	.00	500	169.05	66	
	60		POLE CONNECTION FEES	633	.00	0	5697	7838.28	138	.00	7600	238.28	103	
	70		RIGHT OF WAY FEES	1064	1000.05	94	9576	8313.60	87	.00	12774	4460.40	65	
	80		ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0	
02	**		MATERIALS & SERVICES	15463	5465.05	35	139167	89831.68	65	.00	185686	95854.32	48	
03			CAPITAL OUTLAY											
74	20		TELECOMMUNICATIONS EQUIP	1666	.00	0	14994	.00	0	.00	20000	20000.00	0	
78	50		FIXED ASSET RECLASS ACCT	0	.00	0	0	.00	0	.00	0	.00	0	
03	**		CAPITAL OUTLAY	1666	.00	0	14994	.00	0	.00	20000	20000.00	0	
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	17129	5465.05	32	154161	89831.68	58	.00	205686	115854.32	44	
66	**	**	EXPENSE-ACCOUNT	17129	5465.05	32	154161	89831.68	58	.00	205686	115854.32	44	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION											
60		QLIFE FUND											
81	62	IF PMT TO OTHER FUNDS	0	.00	0	0	.00	0	.00	0	.00	0	
	91	QLIFE CAPITAL FUND	27173	29643.36	109	244557	266790.24	109	.00	326077	59286.76	82	
83	10	ESD E-RATE	5000	.00	0	45000	3064.32	7	.00	60000	56935.68	5	
05	**	OTHER	32173	29643.36	92	289557	269854.56	93	.00	386077	116222.44	70	
06		CONTINGENCY / UAFB											
88	00	CONTINGENCY	3916	.00	0	35244	.00	0	.00	47000	47000.00	0	
89	00	UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06	**	CONTINGENCY / UAFB	3916	.00	0	35244	.00	0	.00	47000	47000.00	0	
600	**	OTHER USES	36089	29643.36	82	324801	269854.56	83	.00	433077	163222.44	62	
60	**	QLIFE FUND	36089	29643.36	82	324801	269854.56	83	.00	433077	163222.44	62	
DIV	9500	TOTAL *****	36089	29643.36	82	324801	269854.56	83	.00	433077	163222.44	62	
DEPT	95	TOTAL *****											
		OTHER USES	36089	29643.36	82	324801	269854.56	83	.00	433077	163222.44	62	
FUND	600	TOTAL *****											
		QUALITYLIFE AGENCY FUND	53218	35108.41	66	478962	359686.24	75	.00	638763	279076.76	56	

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
300	BEGINNING BALANCE								
300									
00 00		12,131	.00		109,179	138,832.34	127	145,576	6,743.66
300	**	12,131	.00		109,179	138,832.34	127	145,576	6,743.66
300	*** BEGINNING BALANCE	12,131	.00		109,179	138,832.34		145,576	6,743.66
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	1,750	1,100.00	63	15,750	9,861.25	63	21,000	11,138.75
344	** UTILITY SERVICES	1,750	1,100.00	63	15,750	9,861.25	63	21,000	11,138.75
340	*** CHARGES FOR SERVICES	1,750	1,100.00		15,750	9,861.25		21,000	11,138.75
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		37,494	50,000.00	133	50,000	.00
369	** OTHER MISC REVENUES	4,166	.00		37,494	50,000.00	133	50,000	.00
360	*** OTHER REVENUES	4,166	.00		37,494	50,000.00		50,000	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
90 01	QLIFE OPERATING FUND	27,173	29,643.36	109	244,557	266,790.24	109	326,077	59,286.76
391	** OPERATING TRANSFERS IN	27,173	29,643.36	109	244,557	266,790.24	109	326,077	59,286.76
393	PROCEEDS- LT LIABILITIES								
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	27,173	29,643.36		244,557	266,790.24		326,077	59,286.76
FUND TOTAL QLIFE CAPITAL FUND		45,220	30,743.36		406,980	465,483.83		542,653	77,169.17

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 6000 QLIFE/									
BA	ELB	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
66		EXPENSE-ACCOUNT										
660		FINANCIAL OPERATIONS										
02		MATERIALS & SERVICES										
34	10	ENGINEERING SERVICES	833	440.00	53	7497	.00	0	.00	10000	10000.00	0
	70	CUSTOMER CONNECT COSTS	0	.00	0	0	.00	0	.00	0	.00	0
	90	OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0
43	86	LINE MNTNCE & SUPPLIES	166	.00	0	1494	.00	0	.00	2000	2000.00	0
53	40	LEGAL NOTICES	0	.00	0	0	.00	0	.00	0	.00	0
57	10	PERMIT	0	.00	0	0	.00	0	.00	0	.00	0
02	**	MATERIALS & SERVICES	999	440.00	44	8991	.00	0	.00	12000	12000.00	0
03		CAPITAL OUTLAY										
72	20	BUILDINGS	166	.00	0	1494	.00	0	.00	2000	2000.00	0
74	10	COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0
	20	TELECOMMUNICATIONS EQUIP	9207	.00	0	82863	20520.32	25	.00	110487	89966.68	19
76	10	PRIMARY	4166	482.50	12	37494	27361.00	73	.00	50000	22639.00	55
	20	SECONDARY	3125	578.50	19	28125	13938.31	50	.00	37500	23561.69	37
	30	POLE MAKE READY COSTS	416	.00	0	3744	.00	0	.00	5000	5000.00	0
03	**	CAPITAL OUTLAY	17080	1061.00	6	153720	61819.63	40	.00	204987	143167.37	30
04		DEBT SERVICE										
79	50	LOAN PRINCIPAL PAYMENTS	12251	11505.21	94	110259	119873.86	109	.00	147014	27140.14	82
	51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0
	60	LOAN INTEREST PAYMENTS	3744	3672.20	98	33696	38198.31	113	.00	44935	6736.69	85
	90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
04	**	DEBT SERVICE	15995	15177.41	95	143955	158072.17	110	.00	191949	33876.83	82
660	**	FINANCIAL OPERATIONS	34074	16678.41	49	306666	219891.80	72	.00	408936	189044.20	54
66	**	EXPENSE-ACCOUNT	34074	16678.41	49	306666	219891.80	72	.00	408936	189044.20	54
DIV	6000	TOTAL *****	34074	16678.41	49	306666	219891.80	72	.00	408936	189044.20	54
DEPT	60	TOTAL ***** QLIFE	34074	16678.41	49	306666	219891.80	72	.00	408936	189044.20	54

INVOICE SUMMARY

3/20/11

TOTAL CUSTOMERS INVOICED

17

TOTAL AMOUNT INVOICED

\$37,660.00

450.00 -

37,210.00

received
4/8/11



Columbia Gorge Community College Foundation

400 East Scenic Drive, The Dalles, OR 97058 (541) 506-6111 • 1730 College Way, Hood River, OR 97031 (541) 308-8211
foundation@cgcc.cc.or.us www.cgcc.cc.or.us

April 7, 2011

Dan Ericksen, Chair
QLife Network Board
QualityLife Intergovernmental Agency
313 Court Street
The Dalles, OR 97058

Dear Mr. Ericksen and QLife Board Members:

It is my privilege to thank you for an extremely generous contribution of \$2,000 to Columbia Gorge Community College Foundation. We are grateful to the directors of QualityLife Intergovernmental Agency for helping us achieve our \$50,000 goal toward the James F. and Marion L. Miller Foundation matching grant. This will make a tremendous difference for many bright, deserving individuals in the Mid-Columbia region who are unable to afford a college education.

It is our understanding the QLife Network contribution is intended to provide two “need-based” scholarships of \$1,000 to students studying in the field of technology at Columbia Gorge Community College. These scholarships may be used for tuition and books. Applicants will follow the standard requirements for CGCC Foundation scholarships.

Columbia Gorge Community College staff will advise the recipients that QLife Network provided the scholarships, as requested. CGCC will report on the use of funds and release recipients’ names to the QLife Network board. Columbia Gorge Community College Foundation publicly recognizes contributors, unless a donor requests anonymity.

Thank you for helping students acquire the necessary training for a future in technology. We frequently get letters and cards from appreciative students who have been awarded scholarships. Reading their expressions of gratitude is always heart-warming.

I would like to take this time to say Thank You! Thank you for the \$500 scholarship that has been awarded to me. Thank you for believing in me! This makes me believe in myself even more...

Thank you for the assistance in continuing my RET education at CGCC. I truly appreciate these funds as I am not eligible for Pell Grants or displaced worker funds.

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Receiving this scholarship has given me even more motivation to follow through and accomplish my goals... The money that I received is greatly appreciated, and will be quite helpful in continuing my education. During these difficult times, every bit helps.

We appreciate your outstanding support for Columbia Gorge Community College, our students, and this community. I have enclosed a receipt for **QLife Network** check #3029, dated March 25, 2011.

Sincerely,



Darlene Marick
Resource Development Coordinator

Enclosure – Receipt #1507

cc: Nolan Young, The Dalles City Manager
Karen Carter, CGCC Chief of Student Services
Sara Viemeister, CGCC Scholarship Coordinator

No goods or services were provided to this donor by Columbia Gorge Community College Foundation in exchange for this contribution.