

# **QLife Network**

## **QualityLife Intergovernmental Agency**

### **AGENDA**

<b>QLife Regular Board Meeting</b>
------------------------------------

**Thursday August 16, 2012, Noon  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of July 19, 2012 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. July Financial Reports
  - b. List of Disbursements since Last Meeting
6. Discussion Items
  - a. Potential expansion of Public Wi Fi System
7. Reports
  - a. Redundancy/Bisector Project Update – Memo from Erik Orton
  - b. Aristo Operational Management Report – John Amery
8. Next Meeting Dates:
  - a. Regular Board Meeting September 20,, 2012 Noon
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday July 19, 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 at 12:15 p.m. by President Dan Ericksen

#### Roll Call

In attendance: Erick Larson, Dan Spatz

Staff in attendance: Nolan Young, administrator; Izetta Grossman, Secretary; John Amery, Technical Manager; Keith Mobley, Attorney

Absent : Scott Hege, Brian Ahier

#### Approval of Agenda

Young requested that a report on the strategic plan grant be added to the agenda. It was moved by Spatz and seconded by Larson to approve the agenda as amended. The motion passed unanimously, 2 absent

#### Approval of June 20, 2012 QLife Regular Board Meeting Minutes

It was moved by Larson and seconded by Spatz to approve the minutes of the June 20, 2012 regular board meeting. The motion carried unanimously, 2 absent.

#### Financial Reports

Young reviewed the financial reports noting that outstanding June bills will be paid in July; therefore the June report is not a year-end report.

#### Action Items

Young reviewed the IG noting that this formalizes the agreement with Wasco County.

It was moved by Larson and seconded by Spatz to approve IGA with Wasco County for GIS/IT services. The motion passed unanimously, 2 absent.

#### Reports

Strategic Plan Grant – Mobley reported that the Oregon Business Grant was coming available. Chris Tameron had sent out the forms for application. There will be four grants awarded this year and four next year. The grants were for \$5,000 for local staff to work with the consulting group to develop strategic plans. It was noted that it could be to our advantage to partner with the Warm Springs Tribe on the grant. Application is due September 14, 2012 at 4 p.m.

Larson expressed concern that QLife would not be able to respond to the plan in a timely manner. Young said the debt would be retired in three years, freeing up funds to respond.

Mobley offered to volunteer his time to the project. Young suggested that the Board could amend the budget to include \$10,000 for use of the City's Administrative Intern for the project.

It was moved by Spatz and seconded by Larson to direct staff to make application to the Oregon Business Grant and to amend the budget to fund \$10,000 for the use of the City's Administrative Intern to support the project. The motion passed unanimously, 2 absent.

#### Next Meeting Dates:

Regular Board Meeting September 20, 2012 Noon

Adjourn

Being no further business the meeting was adjourned at 12:50 p.m.

Respectfully submitted:

Izetta Grossman, Recording Secretary

Attested:

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Erick Larson, Secretary/Treasurer

TO: Qlife Board  
 Nolan Young, City Manager  
 FR: Kate Mast, Finance Director  
 RE: Financial Report for QLIFE – July 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.

8% 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, 2012 to July 31, 2012</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 50,438	\$ 66,828	132.5%	* see below
Revenues	\$ 569,100	\$ 41,844	7.3%	
Expenditures	\$ 303,694	\$ 2,033	1.0%	
Transfers to Capital/Debt Fund	\$ 315,844	\$ 28,713	9.0%	
Cash at Month End	\$ 39,481.18			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2012 to July 31, 2012</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 219,124	\$ 212,660	97.0%	* see below
Transfers In	\$ 315,844	\$ 28,713	9.0%	
Revenues	\$ 82,500	\$ 0	0.0%	
M&S / Capital Outlay / Other	\$ 367,684	\$ 1,035	.3%	
Debt Expenditures	\$ 249,784	\$ 0	0.0%	
Cash at Month End	\$ 243,319.61			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** %REV	***** ESTIMATED	***** %REV	***** ACTUAL	***** ACTUAL	***** %REV	***** ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE									
300 00 00		4,203	.00	4,203	.00				50,438	50,438.00
300 **		4,203	.00	4,203	.00				50,438	50,438.00
300 ***	BEGINNING BALANCE	4,203	.00	4,203	.00				50,438	50,438.00
340	CHARGES FOR SERVICES									
344	UTILITY SERVICES									
10 00	UTILITY SERVICE CHARGES	43,862	41,825.00	95	43,862	41,825.00	95	526,350	526,350	484,525.00
15 00	LSN CREDITS	0	.00	0	.00	0	.00	0	0	.00
20 00	CONNECT CHARGES	187	.00	187	.00	187	.00	2,250	2,250	2,250.00
344 **	UTILITY SERVICES	44,049	41,825.00	95	44,049	41,825.00	95	528,600	528,600	486,775.00
340 ***	CHARGES FOR SERVICES	44,049	41,825.00	44,049	41,825.00			528,600	528,600	486,775.00
360	OTHER REVENUES									
361	INTEREST REVENUES									
00 00	INTEREST REVENUES	41	19.39	47	41	19.39	47	500	500	480.61
361 **	INTEREST REVENUES	41	19.39	47	41	19.39	47	500	500	480.61
369	OTHER MISC REVENUES									
00 00	OTHER MISC REVENUES	0	.00	0	.00	0	.00	0	0	.00
20 00	E-RATE REIMBURSEMENT	3,333	.00	3,333	.00	3,333	.00	40,000	40,000	40,000.00
369 **	OTHER MISC REVENUES	3,333	.00	3,333	.00	3,333	.00	40,000	40,000	40,000.00
360 ***	OTHER REVENUES	3,374	19.39	3,374	19.39	3,374	19.39	40,500	40,500	40,480.61
390	OTHER FINANCING SOURCES									
392	SALE OF FIXED ASSETS									
00 00	SALE OF FIXED ASSETS	0	.00	0	.00	0	.00	0	0	.00
392 **	SALE OF FIXED ASSETS	0	.00	0	.00	0	.00	0	0	.00
390 ***	OTHER FINANCING SOURCES	0	.00	0	.00	0	.00	0	0	.00
	FUND TOTAL QUALITYLIFE AGENCY FUND	51,626	41,844.39	51,626	41,844.39	41,844.39	619,538	619,538	577,693.61	577,693.61

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 OLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		*****		*****	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	*EXP	BUDGET	ACTUAL	*EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	%	BDDT
66		EXPENSE-ACCOUNT											
660		FINANCIAL OPERATIONS											
	02	MATERIALS & SERVICES											
	31	10 ADMINISTRATIVE	1666	.00	0	1666	.00	0	.00	20000	20000.00	0	
		15 COUNTY	583	.00	0	583	.00	0	.00	7000	7000.00	0	
		20 OUTSIDE PLANT MAINTENANCE	2333	.00	0	2333	.00	0	.00	28000	28000.00	0	
		90 OTHER SERVICES	0	.00	0	0	.00	0	.00	0	.00	0	
	32	10 AUDIT	416	.00	0	416	.00	0	.00	5000	5000.00	0	
		20 LEGAL SERVICES	700	.00	0	700	.00	0	.00	8400	8400.00	0	
	34	10 ENGINEERING SERVICES	1000	.00	0	1000	.00	0	.00	12000	12000.00	0	
		30 NETWORK SYSTEM MANAGEMENT	5333	.00	0	5333	.00	0	.00	64000	64000.00	0	
		50 SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
	43	10 BUILDINGS AND GROUNDS	166	.00	0	166	.00	0	.00	2000	2000.00	0	
		25 NETWORK EQUIPMENT	383	1190.00	311	383	1190.00	311	.00	4600	3410.00	26	
		87 UTILITIES LOCATED	83	.00	0	83	.00	0	.00	1000	1000.00	0	
	44	10 OFFICE SPACE RENTAL	437	.00	0	437	.00	0	.00	5244	5244.00	0	
		52 10 LIABILITY	458	.00	0	458	.00	0	.00	5500	5500.00	0	
		30 PROPERTY	0	.00	0	0	.00	0	.00	0	.00	0	
	53	20 POSTAGE	16	.00	0	16	.00	0	.00	200	200.00	0	
		30 TELEPHONE	30	63.51	212	30	63.51	212	.00	360	296.49	18	
		40 LEGAL NOTICES	33	.00	0	33	.00	0	.00	400	400.00	0	
	54	00 ADVERTISING	108	.00	0	108	.00	0	.00	1300	1300.00	0	
		57 10 PERMIT	33	.00	0	33	.00	0	.00	400	400.00	0	
	58	10 TRAVEL, FOOD & LODGING	33	90.00	273	33	90.00	273	.00	400	310.00	23	
		50 TRAINING AND CONFERENCES	58	.00	0	58	.00	0	.00	700	700.00	0	
		70 MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	16	.00	0	.00	200	200.00	0	
		80 SCHOLARSHIPS	0	.00	0	0	.00	0	.00	0	.00	0	
	60	10 OFFICE SUPPLIES	16	.00	0	16	.00	0	.00	200	200.00	0	
		63 80 Q LIFE SCHOLARSHIPS	166	.00	0	166	.00	0	.00	2000	2000.00	0	
		90 ROBOTICS GRANTS	166	.00	0	166	.00	0	.00	2000	2000.00	0	
	69	50 MISCELLANEOUS EXPENSES	41	25.00	61	41	25.00	61	.00	500	475.00	5	
		60 POLE CONNECTION FEES	750	664.00	89	750	664.00	89	.00	9000	8336.00	7	
		70 RIGHT OF WAY FEES	1315	.00	0	1315	.00	0	.00	15790	15790.00	0	
		80 ASSETS <\$5000	208	.00	0	208	.00	0	.00	2500	2500.00	0	
	02	** MATERIALS & SERVICES	16547	2032.51	12	16547	2032.51	12	.00	198694	196661.49	1	
	03	CAPITAL OUTLAY											
	74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	1666	.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	1666	.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	18213	2032.51	11	18213	2032.51	11	.00	218694	216661.49	1	
66	**	** EXPENSE-ACCOUNT	18213	2032.51	11	18213	2032.51	11	.00	218694	216661.49	1	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA	ELF	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	BUDGET	BALANCE	BDGT
SUB	SUB		DESCRIPTION							
66			EXPENSE-ACCOUNT							
660		05	FINANCIAL OPERATIONS							
			OTHER							
			DIV 6000 TOTAL	18213	2032.51	11	18213	2032.51	216661.49	1
			DEPT 60 TOTAL	18213	2032.51	11	18213	2032.51	216661.49	1
			QLIFE							





City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
FUND 601	CLIFFE CAPITAL FUND								
ACCOUNT	ACCOUNT								
300	BEGINNING BALANCE								
300 00 00		18,260	.00		18,260	.00		219,124	219,124.00
300 **		18,260	.00		18,260	.00		219,124	219,124.00
300 ***	BEGINNING BALANCE	18,260	.00		18,260	.00		219,124	219,124.00
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
331 **	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 20 00	UTILITY SERVICES	2,708	.00		2,708	.00		32,500	32,500.00
344 **	CONNECT CHARGES	2,708	.00		2,708	.00		32,500	32,500.00
344 ***	UTILITY SERVICES	2,708	.00		2,708	.00		32,500	32,500.00
340 ***	CHARGES FOR SERVICES	2,708	.00		2,708	.00		32,500	32,500.00
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		50,000	50,000.00
369 10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		4,166	.00		50,000	50,000.00
369 **	OTHER MISC REVENUES	4,166	.00		4,166	.00		50,000	50,000.00
369 ***	OTHER REVENUES	4,166	.00		4,166	.00		50,000	50,000.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
391 90 01	IF PMT FROM OTHER FUNDS	26,320	28,713.09	109	26,320	28,713.09	109	315,844	287,130.91
391 **	QLIFE OPERATING FUND	26,320	28,713.09	109	26,320	28,713.09	109	315,844	287,130.91
391 ***	OPERATING TRANSFERS IN	26,320	28,713.09	109	26,320	28,713.09	109	315,844	287,130.91
393 10 00	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
393 **	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393 ***	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	26,320	28,713.09	109	26,320	28,713.09	109	315,844	287,130.91
FUND TOTAL	QLIFE CAPITAL FUND	51,454	28,713.09	109	51,454	28,713.09	109	617,468	588,754.91



FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/ *****CURRENT***** YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	BUDGET	BALANCE	BDGT
SUB	DESCRIPTION	BUDGET	ACTUAL	EXP	ENCUMBER.	
60	QLIFE FUND					
600	OTHER USES					
05	OTHER					
84 15	RSRV FOR SYS IMPROVEMENTS	11666	.00	0	.00	140000.00 0
20	RSRV FOR CO EXPANSION	0	.00	0	.00	.00 0
05 **	OTHER	11666	.00	0	.00	140000.00 0
600 **	OTHER USES	11666	.00	0	.00	140000.00 0
60 **	QLIFE FUND	11666	.00	0	.00	140000.00 0
66	EXPENSE-ACCOUNT					
660	FINANCIAL OPERATIONS					
05	OTHER					
84 30	FOR DEBT RETIREMENT	0	.00	0	.00	.00 0
05 **	OTHER	0	.00	0	.00	.00 0
06	CONTINGENCY / UAFB					
88 00	CONTINGENCY	4184	.00	0	.00	50209.00 0
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	.00	.00 0
06 **	CONTINGENCY / UAFB	4184	.00	0	.00	50209.00 0
660 **	FINANCIAL OPERATIONS	4184	.00	0	.00	50209.00 0
66 **	EXPENSE-ACCOUNT	4184	.00	0	.00	50209.00 0
DIV 9500	TOTAL *****	15850	.00	0	.00	190209.00 0
DEPT 95	TOTAL *****	15850	.00	0	.00	190209.00 0
FUND 601	TOTAL *****	51450	1035.00	2	600.00	615833.00 0

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 7/1/2012 TO: 8/8/2012

Revenue:	Billed as of		
	QLife Monthly Billings	BILLING DONE ON THE 20TH	41,825.00

TOTAL: **41,825.00**

Expenditures:			
North American Numbering Plan			25.00
CentryLink	Pole Connects		664.00
Commstructures	Engineering		2,331.25
Anzac	Lunch		90.00
Gorge.net	Phone		31.63
Itwatchdogs	Security system for Qlife area		988.67
City of The Dalles	ROW		1,254.75
Keith Mobley	Legal		240.00

TOTAL: **5,625.30**

FUND: CAPITAL 601  
 FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 7/1/2012 TO: 8/8/2012

Revenue:

TOTAL:

Expenditures:			
Columbia State Bank	Commercial Loan/Interest		11,494.11
Commstructures	Bisector		2,195.00
Northsky	Bisector		80,165.65
RAL	Bisector		1035

TOTAL: **94,889.76**

## Izetta F. Grossman

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**From:** Erik Orton <erik@commstructureconsulting.com>  
**Sent:** Wednesday, August 08, 2012 10:07 AM  
**To:** Izetta F. Grossman  
**Cc:** John Amery  
**Subject:** RE: QLIFE

Izetta,

Here is an update on the Bisector / St. Mary's Project:

1. All aerial and underground construction is complete / I will be doing a final inspection for punch list the end of this week or next
2. Splicing and termination is underway and progressing
3. All new cable stubs and termination panels have been installed in City Hall and Cable Stubs Terminated in panels
4. Bisector 144F Cable is spliced and terminated in City Hall and Terminated at St. Mary's Remote ready for existing cable cut over
5. Existing Backbone Cables are ready for cut-over and section throw into City Hall and St. Mary's Remote
6. Working with John Amery to develop Splicing Schedules and Maintenance Windows with existing Q-Life Customers

Please let me know if you need additional information and have a good week!

Erik Orton  
Commstructure Consulting, LLC | 811 Railroad Ave. | Oregon City, OR 97045  
971.266.4440 Direct | 503.310.8340 Mobile | 503.343.4134 Main



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**From:** Izetta F. Grossman [<mailto:igrossman@ci.the-dalles.or.us>]  
**Sent:** Wednesday, August 08, 2012 8:08 AM  
**To:** John Amery; Erik Orton  
**Subject:** QLIFE

Guys,

Board packets go out tomorrow – I need your reports please ;)

thanks

*Izetta Grossman*  
Executive Secretary  
City Manager's Office  
City of The Dalles  
313 Court St  
The Dalles, OR 97058  
541-296-5481 Ext 1119  
541-296-6906 Fax

Aristo  
Technical Management Report  
By  
John Amery  
08/09/2012

Maintenance Projects Aristo Networks llc. is currently working on:

1. System Monitoring – New industry standards are evolving for “Carrier Ethernet”. This budget year, will place more emphasis on improving system monitoring.
2. Easement for access to fiber by Norcor