

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

<b>QLife Regular Board Meeting</b>
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**Tuesday November 15, 2011 4PM  
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. Tour of QLife Plant
5. Approval of October 26, 2011 QLife Regular Board Meeting Minutes
6. Financial Reports
  - a. October Financial Reports
  - b. List of Disbursements since Last Meeting
7. Reports
  - a. Aristo Operational Management Report – John Amery
    - i. Status of fiber order
    - ii. Status of RFP
    - iii. Other activities/issues
8. Next Meeting Dates:
  - a. Regular Board Meeting December 20, 2011 4pm
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### Minutes

#### QLife Regular Board Meeting

Wednesday, October 26, 2011 3:30PM  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room

#### Call to Order

The meeting was called to order at 3:31pm by President Dan Ericksen

#### Roll Call

In attendance: Scott Hege, Dan Spatz

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

#### Approval of Agenda

It was moved by Spatz, and seconded by Hege to approve the agenda as submitted. The motion carried unanimously, 2 absent.

#### Approval of September 8, 2011 QLife Regular Board Meeting Minutes

It was moved by Hege and seconded by Spatz to approve the minutes of the September 8, 2011 regular board meeting. The motion carried unanimously, 2 absent.

#### Financial Reports

Young reviewed the finance report, there were no questions.

#### Discussion Items

##### **Erick Larson arrived 3:35pm**

Erik Orton explained the plan for the new RFP for Bisector/Redundancy. With the loss of the potential partner, the project scope was reduced. It was expected that completion of the project, including the transfer of customers to the improved system would be next November (2012). There was a seasonal delay, as well as delay in fiber purchase. The plan was for construction to begin in July; then by November to have the lit customer migrated to the new system.

Orton suggested removing the fiber purchase from the RFP, in order for QLife to order sooner. It was the consensus of the board to proceed in that fashion. In response to a question of expenditures Orton explained that the engineering charges were double due to PUD pole engineering requirements that required engineering to be redone.

In response to a question, Young reported that there were funds in contingency to cover the project.

#### Reports

Aristo Operational Management Report –Amery reported that space was tight at City Hall, he was planning to move QLife equipment to one rack, requiring some down time. Amery reported that a change in core electronics made a while back wasn't working out as he expected and was moving back to the original product.

The Board requested a tour of the plant at the beginning of the next Board Meeting.

The Board adjourned from Regular Session (excusing Orton and Amery) and entered into Executive Session at 4:23pm.

The Executive Session was held under ORS 192.660 (1) (f) and ORS 192.501 (2) to allow staff to report on current and pending activity involving customer trade secret and security concerns.

**Spatz retired from the meeting at 4:38pm**

The Board reconvened to open session at 4:39pm.

Next Meeting Dates:

Regular Board Meeting November 15, 2011 4pm beginning with a tour of the QLife plant.

Adjourn

Being no further business the meeting was adjourned at 4:43pm

Respectfully submitted:

Izetta Grossman, Recording Secretary

ATTEST:

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Erick Larson

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

33% 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, 2011 through October 31, 2011</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 120,000	\$ 120,561	100.0%	* see below
Revenues	\$ 583,800	\$ 177,666	30.4%	
Expenditures	\$ 296,174	\$ 24,598	8.3%	
Transfers to Capital/Debt Fund	\$ 407,626	\$ 148,228	36.4%	
Cash at Month End	\$ 86,840.26			

Exceptions:

- 1) Beginning Balance: *\* The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures: The Advertising line item has been overspent by \$492.70 due to incorrect coding of the bid notice publication for the Bisector project. This will be corrected next month. The remaining \$1,123.90 was spent on sponsoring the Connect Oregon Conference.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2011 through October, 2011</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 249,473	\$ 259,625	1.04%	* see below
Transfers In	\$ 407,626	\$ 148,228	36.4%	
Revenues	\$ 81,000	\$ 974	1.2%	
M&S / Capital Outlay / Other	\$ 593,137	\$ 34,988	5.9%	
Debt Expenditures	\$ 144,962	\$ 64,837	44.7%	
Cash at Month End	\$ 287,324.49			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures: The Buildings line item has been overspent by \$10,381.09. We mis-coded \$10,696.38 that should have been posted to line maintenance. The remaining amount is for the LSN co-location room. LSN is paying for 50% of those costs.
- 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		10,000	.00		40,000	.00		120,000	120,000.00
300	**	10,000	.00		40,000	.00		120,000	120,000.00
300	***	10,000	.00		40,000	.00		120,000	120,000.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	42,787	40,625.00	95	171,148	161,000.00	94	513,450	352,450.00
15 00	LSN CREDITS	2,291	5,500.00	240	9,164	16,500.00	180	27,500	11,000.00
20 00	CONNECT CHARGES	187	.00		748	.00		2,250	2,250.00
344	**	45,265	46,125.00	102	181,060	177,500.00	98	543,200	365,700.00
340	***	45,265	46,125.00		181,060	177,500.00		543,200	365,700.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	50	27.57	55	200	165.73	83	600	434.27
361	**	50	27.57	55	200	165.73	83	600	434.27
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	3,333	.00		13,332	.00		40,000	40,000.00
369	**	3,333	.00		13,332	.00		40,000	40,000.00
360	***	3,383	27.57		13,532	165.73		40,600	40,434.27
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392	**	0	.00		0	.00		0	.00
390	***	0	.00		0	.00		0	.00
FUND TOTAL QUALITYLIFE AGENCY FUND		58,648	46,152.57		234,592	177,665.73		703,800	526,134.27



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											
	05		OTHER											
			QLIFE	17586	10549.17	60	70344	24597.59	35	.00	211174	186576.41	12	

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											
81	91		QLIFE CAPITAL FUND	33968	37056.91	109	135872	148227.64	109	.00	407626	259398.36	36	
83	10		ESD E-RATE	3333	.00	0	13332	.00	0	.00	40000	40000.00	0	
05	**		OTHER	37301	37056.91	99	149204	148227.64	99	.00	447626	299398.36	33	
06			CONTINGENCY / UAFB											
88	00		CONTINGENCY	3750	.00	0	15000	.00	0	.00	45000	45000.00	0	
89	00		UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06	**		CONTINGENCY / UAFB	3750	.00	0	15000	.00	0	.00	45000	45000.00	0	
600	**	**	FINANCIAL OPERATIONS	41051	37056.91	90	164204	148227.64	90	.00	492626	344398.36	30	
60	**	**	EXPENSE-ACCOUNT	41051	37056.91	90	164204	148227.64	90	.00	492626	344398.36	30	
DIV	9500		TOTAL *****	41051	37056.91	90	164204	148227.64	90	.00	492626	344398.36	30	
DEPT	95		TOTAL *****	41051	37056.91	90	164204	148227.64	90	.00	492626	344398.36	30	
			OTHER USES	41051	37056.91	90	164204	148227.64	90	.00	492626	344398.36	30	
FUND	600		TOTAL *****	58637	47606.08	81	234548	172825.23	74	.00	703800	530974.77	25	
			QUALITYLIFE AGENCY FUND	58637	47606.08	81	234548	172825.23	74	.00	703800	530974.77	25	





City of The Dalles

FUND 601 QLIFE CAPITAL FUND		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		20,789	.00		83,156	.00		249,473	249,473.00
300	**	20,789	.00		83,156	.00		249,473	249,473.00
300	*** BEGINNING BALANCE	20,789	.00		83,156	.00		249,473	249,473.00
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	2,583	.00		10,332	973.80	9	31,000	30,026.20
344	** UTILITY SERVICES	2,583	.00		10,332	973.80	9	31,000	30,026.20
340	*** CHARGES FOR SERVICES	2,583	.00		10,332	973.80		31,000	30,026.20
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		16,664	.00		50,000	50,000.00
369	** OTHER MISC REVENUES	4,166	.00		16,664	.00		50,000	50,000.00
360	*** OTHER REVENUES	4,166	.00		16,664	.00		50,000	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	33,968	37,056.91	109	135,872	148,227.64	109	407,626	259,398.36
391	** OPERATING TRANSFERS IN	33,968	37,056.91	109	135,872	148,227.64	109	407,626	259,398.36
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	33,968	37,056.91		135,872	148,227.64		407,626	259,398.36
FUND TOTAL QLIFE CAPITAL FUND		61,506	37,056.91		246,024	149,201.44		738,099	588,897.56

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2011-12		
PERIOD DETAIL	FROM:	10/15/2011 TO:	11/9/2011
Revenue:	Billed as of		
	QLife Monthly Billings	<b>BILLING DONE ON THE 20TH</b>	
TOTAL:			-
Expenditures:			
Merina & Company	Auditor		2,000.00
Gorge.net	Phone		30.00
Spartan Promotions	trade show gifts		623.90
Commstructures	Engineering		1,625.00
Izetta Grossman	travel reimbursment		45.51
Keith Mobley	Legal		555.00
Rage	Banner		132.00
TOTAL:			<b>5,011.41</b>

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2011-12		
PERIOD DETAIL	FROM:	10/15/2011 TO:	11/9/2011
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures			477.50
Platt	Commodore		142.18
HD Supply	Bisector/redundancy		3,612.00
TOTAL:			<b>19,409.09</b>

LSN CREDITS

5500