

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

**Tuesday April 28, 2009
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 17, 2009 Minutes QLife Regular Board Meeting**
- 5. Financial Reports**
 - a. March Financial Reports**
 - b. List of Disbursements since Last Meeting**
- 6. Reports**
 - a. Aristo Operational Management Report – John Amery**
 - b. Bisector Project Progress**
 - c. Redundancy Project Progress**
- 7. Next Meeting Dates:**

Regular Board Meeting May 26, 2009 3:30pm
- 8. Adjourn**


QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday March 17, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30 pm

Call to Order

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

Roll Call

In attendance: Board members: Erick Larson, Brian Ahler, Dan Spatz. Staff: Nolan Young, Keith Mobley, John Amery, Izetta Grossman.

Approval of Agenda

Young asked to add Action Item: The Dalles Area Utility Commission Membership. It was moved by Spatz and seconded by Larson to approve the Agenda as amended. The motion carried unanimously, 1 absent.

Approval of February 24, 2009 Minutes QLife Regular Board Meeting

It was moved by Larson and seconded by Spatz to approve the minutes of the February 24, 2009 Board meeting. The motion carried unanimously, 1 absent.

Financial Reports – reviewed by Young, no questions.

- a. **February Financial Reports**
- b. **List of Disbursements since Last Meeting (billing not yet done)**

Action Items

- a. **Adopt FY 2009-10 Financial Priorities Policy** - it was moved by Spatz and 2nd by Ahler to adopt the FY 2009-10 Financial Priorities Policy as presented.
- b. **The Dalles Area Utility Council Membership** - Young explained this council is a group that included the City, County, NWC PUD, Chenoweth Water, Embarq, NW Natural Gas that gets grants for the Call before you dig program. QLife has been invited to join. Membership is \$40/year and requires attendance at a monthly meeting. Young suggested that Jim Schwinof be asked to represent QLife at these meetings, as he is the person who handles the "dig tickets" for QLife. It was the consensus of the Board to join and ask Jim Schwinof to attend the meetings.

Reports

- a. **Aristo Operational Management Report** – Amery reported that the fiber repair costs were close to \$40,000. He doesn't have everything in yet. He brought a case to show the fiber.
- b. **Bisector Project/Redundancy Project Progress** – Amery reported he is still working on cutting construction costs. Eric Orton is on vacation and when he returns they will get together to review options.
- c. **Dan Spatz** reported on Broadband stimulus package meeting that he attended while in Washington DC with the Outreach Team. The focus is on underserved areas, education, healthcare, law enforcement and business development. Link Shadley is working on draft ideas. The specific guidelines for proposals have not been established. The large telecom companies are going after the \$7 billion.

The board asked that the following ideas be passed on to Link:

1. Expand the Qlife area of service
2. Wireless cloud
3. Maupin Education Service
4. Fringe area expansion
5. Law enforcement

Next Meeting Dates:

Budget Committee Meeting April 28, 009 3:30 pm

Regular Board Meeting April 28, 2009 directly following in the Budget Committee meeting

Adjourn

Being no further business the meeting was adjourned at 4:23pm

Submitted by

Izetta Grossman

Recording Secretary

Signed: _____
Erick Larson, Sec/Tres

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – March 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 March 2009 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, 2008 to March 31, 2009</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 328,543	67.8%
Expenditures	\$ 222,844	\$ 91,039	40.8%
Transfers to Capital/Debt	\$ 323,847	\$ 250,385	77.3%
Cash at Month End	\$22,254.07		

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 after seven months. 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 \$29,291. We have a few customers that are 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 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
- b. The 112% 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.

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

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2008 to March 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	\$ 58,344	82.1%
Expenditures	\$ 508,327	\$ 196,080	38.6%
Cash at Month End	\$ 206,424.81		

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

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** \$REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** \$REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		5,161	.00		46,449	63,841.66	137	61,943	1,898.66-
300 **		5,161	.00		46,449	63,841.66	137	61,943	1,898.66-
300 ***	BEGINNING BALANCE	5,161	.00		46,449	63,841.66		61,943	1,898.66-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
	FEDERAL GRANTS-MISC								
331 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
334 90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
	STATE GRANTS								
334 **	STATE GRANTS	0	.00		0	.00		0	.00
337	LOCAL GOVERNMENT REVENUES								
337 90 00	LOCAL GOVT REV-PARTNERS	0	.00		0	.00		0	.00
	LOCAL GOVERNMENT REVENUES								
337 **	LOCAL GOVERNMENT REVENUES	0	.00		0	.00		0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341 80 00	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
	COPIES, PLANS, ORD'S ETC								
341 90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
	GENERAL GOVERNMENT								
341 **	GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
344 10 00	UTILITY SERVICE CHARGES	29,652	29,135.00	98	266,958	252,285.99	95	355,950	103,664.01
	LSN CREDITS	5,504	11,002.00	300	49,536	43,009.00	87	66,043	23,039.00
	CONNECT CHARGES	187	1,896.00	1014	1,683	3,245.00	193	2,250	596.00-
	DELINQUENT ACCT INTEREST	0	.00		0	.00		0	.00
344 **	UTILITY SERVICES	35,353	42,026.00	-19	318,177	298,540.99	94	424,248	125,707.01
345	OTHER LINE CHARGES								
345 10 00	SENIOR RATE ASSISTANCE	0	.00		0	.00		0	.00
	UNCOLLECTIBLE ACCOUNTS								
345 20 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00		0	.00
	ROADMET DISCOUNT FEES								
345 30 00	ROADMET DISCOUNT FEES	0	.00		0	.00		0	.00
	ROADMET CHARGES								
345 40 00	ROADMET CHARGES	0	.00		0	.00		0	.00
	OTHER LINE CHARGES								
345 **	OTHER LINE CHARGES	0	.00		0	.00		0	.00
340 ***	CHARGES FOR SERVICES	35,353	42,026.00		318,177	298,540.99		424,248	125,707.01

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	***** ACTUAL	***** %REV	***** ESTIMATE	***** UNREALIZED BALANCE
360	OTHER REVENUES								
361	INTEREST REVENUES	41	114.32	279	369	567.93	154	500	67.93-
361	INTEREST REVENUES	41	114.32	279	369	567.93	154	500	67.93-
269	OTHER MISC REVENUES	0	.00		0	435.00		0	435.00-
20 00	OTHER MISC REVENUES	5,000	.00		45,000	28,999.44	64	60,000	31,000.56
20 00	3-RATE REIMBURSEMENT								
269	OTHER MISC REVENUES	5,000	.00		45,000	29,434.44	65	60,000	30,565.56
360	OTHER REVENUES	5,041	114.32		45,369	30,002.37		60,000	30,497.63
390	OTHER FINANCING SOURCES								
392	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	45,555	42,140.32		409,995	392,385.02		516,591	154,305.98

FUND	EA	SUB	OBJ	DESCRIPTION	*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDRT
					BUDGET	ACTUAL	BUDGET	ACTUAL				
610	02	**	**	AIRPORT	0	.00	0	.00	.00	0	.00	0
610	02	**	**	MATERIALS & SERVICES	0	.00	0	.00	.00	0	.00	0
610	02	**	**	ASSETS < 95000	0	.00	0	.00	.00	0	.00	0
610	02	**	**	MATERIALS & SERVICES	0	.00	0	.00	.00	0	.00	0
610	02	**	**	AIRPORT	0	.00	0	.00	.00	0	.00	0
610	02	**	**	AIRPORT	0	.00	0	.00	.00	0	.00	0
650	650			EXPENSE-ACCOUNT								
650	650			FINANCIAL OPERATIONS								
650	650			MATERIALS & SERVICES								
650	650			ADMINISTRATIVE	1666	30	0	14924	4205.03	28	15793.97	21
650	650			OUTSIDE PURCH MAINTENACE	416	30	0	3744	.00	0	5000.00	0
650	650			COUNTY	1333	12922.50	969	11997	13138.50	110	2861.50	82
650	650			OTHER SERVICES	0	.00	0	.00	.00	0	.00	0
650	650			ADUIT	465	30	0	4194	5500.00	134	5600.00	100
650	650			LEGAL SERVICES	600	495.00	93	5400	8030.00	149	1200.00	112
650	650			ENGINEERING SERVICES	1616	660.00	41	14544	2574.00	18	19400.00	13
650	650			NETWORK SYSTEM MANAGEMENT	3275	30	0	29475	14771.00	50	39300.00	38
650	650			SPECIAL STUDIES & REPORTS	0	.00	0	.00	.00	0	.00	0
650	650			BUILDINGS AND GROUNDS	166	30	0	1494	.00	0	2000.00	0
650	650			NETWORK EQUIPMENT	166	30	0	1494	.00	0	1294.72	155
650	650			OFFICE EQUIPMENT	0	.00	0	.00	.00	0	.00	0
650	650			SPEL UTILITY EQUIPMENT	0	.00	0	.00	.00	0	.00	0
650	650			LINE MNTNCE & SUPPLIES	0	.00	0	.00	.00	0	.00	0
650	650			UTILITIES LOCATES	83	30	0	747	112.35	15	997.55	11
650	650			OFFICE SPACE RENTAL	261	30	0	2345	1565.00	57	3132.00	50
650	650			LIABILITY	462	30	0	4158	4763.00	115	1556.00	86
650	650			PROPERTY	22	30	0	198	280.00	141	787.00	86
650	650			AUTOMOTIVE	0	.00	0	.00	.00	0	5.00	102
650	650			NOANET CHARGES	0	.00	0	.00	.00	0	.00	0
650	650			POSTAGE	16	30	0	144	105.00	73	95.00	53
650	650			TELEPHONE	54	30	0	486	435.54	90	213.46	67
650	650			LEGAL NOTICES	23	30	0	297	.00	0	600.00	0
650	650			PUBLIC EDUCATION/INFO	0	.00	0	.00	.00	0	.00	0
650	650			ADVERTISING	83	30	0	747	.00	0	1000.00	0
650	650			PERMIT	0	.00	0	.00	.00	0	375.00	0
650	650			TRAVEL, FOOD & LODGING	83	30	0	747	375.00	0	808.95	19
650	650			TRAINING AND CONFERENCES	33	30	0	297	191.95	26	400.00	0
650	650			MEMBERSHIPS/DUES/SUBSCRIP	25	30	0	325	.00	0	300.00	0
650	650			OFFICE SUPPLIES	41	30	0	369	80.80	23	419.10	15
650	650			SPECIAL DEPT SUPPLIES	0	.00	0	.00	.00	0	.00	0
650	650			MISCELLANEOUS EXPENSES	41	30	0	369	400.00	108	100.00	80
650	650			SOLE CONNECTION FEES	500	30	0	4500	5419.44	120	589.56	90
650	650			MATERIALS & SERVICES	11441	14077.50	123	102969	62039.81	60	72072.47	48
650	650			CAPITAL OUTLAY	0	.00	0	.00	.00	0	.00	0

