

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

Tuesday June 17, 2008  
The Dalles City Hall, 313 Court Street  
**2<sup>nd</sup> Floor Conference Room**  
**5:30 pm**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of May 27, 2008 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. April Financial Reports
  - b. List of Disbursements since Last Meeting
6. Public Hearing

Fiscal Year 2008-09 QLife Budget
7. Action Items
  - a. Resolution 08-001 Adopting FY 2008-09 Budget
8. Discussion Items
  - a. FY 2008-09 Project Schedule based on anticipated cash flow
9. Reports
  - a. Aristo Management Report – John Amery
10. Next Meeting Dates:

Regular Board Meeting July 22, 2008 5:30 pm
11. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Tuesday May 27, 2008  
The Dalles City Hall, 313 Court Street  
**2<sup>nd</sup> Floor Conference Room**  
**5:30 pm**

#### **Call to Order**

President Dan Ericksen called the meeting to order at 5:35pm

#### **Roll Call**

Present: Jim Broehl, Rob Kovacich, Keith Mobley, Nolan Young, John Amery, Izetta Grossman  
Absent: Bill Lennox, Eric Larsen

#### **Approval of Agenda**

It was moved by Broehl and seconded by Kovacich to approve the agenda as submitted. The motion carried unanimously; 2 absent.

#### **Approval of April 29, 2008 Minutes QLife Regular Board Meeting**

It was moved by Broehl and seconded by Kovacich to approve the minutes of the April 29, 2008 meeting as submitted. The motion carried unanimously; 2 absent.

#### **Financial Reports**

Young presented the financial reports.

- a. April Financial Reports
- b. List of Disbursements since Last Meeting

#### **Action Items**

a. Authorization to proceed with additional fiber for loop bisector – Young reviewed the staff report. Broehl moved to authorize staff to proceed with purchase and construction of additional fiber for the bisector as presented in the staff report. Kovacich seconded the motion. The motion carried unanimously; 2 absent.

b. Authorization to purchase surplus fiber for repairs – Young reviewed the staff report. Broehl moved to authorize staff to purchase surplus fiber for inventory. Kovacich asked if we needed 3 bids, due to the amount of the purchase, Mobley concurred. Broehl revised motion to read authorize staff to purchase surplus inventory fiber after 3 bids were received, taking the best bid. Kovacich seconded the motion. The motion passed unanimously, 2 absent.

#### **Discussion Items**

a. Proposed QLife proactive maintenance – Amery reviewed the staff report noting that after conversations with Eric Orton it was discovered that not to exceed 40 hour of engineering time needed to be added to the project. It was the consensus of the Board that due to the level of customers it is prudent to proceed with this proactive maintenance.

#### **Reports**

- a. Big Eddy Project 02 Construction – Young reported that this project is complete; charges are being compiled for invoicing.

- b. Aristo Management Report -Amery reported an eventful month, busy, not negative. Customers are requiring us to step up, and this is a good thing.

**Next Meeting Dates:**

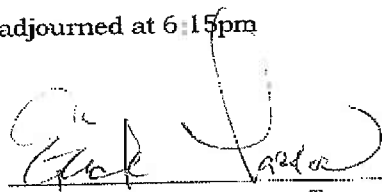
Regular Board Meeting and Budget Public Hearing: June 17, 2008 5:30 pm

**Adjourn**

Being no further business the meeting was adjourned at 6:15pm

Submitted by/  
Izetta Grossman  
Recording Secretary

SIGNED:

  
Erick Larson, Secretary-Treasurer

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – May 31, 2008

**BANKING:**

QLife monies are deposited into a separate bank account. As the minimum balance is below the required amount for interest earnings we receive no revenue from this checking account.

The information below is a comparison of budget to actual revenues and expenditures for May 2008 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

92% of the year has passed.

Each fund narrative has four possible paragraphs; 1-is the beginning balance (calculated), 2-is new revenues, 3-is expenditures and 4-if present is budget changes.

**Operations (600):**

**BUDGET COMPARISONS**

	<u>July 1, 2007 to May 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 307,117	79.2%
Expenditures	\$ 466,126	\$ 312,123	67.0%
Cash at Month End		\$18,464.30	

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$65,300 is 13,014 less than the estimate for this fiscal year.
- 2) Revenues:
  - a. The monthly LSN Credit amount has increased by \$976 due to a new customer. The monthly billing average for LSN Credit for July through April is \$5,004, and at this rate should exceed the FY07/08 budgeted estimate by \$5,496 for the year. We have not yet received the payment for May.
  - b. The monthly billing average for the FY07/08 is \$23,350. We excluded the LSN Credits in this calculation. User fees revenue is currently 95.0% of budget.
- 3) Expenditures:
  - a. Total transfers from the operating fund (600) to the capital fund (601) is at 94.0% for the year. This is slightly ahead of schedule because larger transfers were made in December in order to cover the debt service payments.

- b. The 'Office Space Rental' line item is over-expended by \$64.00 because we are renting a second room.  
 The 'Liability' insurance line item is over-expended by \$43.00.  
 The 'Training & Conferences' line item is over-expended by \$5,200.
- 4) **Budget Changes:** Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
- ✓ increased the Beginning Balance by \$27,314
  - ✓ added \$5,000 to Contractual Services line item
  - ✓ added \$8,000 to Travel, Food & Lodging line item
  - ✓ added \$14,314 to Transfers Out to the QLife Capital Fund line item

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2007 to May 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 303,735 *	102.3%
Expenditures	\$ 316,278	\$ 250,076 *	79.1%
Cash at Month End		\$ 75,395.76	

*\* Excludes FFCO Loan revenues and expenditures (\$1,079,978.00) posted in May. The loan monies were not received in the QLife bank account, but were paid directly to Columbia River Bank and the State to retire prior loans.*

**Exceptions:**

- 1) **Beginning Balance:** The audited beginning balance of \$24,418 is now \$4,985 more than the estimate for FY07/08. We do have reimbursements outstanding \$14,093 for Project 02 redundancy that we hope to collect this year. The fire damage payment of \$17,000 has been received.
- 2) **Revenues:** \$6,068 of the revenue is a connection cost for a new customer. The \$50,000 E-Zone payment was received in February. The \$50,000 payment on the Columbia River Bank loan was made in March.
- 3) **Expenditures:**
  - a. Expenditures include \$4,986 in secondary lines for connection of a new customer.
  - b. Expenditures against line items with no budget caused 'Buildings' to be over-expended by \$3,170, and 'Computer Equipment' to be over-expended by \$1,615. The line item for 'Secondary' lines has been over-expended by \$19,086.67. This is for work that we will be reimbursed for. All of these line items are in the Capital Outlay category, and that overall category is still within budget.
- 4) **Budget Changes:** Resolution No. 2007-01 (11/06/07), adopted a supplemental budget that made the following changes:
  - ✓ increased the Beginning Balance by \$9,686
  - ✓ increased the Transfers In from the Capital Fund by \$14,314
  - ✓ added \$24,000 to the Columbia River Bank – Principal Payment line item



City of The Dalles

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** \$REV	***** ESTIMATE	UNREALIZED BALANCE
FUND 600	QUALITYLIFE AGENCY FUND								
ACCOUNT	ACCOUNT								
340	CHARGES FOR SERVICES								
345	OTHER LINE CHARGES								
340 ***	CHARGES FOR SERVICES	27,277	31,024.00	114	300,047	309,590.00	103	327,312	17,722.00
360	OTHER REVENUES								
361	INTEREST REVENUES	42	.00		462	.00		500	500.00
361 **	INTEREST REVENUES	42	.00		462	.00		500	500.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	330.00		0	7,130.00-		0	7,130.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		55,000	4,656.96	9	60,000	55,343.04
369 **	OTHER MISC REVENUES	5,000	330.00	7	55,000	2,473.04-	5	60,000	62,473.04
360 ***	OTHER REVENUES	5,042	330.00	7	55,462	2,473.04-	5	60,500	62,973.04
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	39,983	31,354.00	79	426,157	372,416.96	97	466,126	93,709.04

