

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

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

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of April 29, 2008 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. April Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Items
 - a. Authorization to proceed with additional fiber for loop bisector
 - b. Authorization to purchase surplus fiber for repairs
7. Discussion Items
 - a. Proposed QLife proactive maintenance
8. Reports
 - a. Big Eddy Project 02 Construction
 - b. Aristo Management Report – John Amery
9. Next Meeting Dates:
Regular Board Meeting and Budget Public Hearing: June 17, 2008 5:30 pm
10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday April 29, 2008
The Dalles City Hall, 313 Court Street
COUNCIL CHAMBERS
6:30 pm after Budget Committee Meeting

Call to Order

President Dan Ericksen called the meeting to order at 6:18pm

Roll Call

In attendance: Erick Larsen, Jim Broehl, Nolan Young, Keith Mobley, Izetta Grossman, John Amery, Rodger Nichols

Absent: Bill Lennox, Rob Kovacich

Approval of Agenda

It was moved by Broehl and seconded by Larsen to approve the Agenda as submitted. The motion passed unanimously, 2 absent.

Approval of March 25, 2008 Minutes QLife Regular Board Meeting

It was moved by Larsen and seconded by Broehl to approve the Minutes of the March 25, 2008 meeting as submitted. The motion passed unanimously, 2 absent.

Financial Reports were reviewed by Young. No questions.

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

Action Items

a. Recommendation regarding loan refinancing – Young reviewed report. Larsen moved to recommend to the City and the County that they and the QLife Intergovernmental Agency enter into an agreement where the city acquires financing for the purpose of QLife paying off the current CRB loan and the SPWF obligations. And authorize the President of QLife to sign the agreement for such refinancing with the City and the County. Broehl seconded the motion. The motion passed unanimously with 2 absent.

Discussion Item:

a. Timing of special projects was discussed and it was the consensus of the Board that their first priority is redundancy, then the bisector. Cash flow will determine the best start date for these projects.

Reports

- a. Aristo Management Report – Amery reported that there was a major outage, it didn't effect QLife, but Embarq/Sprint were down for most of a day. City Hall and the E. Side of the City had an small outage (1 min) – QLife was not effected, the back up came on.
- b. Amery brought up that the new GIS system will need an audit annually and initially to make sure everything is in the system. He was unsure if this fell into the maintenance contract or if it needed to come before the Board for authorization. John & Nolan will get together and discuss the issue and if it falls under maintenance for further discussion at the May meeting.
- c. Mobley announced he is selling his law practice, but will retain a few clients. He would like to retain QLife if the Board would like him to. It was the consensus of the Board to keep Mobley.

Next Meeting Dates:


Regular Board Meeting: May 27, 2008 approximately 5:30 pm

Adjourn

Being no further business the meeting was adjourned at 6:50pm

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 – April 30, 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 April 2008 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

83% 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 April 30, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 275,763	71.1%
Expenditures	\$ 466,126	\$ 286,640	61.5%
Cash at Month End		\$6,903.12	

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 February 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 April.
 - b. The monthly billing average for the FY07/08 is \$23,083. We excluded the LSN Credits in this calculation. User fees revenue is currently 85.3% of budget.
- 3) **Expenditures:**
 - a. Total transfers from the operating fund (600) to the capital fund (601) is at 86.1% 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 April, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 285,224	96.0%
Expenditures	\$ 316,278	\$ 233,959	74.0%
Cash at Month End		\$ 72,843.15	

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	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300	00 00	7,654	.00		52,984	65,300.00	104	78,314	13,014.00
300	**	7,654	.00		62,984	65,300.00	104	78,314	13,014.00
300	***	7,654	.00		62,984	65,300.00	104	78,314	13,014.00
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES	0	.00		0	.00	0	0	.00
331	FEDERAL GRANTS-MISC	0	.00		0	.00	0	0	.00
331	**	0	.00		0	.00	0	0	.00
334	STATE GRANTS	0	.00		0	.00	0	0	.00
334	STATE GRANTS, OTHER	0	.00		0	.00	0	0	.00
334	**	0	.00		0	.00	0	0	.00
337	LOCAL GOVERNMENT REVENUES	0	.00		0	.00	0	0	.00
337	LOCAL GOVT REV-PARTNERS	0	.00		0	.00	0	0	.00
337	**	0	.00		0	.00	0	0	.00
330	INTERGOVERNMENTAL REVENUE	0	.00		0	.00	0	0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	0	.00		0	.00	0	0	.00
341	COPIES, PLANS, ORD'S ETC	0	.00		0	.00	0	0	.00
341	MISC SALES AND SERVICES	0	.00		0	.00	0	0	.00
341	**	0	.00		0	.00	0	0	.00
344	UTILITY SERVICES	22,543	25,620.00	114	225,430	230,830.00	102	270,510	39,680.00
344	UTILITY SERVICE CHARGES	4,516	5,004.00	110	45,460	45,036.00	99	54,552	9,516.00
344	LSN CDR'S	188	450.00	239	1,980	2,700.00	144	2,350	450.00-
344	CONNECT CHARGES	0	.00		0	.00	0	0	.00
344	DRINKING ACCT INTEREST	0	.00		0	.00	0	0	.00
344	**	27,277	31,074.00	514	272,770	276,566.00	102	327,312	48,746.00
345	OTHER LINE CHARGES	0	.00		0	.00	0	0	.00
345	SENIOR RATE ASSISTANCE	0	.00		0	.00	0	0	.00
345	UNCORRECTIBLE ACCOUNTS	0	.00		0	.00	0	0	.00
345	NCANEL DISCOUNT FEES	0	.00		0	.00	0	0	.00
345	NCANEL CHARGES	0	.00		0	.00	0	0	.00
345	**	0	.00		0	.00	0	0	.00

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** \$REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** \$REV	***** ESTIMATE	UNREALIZED BALANCE
340	CHARGES FOR SERVICES	27,277	31,074.00	114	272,770	278,566.00	102	327,312	48,746.00
345	OTHER LINE CHARGES								
340	** CHARGES FOR SERVICES								
360	OTHER REVENUES								
361	00 00 INTEREST REVENUES	42	.00		420	.00		500	500.00
361	** INTEREST REVENUES	42	.00		420	.00		500	500.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	7,460.00-		0	7,460.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		50,000	4,656.96	9	60,000	55,343.04
369	** OTHER MISC REVENUES	5,000	.00		50,000	2,803.04-	6	60,000	62,803.04
360	*** OTHER REVENUES	5,042	.00		50,420	2,803.04-	6	60,500	63,303.04
390	OTHER FINANCING SOURCES								
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		39,983	31,074.00	78	386,174	341,062.96	88	466,126	125,663.04

