

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday June 23, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of May 26, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. May Financial Reports
 - b. List of Disbursements since Last Meeting
6. Public Hearing

Fiscal Year 2008-09 QLife Budget
7. Action Items
 - a. Resolution 09-002 Adopting FY 2009-10 Budget
8. Reports
 - a. Aristo Management Report – John Amery
10. Next Meeting Dates:

Regular Board Meeting July 28, 2009 3:30 pm
11. Adjourn

QLife Network
Quality Life Intergovernmental Agency

Minutes

QLife Regular Board Meeting

**Tuesday May 26, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30pm**

Call to Order

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

Roll Call

In attendance: Erick Larson, Bill Lennox

Absent: Dan Ericksen, Brian Ahier

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

Approval of Agenda

Spatz added agenda item 6 b New Server. It was moved by Larson and seconded by Lennox to approve the agenda as amended. The motion carried unanimously, 2 absent.

Approval of April 28, 2009 Minutes QLife Regular Board Meeting

It was moved by Lennox and seconded by Larson to approve the April 28, 2009 minutes as submitted. The motion passed unanimously, 2 absent.

Financial Reports

Young reviewed the financial reports noting that QLife was a little short in the operating fund due to the fiber issue payments.

Action Items

Application for Federal Broadband Grant – Young reviewed the status of various grant options. QLife has \$40k in the budget for a WiFi project. With stimulus funding grant opportunities the timing is right to pursue. Two elements have come to our attention: Dept of Ag grant and ARRA funding. Dept. of Ag grant is due 6/17/09; ARRA grant is due 9/17/09. Link Shadley has been working with a group on statewide WiMax project. This group has secured \$20K Ford Foundation grant. Scott Stephens has contacted QLife asking if QLife would put up the \$20K match for this grant. This money would be used for a study to develop a model. They are also requesting \$20K for grant writing of both grants. After discussion it was moved by Larson and seconded by Lennox to authorize staff to proceed with \$20K match for study and up to \$20K for grant writing of the two grants for QLife. The motion passed unanimously, 2 absent.

New Server – Amery reviewed the two quotes he had obtained for the new server. It was moved by Larson and seconded by Lennox to authorize the purchase of a new server with a not to exceed price of \$2500. Motion passed unanimously, 2 absent. The Board asked for John to email them a third quote.

Reports

Aristo Operational Management Report, Bisector Project Progress, Redundancy Project Progress – Amery reported that there had been a couple little issues with LSN and the State, he gave them a little more bandwidth and things seem to be working. He will review this with them to make sure there are no further issues (may need to charge them more). Redundancy project is moving a little slower than anticipated. Eric Orton will be out next week for site survey.

Next Meeting Dates:

Regular Board Meeting June 23, 2009 3:30pm

Adjourn

Being no further business the meeting was adjourned at 4:20pm

Respectfully submitted:

Izetta Grossman

Recording Secretary

Attest:

Erick Larson, Sec/Tres.

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – May 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 May 2009 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 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 May 31, 2009</u> | | |
|---------------------------|-------------------------------------|---------------|-------------------|
| | Budget | Actual | Percentage |
| Beginning Balance | \$ 61,943 | \$ 63,842 | 103.0% |
| Revenues | \$ 484,748 | \$ 399,212 | 82.4% |
| Expenditures | \$ 222,844 | \$ 136,592 | 61.3% |
| Transfers to Capital/Debt | \$ 323,847 | \$ 250,385 | 77.3% |
| Cash at Month End | \$46,216.33 | | |

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 at this time. 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 \$37,139. We have a one customer that is 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 170% expended for outside plant maintenance was for the splice box failure this winter.
 - a. The 100% expended for audit fees reflects that all audit services for the year have been completed and paid in full.
 - b. The 120% 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.
 - e. The 106% expended from the pole connection fees line item was due to a five year back billing from Embarq that they had neglected to send us until recently.
- 4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

| | <u>July 1, 2008 to May 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 | \$ 58,795 | 82.8% |
| Expenditures | \$ 508,327 | \$ 229,325 | 45.1% |
| Cash at Month End | \$ 174,079.99 | | |

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 630 QUALITYLIFE AGENCY FUND

| ACCOUNT | DESCRIPTION | ***** ESTIMATED | CURRENT ACTUAL | ***** \$REV | ***** ESTIMATED | ***** YEAR-TO-DATE ACTUAL | ***** \$REV | ***** ANNUAL ESTIMATE | ***** UNREALIZED BALANCE |
|---------|---------------------------|---------------------------|-------------------|----------------|--------------------|---------------------------------|----------------|-----------------------------|--------------------------------|
| 300 | BEGINNING BALANCE | | 5,161 | .00 | 56,771 | 63,841.66 | 113 | 61,943 | 1,898.66- |
| 300 | 00 00 | | 5,161 | .00 | 56,771 | 63,841.66 | 113 | 61,943 | 1,898.66- |
| 300 | ** | | 5,161 | .00 | 56,771 | 63,841.66 | 113 | 61,943 | 1,898.66- |
| 300 | *** | BEGINNING BALANCE | 5,161 | .00 | 56,771 | 63,841.66 | 113 | 61,943 | 1,898.66- |
| 336 | INTERGOVERNMENTAL REVENUE | | | | | | | | |
| 331 | FEDERAL REVENUES | | | | | | | | |
| 331 | 90 03 | FEDERAL GRANTS -MISC | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 331 | ** | FEDERAL REVENUES | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 334 | STATE GRANTS | | | | | | | | |
| 334 | 90 02 | STATE GRANTS, OTHER | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 334 | ** | STATE GRANTS | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 337 | LOCAL GOVERNMENT REVENUES | | | | | | | | |
| 337 | 90 02 | LOCAL GOVT REV-PARTNERS | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 337 | ** | LOCAL GOVERNMENT REVENUES | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 330 | INTERGOVERNMENTAL REVENUE | | | | | | | | |
| 346 | CHARGES FOR SERVICES | | | | | | | | |
| 341 | GENERAL GOVERNMENT | | | | | | | | |
| 341 | 80 03 | COPIES, PLANS, ORD'S BTC | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 341 | 90 03 | MISC SALES AND SERVICES | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 341 | ** | GENERAL GOVERNMENT | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 346 | UTILITY SERVICES | | | | | | | | |
| 346 | 10 03 | UTILITY SERVICE CHARGES | 29,662 | 29,420.00 | 326,232 | 311,425.99 | 95 | 355,930 | 44,524.01 |
| 346 | 15 03 | LSN CEDIT | 5,504 | 5,500.00 | 60,544 | 54,009.00 | 89 | 66,048 | 12,039.00 |
| 346 | 20 03 | CONNECT CHARGES | 187 | .00 | 2,057 | 3,562.00 | 173 | 2,250 | 1,312.00- |
| 346 | 90 03 | DELINQUENT ACCT INTEREST | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 346 | ** | UTILITY SERVICES | 35,353 | 34,920.00 | 388,833 | 368,996.99 | 95 | 424,238 | 55,251.01 |
| 345 | OTHER LINE CHARGES | | | | | | | | |
| 345 | 10 03 | SENIOR RATE ASSISTANCE | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 345 | 20 03 | UNCOLLECTIBLE ACCOUNTS | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 345 | 30 03 | NONNET DISCOUNT FEES | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 345 | 40 03 | NONNET CHARGES | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 345 | ** | OTHER LINE CHARGES | 0 | .00 | 0 | .00 | 0 | 0 | .00 |
| 340 | *** | CHARGES FOR SERVICES | 35,353 | 34,920.00 | 388,833 | 368,996.99 | 95 | 424,238 | 55,251.01 |

