

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

<b>QLife Regular Board Meeting</b>
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Tuesday February 26, 2008  
The Dalles City Hall, 313 Court Street  
**2<sup>nd</sup> Floor Conference Room**  
**6:30 pm**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of January 22, 2008 Minutes QLife Regular Board Meeting
5. Financial Reports
  - a. Jan Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Items
  - a.
7. Discussion Items
  - a.
8. Reports
  - a. Big Eddy Project 02 Construction
  - b. Fire update
  - c. Aristo Management Report – John Amery
9. Next Meeting Dates:  
Regular Board Meeting: March 25, 2008 5:30 pm
10. Adjourn

**QLife Network**  
QualityLife Intergovernmental Agency

**MINUTES**  
**QLIFE BOARD MEETING**  
January 22, 2008  
5.30 p.m.  
City Hall Conference Room  
313 Court Street, The Dalles, Oregon

**PRESIDING:** President Dan Erickson

**MEMBERS PRESENT:** Bill Lennox, Jim Broehl

**MEMBERS ABSENT:** Erick Larson, Rob Kovacich

**STAFF PRESENT:** City Manager Nolan Young, QLife Attorney Keith Mobley, Finance Director Kate Mast, City Clerk Julie Krueger

**CALL TO ORDER**

The meeting was called to order by President Erickson at 5:40 p.m.

**AUDIT PRESENTATION** (Taken out of order)

Rob Tremper, Tremper and Dickey, provided a review of the Audit Report. It was moved by Lennox and seconded by Broehl to accept the audit. The motion carried unanimously, Larson and Kovacich absent.

**APPROVAL OF AGENDA**

It was moved by Lennox and seconded by Broehl to approve the agenda as presented. The motion carried unanimously, Larson and Kovacich absent.

**APPROVAL OF MINUTES**

It was moved by Broehl and seconded by Lennox to approve the December 11, 2007 meeting minutes. The motion carried unanimously, Larson and Kovacich absent.

**FINANCIAL REPORTS**

City Manager Young reviewed the December financial reports and list of disbursements. There were no questions.

## **ACTION ITEMS**

### **Award Audit Contract**

It was moved by Broehl and seconded by Lennox to award the QLife Audit contract to the provider that would be selected by the City for auditing services. The motion carried unanimously, Larson and Kovacich absent.

## **DISCUSSION ITEMS**

### **Budget Schedule and Committee Members**

It was noted that Wasco County needed to appoint or re-appoint their two representatives to the Budget Committee prior to the February 26<sup>th</sup> QLife budget meeting.

### **Annual Review of Financial Priorities Policy**

City Manager Young reviewed the proposed policy. He explained that items #5 through #8 were at the discretion of the Board and could be prioritized as the Board desired. There was consensus to keep the items in the order listed in the proposed policy. Young said the Budget Committee would also have an opportunity to comment on the policy at the February 26<sup>th</sup> meeting.

## **REPORTS**

### **Big Eddy Project 09 Construction**

City Manager Young reported the work would begin in January or February. He said once the project got started, it should be completed in approximately 30 days. He said when finished, approximately \$14,000 would be repaid to QLife.

### **Fire Update**

Attorney Mobley distributed copies of a letter sent to Union Pacific Railroad, requesting reimbursement for fire damages to QLife equipment. He said a follow up call would be made in approximately one week to make sure the claim was being processed.

### **Aristo Management Report**

John Amery reported that there had been no problems and the system was running smoothly.

## **NEXT MEETING**

City Manager Young reminded the Board that the February 26<sup>th</sup> meeting would begin at 5:30 p.m. with the QLife Budget Committee and the regular Board meeting would begin at 6:30 p.m.

## **ADJOURNMENT**

Being no further business, the meeting adjourned at 6:25 p.m.

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Submitted by/  
Julie Krueger, MMC  
City Clerk

SIGNED:

  
Erick Larson, Secretary

TO: Qlife Board  
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **January 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 January 2008 by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

58% 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**

	July 1, 2007 to January 31, 2008		
	Budget	Actual	Percentage
Beginning Balance	\$ 78,314	\$ 65,300	83.4%
Revenues	\$ 387,812	\$ 180,774	46.6%
Expenditures	\$ 466,126	\$ 205,921	44.2%
Cash at Month End		\$4,417.86	

**Exceptions:**

- 1) 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
- 2) The audited beginning balance of \$65,300 is 13,014 less than the estimate for this fiscal year.
- 3) The monthly LSN Credit amount has increased by \$976 due to a new customer. The monthly billing average for LSN Credit for July through December is \$5,004, and at this rate should exceed the FY07/08 budgeted estimate by \$5,496 for the year. No LSN Credit payments were received in January 2008.
- 4) The monthly billing average for the FY07/08 is \$22,344. We excluded the LSN Credits in this calculation. User fees revenue is currently 57.8% of budget.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2007 to January 31, 2008</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 19,433	\$ 24,418	125.7%
Revenues	\$ 296,845	\$ 176,899	59.6%
Expenditures	\$ 316,278	\$ 162,450	51.4%
Cash at Month End		\$ 35,602.76	

**Exceptions:**

- 1) 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
- 2) The audited beginning balance of \$24,418 is now \$4,985 more than the estimate for FY07/08. We do have reimbursements outstanding of about \$14,000 in fire damage and \$14,093 for Project 02 redundancy that we hope to collect this year.
- 3) Revenue: \$6,068 of the revenue is a connection cost for a new customer.
- 4) Expenditures include \$4,986 in secondary lines for connection of a new customer.



CITY OF THE DALLES

FUND 600	QUALITYLIFE AGENCY FUND	ACCOUNT	DESCRIPTION	*****		*****		*****		*****	*****	*****
				ESTIMATED	CURRENT	ESTIMATED	YEAR TO DATE	ESTIMATED	REV			
340		CHARGES FOR SERVICES		27,275	23,630.00	87	190,539	188,234.00	99	327,312	139,078.00	
345		OTHER LINE CHARGES										
340		CHARGES FOR SERVICES										
360		OTHER REVENUES										
361		INTEREST REVENUES		42	.00		294	.00		500	500.00	
361	**	INTEREST REVENUES		42	.00		294	.00		500	500.00	
369		OTHER MISC REVENUES										
369	00 00	OTHER MISC REVENUES		0	.00		0	7,460.00-		0	7,460.00	
369	20 00	E-RATE REIMBURSEMENT		5,000	.00		35,000	.00		60,000	60,000.00	
369	**	OTHER MISC REVENUES		5,000	.00		35,000	7,460.00-	21	60,000	67,460.00	
360	***	OTHER REVENUES		5,042	.00		35,294	7,460.00-	21	60,500	67,960.00	
390		OTHER FINANCING SOURCES										
392	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				39,583	23,630.00	59	266,223	246,074.00	92	466,126	220,052.00	

