

QLife Network
QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

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

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of April 28, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. April Financial Reports
 - b. List of Disbursements since Last Meeting
6. Action Items
 - a. Application for Federal Broadband Grant
7. Reports
 - a. Aristo Operational Management Report – John Amery
 - b. Bisector Project Progress
 - c. Redundancy Project Progress
8. Next Meeting Dates:

Regular Board Meeting June 23, 2009 3:30pm
9. Adjourn

 **QLife Network**
QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

**Tuesday April 28, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
Directly after Budget Meeting**

Call to Order

Meeting was called to order by Vice President Dan Spatz at 4:05pm

Roll Call

In attendance: Erick Larson, Bill Lennox, Dan Spatz, Brian Ahier
Staff: Nolan Young, Izella Grossman, Keith Mobley, John Amery
Absent: Dan Ericksen

Approval of Agenda

It was moved by Lennox and seconded by Ahier to approve the Agenda as submitted. The motion passed unanimously, 1 absent.

Approval of March 17, 2009 Minutes QLife Regular Board Meeting

It was moved by Larson and seconded by Lennox to approve the Minutes as submitted. The motion passed unanimously, 1 absent.

Financial Reports

Young reviewed the financial reports. There were no questions.

Reports

Aristo Operational Management Report – Amery reported that Eric Orton was back from his honeymoon and things are progressing on both upcoming projects. Orton suggested a 8 x 8 shed at the St. Mary's Bisector to allow for future expansion. After discussion it was the consensus of the board that the original smaller boxes would be a better way to go. The board directed Amery to work with Mobley to secure a formal Memorandum of Understanding or a lease with St. Mary's and to proceed.

Amery also reported that QLife is running out of conduit into City Hall; consensus of board was to build a new pathway later when it is needed.

Amery reported that he should be ready to go out for RFP in about 3 weeks on the BiSector and redundancy projects. Board could expect contracts to come to the board for review and approval approximately a month after that.

Young reported on the stimulus grant that Link Shadley is working on. Wednesday he will be meeting with Link for a status report. The deadline is June 19th. Link is working on funding for the WiFi Umbrella for Wasco County. We will have grant ready for board approval at the next meeting. Link is retiring but will continue work on this project.

Next Meeting Dates:

Regular Board Meeting May 26, 2009 3:30pm

Adjourn

Being no further business the meeting was adjourned at 4:33pm

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 – April 30, 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 April 2009 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 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 April 30, 2009</u>		
	Budget	Actual	Percentage
Beginning Balance	\$ 61,943	\$ 63,842	103.0%
Revenues	\$ 484,748	\$ 364,190	75.1%
Expenditures	\$ 222,844	\$ 133,312	59.8%
Transfers to Capital/Debt	\$ 323,847	\$ 250,385	77.3%
Cash at Month End	\$15,013.25		

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 \$30,536. 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 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 116% 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.
 - c. 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 April 30, 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	\$ 214,147	42.1%
Cash at Month End	\$ 188,807.40		

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	51,610	51,610	63,841.66	124	61,943	1,898.66
300 **		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
300 ***		5,161	.00	51,610	51,610	63,841.66	124	61,943	1,898.66
330	INTERGOVERNMENTAL REVENUES								
331	FEDERAL REVENUES	0	.00	0	0	.00	0	0	.00
331 **	FEDERAL REVENUES	0	.00	0	0	.00	0	0	.00
334	STATE GRANTS	0	.00	0	0	.00	0	0	.00
334 **	STATE GRANTS, OTHER	0	.00	0	0	.00	0	0	.00
334 ***	STATE GRANTS	0	.00	0	0	.00	0	0	.00
337	LOCAL GOVERNMENT REVENUES	0	.00	0	0	.00	0	0	.00
337 **	LOCAL GOVT REV-PARTNERS	0	.00	0	0	.00	0	0	.00
337 ***	LOCAL GOVERNMENT REVENUES	0	.00	0	0	.00	0	0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT	29,662	29,720.00	100	296,620	282,005.99	95	355,950	73,944.61
341 80 00	COPIES, PLANS, ORD'S ETC	5,504	5,500.00	100	55,040	48,508.00	88	66,048	17,539.00
341 90 00	MISC SALES AND SERVICES	187	315.00	159	1,870	3,562.00	191	2,250	1,312.60
341 **	GENERAL GOVERNMENT	0	.00	0	0	.00	0	0	.00
341 ***	GENERAL GOVERNMENT	0	.00	0	0	.00	0	0	.00
344	UTILITY SERVICES	35,353	35,535.00	101	353,530	334,076.99	95	424,248	90,171.61
344 10 00	UTILITY SERVICE CHARGES	0	.00	0	0	.00	0	0	.00
344 15 00	LSN CREDITS	0	.00	0	0	.00	0	0	.00
344 20 00	CONNECT CHARGES	0	.00	0	0	.00	0	0	.00
344 30 00	DELINQUENT ACCT INTEREST	0	.00	0	0	.00	0	0	.00
344 40 00	UTILITY SERVICES	0	.00	0	0	.00	0	0	.00
345	OTHER LINE CHARGES	0	.00	0	0	.00	0	0	.00
345 10 00	SENIOR RATE ASSISTANCE	0	.00	0	0	.00	0	0	.00
345 20 00	UNCOLLECTIBLE ACCOUNTS	0	.00	0	0	.00	0	0	.00
345 30 00	NOANet DISCOUNT FEES	0	.00	0	0	.00	0	0	.00
345 40 00	NOANet CHARGES	0	.00	0	0	.00	0	0	.00
345 **	OTHER LINE CHARGES	0	.00	0	0	.00	0	0	.00
345 ***	OTHER LINE CHARGES	0	.00	0	0	.00	0	0	.00
340	CHARGES FOR SERVICES	35,353	35,535.00	101	353,530	334,076.99	95	424,248	90,171.61

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
360	OTHER REVENUES								
361	INTEREST REVENUES								
362	INTEREST REVENUES	41	110.76	270	410	678.69	166	500	178.69-
362	INTEREST REVENUES	41	110.76	270	410	678.69	166	500	178.69-
369	OTHER MISC REVENUES								
369	OTHER MISC REVENUES	0	.00		0	435.00	0	0	435.00-
20 00	E-RATE REIMBURSEMENT	5,000	.00		50,000	28,999.44	58	60,000	31,000.56
369	OTHER MISC REVENUES	5,000	.00		50,000	29,434.44	59	60,000	30,565.56
360	OTHER REVENUES	5,041	110.76		50,410	30,113.13		60,500	30,386.87
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS	0	.00		0	.00	0	0	.00
392	SALE OF FIXED ASSETS	0	.00		0	.00	0	0	.00
390	OTHER FINANCING SOURCES	0	.00		0	.00	0	0	.00
FUND TOTAL QUALITYLIFE AGENCY FUND		45,555	35,646.76		455,550	428,031.78		545,691	118,659.22

