



MINUTES

QLife Regular Board Meeting
Thursday, March 22, 2018
Noon
Deschutes Room, Wasco County Courthouse

Call to Order- Vice-President Ms. Long-Curtiss calls the meeting to order at 12:12 p.m.

Roll Call- Darcy Long-Curtiss, Taner Elliott, Scott Hege, John Amery, Lynn Ewing, Tyler Stone, Keith Mobely, Tawny Cramer, Carrie Pipinich, Roger Kline, Mike Middleton, Joseph Franell (via phone), Erik Orton (via Skype), and Dan McNeely (via Skype)

Approval of Agenda- Mr. Stone adds to the agenda the topic of the Board neither having a Secretary or a President because of recent loss of Board member. This is something that should be rectified as soon as possible with the current Board members and will be added to the agenda.

{{Mr. Hege moves to approve the agenda as amended. Mr. Elliott seconds the motion. The motion to approve the March 22, 2018 Agenda passes unanimously.}}

Nomination of Board President and Secretary- Discussion continues regarding the appropriate persons for each open Board position.

{{Ms. Long-Curtiss moves to nominate Mr. Hege as Board President. Mr. Elliott seconds the motion. The motion to appoint Mr. Hege as Board President passes.}}

{{Mr. Hege moves to nominate Mr. Elliot as Board Secretary. Ms. Long-Curtiss seconds the motion. The motion to appoint Mr. Elliott Board Secretary passes.}}

Approval of Consent Agenda- Ms. Long-Curtiss informs the Board she will be unable to attend the April 26th Budget and Board meeting. Ms. Long-Curtiss had previously informed Ms. Cramer but wanted to be sure the Board was aware.

{{Mr. Elliot moves to approve the Consent Agenda. Ms. Long-Curtiss seconds the motion. The motion to approve the Consent Agenda passes unanimously.}}

Financial Reports- Mr. Middleton begins by updating the Board on the current state of accounts receivable. During the last few meetings the reporting has shown two accounts that had varying balances that were overdue. With some research and further communication with both customers it was determined to be a receipting issue. During the transition of financial management, between the City and County, there were payments received that were not accurately recorded. Once this issue was discovered it brought all of the active QLife accounts receivable to a current status.

Mr. Hege questions the status of the account QLife staff has forwarded to a local collection agency. Ms. Cramer explains that may need some additional follow-up and can be included in the next Board meeting packet.

NATOA Membership- Mr. Franell, as well as Mr. Mobely, explain to the Board some of the relationships they have personally formed within the organization, citing the usefulness of being a member. Mr. Franell does explain to the Board that the benefits of belonging to the organization will depend on the involvement of themselves. Mr. Franell goes on to explain that NATOA focuses on public entities, they are federally-focused lobbyists and that he finds it to be a very useful organization.

Mr. Franell continues in discussion pointing out there is also a State level subset of the organization that he has found useful. The Board discusses who would have the time to be involved in the organization and if it would be worth the dues associated. Mr. Stone agrees at the very least he would attend the yearly conference.

[[The Board reaches a consensus to approve the cost of joining NATOA. The Board would like staff and members to utilize the membership as available for the membership year. When the membership to NATOA is due for approval the Board will again discuss to evaluate the worth.]]

Vacant Board Positions- Mr. Stone explains to the Board that we have two vacant positions on the Board currently and discusses the importance of filling those positions. Mr. Stone goes on to explain his opinion of the importance in filling those positions with individuals that have a good amount of knowledge of the industry, market and technology. He also explains to the Board he would like to reserve the seat vacated by Mr. Erick Larson for his replacement at MCMC. Mr. Stone advises the Board that the relationship and involvement of MCMC is of value to QLife.

[[The Board reaches consensus that the At-Large Board Member position should be reserved for the Chief Information Officer of MCMC and whoever fills that position. The Board will communicate with Mr. Dennis Knox, President of MCMC, to further encourage that arrangement.]]

Maupin Update- Mr. Stone discusses with the Board the recent development of the City of Maupin being awarded State grant funding that will be utilized in completing the Maupin Fiber Expansion Project. Mr. Stone explains that he would like the Board to agree to advance that funding is we are able to move forward with the project sooner than the funding is received. He does not think this will occur but would like to have the Board's approval as a precaution.

[[The Board reaches consensus that State funding has been awarded to the City of Maupin, however that funding may not be accessible as early as QLife proceeds with the project. If that is the case, QLife will advance the funding to the project while waiting for the funds to come in. The City of Maupin's award will reimburse anything that is forwarded by QLife.]]

Commstructure: Work Order 15 – Amendment 3- This amendment accounts for the re-bid process for the Maupin project. The RFP has already been distributed. The pre-bid meeting is to be held on March 27th and bids are due by April 12th. Mr. Hege inquires as to how many contractors have downloaded the plans and although Commstructure did not have an exact number, they reassured the Board there has been much more interest this time than those previous.

The work order consists of a \$15,000 increase to account for the work needed to complete the bid process and see the project to completion.

[[Mr. Elliott makes the motion to approve Commstructure's Work Order #15- Amendment 3 to see the Maupin Fiber Expansion Project to completion. Ms. Long-Curtiss seconds the motion. The motion to approve Commstructure's Work Order #15- Amendment 3 passes unanimously.]]

New/Old News- Mr. Stone refers back to the CGCC Scholarship Luncheon invitation which was included in the Consent Agenda. He will be attending and asks that anyone who would also like to attend send their RSVPs to Ms. Cramer.

Mr. Stone and Ms. Cramer update the Board with an article extracted from The Dalles Chronicle highlighting NWCS D 21/The Dalles High School's Robotics Team recent success. The article examines the team's opportunity to complete in a

global competition in addition to their many present accomplishments. Mr. Stone suggests granting \$1,000.00 to the team to help them with the expenses of the competition.

Ms. Long-Curtis moves to approve gifting the NWCS21/The Dalles High Robotics Team with \$1,000, to be used towards travel expenses. Mr. Hege seconds the motion. The motion to approve the sponsorship passes unanimously. The Board instructs Ms. Cramer issue a press release.

Mr. Amery addresses the Board about a potential opportunity in Lone Pine Village. Crestline Construction is working on a project in that area that will include trenching. In talks with Mr. Amery, Crestline has agreed to lay conduit for QLife. It is the opinion of Mr. Elliott and Mr. Hege agree the cost of the conduit would be minimal and worth getting into a difficult area.

The Board reached a consensus to buy the conduit. Mr. Amery will work with Crestline to coordinate as needed.


Executive Session-

The Board enters into Executive Session at 1:19 pm. The Board exits Executive Session at 1:36 p.m.

The meeting is adjourned at 1:37 pm.

Next meeting will be held on May.

These minutes were approved by the QLife Board on 7/26/18.



Taner Elliott, Secretary