

MINUTES

Q-Life Regular Board Meeting
Thursday, February 23rd, 2017
Noon
Deschutes Room, Wasco County Courthouse

Call to Order: President Erick Larson calls the meeting to order.

Roll Call: Erick Larson, Taner Elliott, Scott Hege, John Amery, Darcy Long-Curtiss, Keith Mobley, Angie Wilson, Kate Mast, Tyler Stone, Erik Orton(Skype) and Tawny Cramer

Approval of January 26th, 2016 Board Minutes: Keith Mobley and Darcy Long-Curtiss both comment the minutes need to be corrected to explain the action made with each motion. Tawny Cramer will correct. Taner Elliott moves to approve the minutes as amended, Darcy seconds and Scott Hege abstains, given he was not present. The January 26th minutes are approved as amended.

Financials: Kate Mast introduces Angie Wilson; Angie will be Kate's replacement after her retirement from the City of The Dalles. Kate explains there have been some engineering coding adjustments made, which resulted in putting the line item back into the positive. The engineering line item may need a budget adjustment before the end of the fiscal year due to unanticipated costs this year.

Kate has begun working with Mike Middleton, Wasco County Finance Director, to ensure his involvement in the QLife budget process. Upon Kate's retirement, Angie will continue to work with Mike to ease the transition of financial responsibilities from the City of The Dalles to Wasco County. During the budget process the QLife Budget Team will need to clarify several of the current budget line items to make it more understandable.

Budget Amendment Resolution 17-001: Kate begins to explain some of the decisions made during the last Budget Team meeting which, as a result, require the approval of Resolution 17-001. One of those decisions is to make a budget adjustment to the Materials & Services category. There will be an adjustment that consists of transferring \$28,400 from the Contingency fund to Materials and Services, \$28,100 as an inter-fund transfer to Materials and Services equaling a total of \$56,500 moved into Materials and Services.

Tyler Stone comments there may be revenue gained from the potential franchise agreement with Maupin that will offset the internal transfers.

Regarding the approval of Resolution 17-001, Scott moves to approve the authorization of transfers between funds, between categories, making appropriations and authorizing expenditures for fiscal year ending June 30, 2017. Taner seconds the motion and the Board unanimously agrees to approve Resolution 17-001.

Financial Priorities – Budget Year 2017-18: Financial Priorities will need to be on the next Budget Committee agenda.

Appoint a Budget Officer: Taner informs the Board that Rick May has agreed to join the QLife Budget Committee. Taner nominates Rick May to the vacancy on the Budget Committee, Erick seconds, the nomination passes unanimously. Rick May is appointed to the QLife Budget Committee.

Kate suggests that based on history, the QLife Administrator has been the Budget Officer. Tyler explains that he would prefer that someone with more expertise and dedicated time is appointed as the Budget Officer. Tyler suggests the Board appoint Mike Middleton as the QLife Budget Officer. Scott moves to appoint Mike Middleton as QLife Budget

Officer, Erick Larson seconds the motion. The motion passes unanimously to appoint Mike Middleton as the QLife Budget Officer.

12:23 pm Kate Mast and Angie Wilson retire from the meeting.

Reports: John Amery reports the strength member in the stretch of fiber along 10th street in The Dalles has needed maintenance periodically over the last 8 years. This year a customer reported that during the extreme weather of this winter, they were experiencing a loss of service. John has determined, due to the temperatures, the fiber is failing. John also reports they have moved forward replacing that line of fiber and will make the switch-over to the replaced fiber next week. A request has been sent in to FEMA to possibly aid in the cost of the fiber replacement, QLife Administration is also in the process of making a claim to QLife's insurance carrier.

John explains the current cost of repair to the acute problem areas is estimated at \$40,000. The entire fiber line replacement is estimated to cost \$266,000. QLife is also pursuing the possibility that it may be an actual failure of the fiber itself. John and Commstructure are in communications with the fiber manufacturer to determine if a manufacturing defect may have contributed to the failure.

Tyler explains to the Board that NorthSky has presented QLife with their rate increases. Tyler would like to receive instruction from the Board whether to go out to bid considering this or continue with NorthSky. Scott questions the quantity of alternative options available in the area. John adds there are several providers but his opinion is NorthSky is the best decision considering the competition. Taner and Keith feel it may be time to go out to bid to research our options.

Carrie Pippinich joins the meeting.

Discussion – QLife Consultant: During the last Board meeting, the QLife Board interviewed 3 of 4 potential consultants. Adam Hass and Marsha Spellman, Nancy Jesuale and Sue Dicile and Joseph Franell were all interviewed. Joanne Hovis needed to reschedule, her interview took place on February 3rd. Darcy Long-Curtiss, Scott Hege, Brian Ahier and Erick Larson were in attendance.

The Board discusses the pros and cons of each consultant including qualifications, understanding of QLife needs, pricing and presentation. It is agreed that Joseph Franell is a good fit and first step for QLife. Erick makes a motion to retain Joseph Franell, Taner seconds. The motion to retain Joseph Franell for consulting services passes unanimously.

Maupin Project Update: Erik Orton updates the Board and states the mandatory pre-bid meeting for the Maupin project will be held in Maupin on February 24th. Over ten companies have downloaded the bid documents and will potentially make a bid. Bids are due on March 3rd. We still do not have a final cost-share number from LSN.

Regarding the fiber that BPA uncovered, according to Commstructure, is not owned by QLife.

One easement is still in negotiations; Commstructure continues to resolve this with the customer. Keith Mobley is still working on the franchise fee agreement and hopes to have it completed in a week.

Executive Session: The Board enters into Executive Session at 1:53 pm.

Meeting adjourned.

Next meeting on March 23, 2017 at noon.

Submitted by Tawny Cramer

Signed: 
Brian Ahier Secretary/Treasurer