



MINUTES

QLife Regular Board Meeting
Thursday, April 26, 2018
Noon
Deschutes Room, Wasco County Courthouse

Call to Order- President Mr. Hege calls the meeting to order at 12:09 p.m.

Roll Call- Taner Elliott, Tyler Stone, Tawny Cramer, Dale Lepper, Scott Hege, John Amery, Keith Mobley, Carrie Pipinich, Mike Middleton, John Hutchison, Dan McNeely (via Skype)

QLife Position Appointments –

The Board welcomes Mr. Dale Lepper to the QLife Board and Budget Team meetings. Mr. Lepper has taken Mr. Larson's position at MCMC on an interim basis and everyone is very happy to have him join the QLife meetings. Mr. Stone explains it is very important to nurture the relationship between MCMC and QLife considering they are a vital partner to our agency. The Board expresses they would all appreciate Mr. Lepper's involvement. Discussion continues between Mr. Lepper and the QLife Board, which results in the Board thanking Mr. Lepper for his willingness to join the Board and their hopefulness that he enjoys his time with QLife.

{{{Mr. Elliott moves to approve this Mr. Dale Lepper as the At-Large QLife Board member. Mr. Hege seconds the motion, which passes unanimously.}}}

The Board also acknowledges the need to appoint a member to the Budget Committee. Mr. John Hutchison has volunteered his services, which the Board acknowledges the importance of and their gratitude.

{{{Mr. Elliott moves to approve the appointment of Mr. Hutchison to the QLife Budget Committee. Mr. Hege seconds the motions, which passes unanimously.}}}

The QLife Board opens the Budget Committee Meeting at 12:18 p.m. QLife staff explains that because there were appointments to be made, the Regular Session was necessary before the Budget Committee met.

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The QLife Board reconvenes the Regular Board Meeting at 1:48 p.m.

Approval of the Agenda-

There are no changes needed to the agenda.

{{{Mr. Elliott moves to approve the agenda. Mr. Hege seconds the motion, which passes unanimously.}}}

Approval of the Consent Agenda-

There are no changes or comments regarding the consent agenda.

{{{Mr. Elliott moves to approve the consent agenda. Mr. Hege seconds the motion, which passes unanimously.}}}

Wasco County/QLife IGA-

Ms. Cramer explains the draft version of this agreement was put together in July 2017 but was never finalized. It is basically a mirror image of the agreement for administrative services and financial services that QLife had with the City of The Dalles. The only change is the attachments explaining job duties. Ms. Cramer explains there are a few tweaks needing to be made to finalize the agreement document but that she was looking for comments from the Board.

Mr. Hege expresses the agreement looks satisfactory but he would prefer for QLife administration and legal counsel bring a final draft document to the Board, not an incomplete draft for approval.

Ms. Cramer agrees to work with Mr. Mobley to complete the Wasco County/QLife IGA to bring to the Board for approval.

Financial Reports –

Mr. Middleton presents the current financial reports by beginning to explain that utility service charges are slightly ahead of schedule for the year at just over 86%. Receivables looks to have a high balance but the financials now have incorporated the large outstanding balance from the customer we have recently turned over for collections. The payment history of QLife's active customers is consistent.

Administrative costs are now at 75%. As discussed with the Board, Wasco County will now bill a flat rate quarterly instead of tracking hours. This is meant to reduce paperwork and promote efficiency. Overall the General Fund is in good shape.

The Capital Fund is in good shape as well. Mr. Middleton discusses in detail the scheduled transfers, interest, and other transactions that will happen before the end of the year. Overall, everything is looking solid.

As of the end of April, although the Maupin Fund has not started receiving revenue, things are looking up. The bids have come in much lower than anticipated and the grant awards will be enough to cover the costs.

Maupin Update –

Mr. McNeely joins the meeting via Skype to discuss the Maupin Project. He explains the bids have come in and they are lower than anticipated which is great news for the project budget. The Board must approve the contract to be awarded to Van Dorn Enterprises.

Mr. Hege asks Mr. McNeely about Van Dorn Enterprises, he is not familiar with the company. Mr. McNeely responds with all positive reviews including the fact that Van Dorn does a lot of rural work and will be more familiar with the unique challenges that might occur during this project. Mr. McNeely explains the build schedule is 60 days. He estimates it will run from late May to late July. Acquiring materials may end up causing a delay but he is confident the project will be completed by the end of July.

Considering the contract was not complete for the meeting today, Mr. Stone asks the Board give him the authority to sign the documents so he can move them forward as soon as they are complete.

{{{Mr. Elliott makes the motion to award the Maupin Project contract to Van Dorn Enterprises as well give Mr. Stone the authority to sign the contract documents. Mr. Hege seconds the motion which passes unanimously.}}}

Executive Session-

At Mr. Amery's request, the Board enters into Executive Session to discuss a damaged fiber and possible repercussions of repairing it. The Board enters in Executive Session at 2:23 p.m.

The Board exits Executive Session at 2:40 p.m.

Meeting adjourned at 2:42 p.m.

These minutes were approved by the QLife Board on _____.

Taner Elliott, Secretary