



MINUTES

QLife Regular Board Meeting
Thursday, May 25, 2017
Noon
Deschutes Room, Wasco County Courthouse

Call to Order: President Larson calls the meeting to order at 1:40 pm.

Roll Call: Erick Larson, Scott Hege, Darcy Long-Curtiss, Mike Middleton, Tawny Cramer, Tyler Stone, Taner Elliott, John Amery, Keith Mobley and Brian Ahier.

Approval of Agenda – Ms. Cramer will be moving the approval of the minutes to the June Board meeting. Mr. Stone and President Larson add a discussion topic to the Agenda to discuss QLife Board involvement. Mr. Hege moves to approve the Agenda as amended. Mr. Elliot seconds the motion and it passes unanimously.

Financial Reports – Finance Director Mike Middleton discusses the financial reports. The overall cash balance of QLife accounts is \$1.3 million dollars. The majority of the cash balance is in the Capital Fund, \$1.2 million. The Maupin Fund is in the negative but it has been discovered there may be a cash transfer that was approved at last year's Budget Meeting that did not occur. City Finance Director Angie Wilson and Mr. Middleton will research that further to correct the transfer if it was not made.

Mr. Hege questions the projected revenue in the Capital Fund of \$30,000, which the actual revenue is roughly \$600. Mr. Middleton explains that by the end of the FY that number will be closer to \$10,000 but it is less than anticipated because Capital customer connect charges were fewer than anticipated .

Mr. Hege also explains that he would like a full Maupin Fund budget analysis so he can better understand the funds that have been spent and what those funds were spent on. Mr. Hege expresses his concern that when he looks at the Maupin line items all of the funds are piled into only one line item, making it impossible to understand where the funds are being spent.

Mr. Stone stated that staff will supply a breakdown of the money spent out of the Maupin Fund so the Board understands the information more clearly than what the financial reports are showing.

Board Involvement Discussion – Mr. Stone explains that he has received comments from the Board that the meetings are running too long and that the Board feels that they are too involved. Mr. Stone asked the Board to evaluate their own commitment level of attending the meetings and running a business that is operated completely by contracts, explaining further that he will recruit new Board members if necessary. Secondly, Mr. Stone reminds the Board that he was specifically asked to get the Board more involved. Mr. Stone explains that the Board can go back to the way it was and delegate all decision making authority to him.

Mr. Stone explains he cannot limit the meetings to 2 hours when there are so many decisions to be made if the Board wants to continue to be as involved as they are currently.

Ms. Long-Curtiss explains that because of her schedule it is difficult to adjust according to rescheduled meetings at the length that the meetings are currently running. Ms. Long-Curtiss suggests that the agendas are detailed further with a schedule per agenda item to help govern the amount of time spent on each item. Ms. Long-Curtiss asks Ms. Cramer that she receive the Board Packet a few days earlier in order to review the material thoroughly.

Mr. Hege asks Mr. Stone what he would suggest to the Board as far as authority that can be granted to him to take some work load off of the Board. Mr. Stone suggests the Board grant him authority to sign contracts that he is continuously negotiating. President Larson agrees that Mr. Stone, as the Administrator, should have the authority to be negotiating and signing agreements as long as the Board is made aware on a consent agenda. President Larson explains that some of the frustration stems from the Board not being made aware of all decisions made in the past. The Board agreed that Mr. Stone should handle directly all day to day decisions, contracts, etc. as long as he is making the Board aware of those decisions at the monthly meeting.

Mr. Middleton adds that he has noticed kinks in the pipe on the financial side of things. He knows that Ms. Cramer has to track down two Board members to sign checks, and between getting approval for the payables and then two further signatures for the checks it is time consuming. Mr. Middleton suggests that electronic signatures be agreed upon and provided and that would be a time saver.

President Larson asks the Board what they would like to see moving forward. Mr. Stone explains that the wild card is the Board has a lot of work moving forward in deciding what they want to do with QLife. The work happening with Joe Franell and the future of QLife will take some work and time to figure out.

Mr. Stone adds that he appreciates the Board's engagement but that engagement takes time. President Larson clarifies with the Board that they are expecting shorter Board meetings where he is cutting out a lot of Board discussion and putting those reports on a consent agenda that just requires only the Boards' acknowledgment. Mr. Ahier add that's he would much prefer that staff reports on what they have done rather than consistently needing to ask for permission.

Mr. Stone's understanding is that the Board would like times on the agenda, increase the size of the consent agenda and Administration will try to keep the agenda to only core items.

Mr. Amery adds his perspective that the environment for QLife has changed. He believes QLife Administration is facing different challenges than the previous Administration did which is taking more time to work through.

The Board agrees that Mr. Stone has the authority to deal with the day-to-day operations, contracting and purchasing functions.

Maupin Project Update – Bid packages are being reworked and getting ready to go out.

Ms. Long- Curtiss informs the Board she is meeting Ms. Carrie Pippinich for coffee and will have a chance to discuss potential grants and funding for QLife. Mr. Stone asks that he stays informed of those conversations and the outcomes.

Commstructure is having technical difficulties and Mr. Dan McNeely has agreed to write a short email update. Ms. Cramer will send the update out to the Board once Mr. McNeely has it completed.

Mr. Keith Mobley updates the Board that Maupin, QLife Administration and he have found a way to save some money with the Maupin Project. There is existing conduit in place in the subdivision Rivercrest Village in Maupin. QLife has asked the HOA for rights to use that conduit. Rivercrest HOA has returned the agreement approving that request; the agreement requires QLife to pay the Rivercrest HOA \$1 per year for the use of the conduit.

Technical Management Report – The Board can read the report included in the Board Packet. Mr. Amery explains there is nothing of extreme importance to discuss.

The Board agrees that Executive Session is not needed for today's meeting.

Adjourned at 2:30.

Secretary Brian Ahier: _____