

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Thursday, October 15, 2015, Noon
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by President Larson at 12:00 p.m.

Roll Call

In attendance: Erick Larson, Taner Elliott, Dan Spatz

Staff: Administrator Nolan Young, Recording Secretary Izetta Grossman, Technical Manager John Amery, Attorney Keith Mobley, Finance Director Kate Mast

Guests: Dan Bubb of Gorge.net

Approval of Agenda

President Larson asked to add Executive Session to the agenda after Action Items. It was moved by Spatz and seconded by Elliott to approve the agenda as amended. The motion carried unanimously, 2 absent.

Approval of September 30, 2015 QLife Regular Board Meeting Minutes

It was moved by Elliot and seconded by Spatz to approve the September 30, 2015 meeting minutes. The motion carried unanimously, 2 absent.

Hege arrived at 12:05 p.m.

Financial Reports

Young reviewed the memo from Finance Director Mast explaining the reimbursable charges and secondary line items.

Hege asked about revenues. Mast explained that revenues are actually ahead of projection, page one of the summary showed the percentage year to date.

Spatz asked about anticipated charges. Mast said that Aristo invoices for the first quarter of fiscal year 2015-16 were just received and not reflected on the reports. She said she had requested monthly invoices from Aristo in order to show more accurate monthly charges and to facilitate timely pass through charges to customers for work done by Aristo.

Action Items

Updated IGA with City for signature

Executive Session:

President Larson opened the executive in accordance with ORS 192.660(2)(a) Consider employment issues. Larson reminded the media that the discussion was not for publication and asking if they agreed to that. The media indicated understanding and agreement.

The meeting was adjourned into Executive Session at 12:15 p.m.

Returned to Open Session at 12:35 p.m. It was the consensus of the Board to add Executive Session to every agenda after Financial Reports for the purpose of discussion proprietary information.

Reports

Agreement with Nolan Young

Larson asked if there were any questions. There were none.

Broadband agreement with LSN using State Grant funds

Young reviewed the project summary (attached). Mobley reported that he had been appointed to the Regional Solutions Advisory Committee. Hege asked if the project was still in the feasibility stage. Young said that a cost estimate and construction model was being created. Once completed it would be presented to the Board to determine participation. Young said the pricing model for services would probably be different from the current QLife model.

Mobley reported that Regional Solutions would be discussing asking for reallocation of the funds.

Larson asked for Young to add timelines to each task listed on the projects sheet.

Administrator Report

Young reviewed the report and asked for discussion regarding the strategic planning process. After some discussion, it was the consensus of the Board for:

1. Young to work with Board to develop survey – email start point, then add/subtract as desired. The Board requested admin cost/plan as part of survey.
2. Survey to be emailed to full council and commission for them to fill out and return. The purpose was to receive individual input, not consensus.
3. Young to then coordinate facilitated meeting of the Board where the results were to be used, along with other information, to develop the future business plan for QLife.

In response to a question Young said he would research the vaults at the Port Business Center to determine if it would be cost effective to recover the ones that were unused due to the Google purchase of space. Amery said perhaps Google would purchase them from QLife. You would have a report at the next meeting.

Aristo Technical Management Report

Amery reported no system issues. He said the Call Before You Dig audit with the City was complete. He said the door hangers for the tree trimming project were waiting for his review. Amery said he would make an effort to submit monthly invoices.

Next Meeting Dates: The Oregon Connections Conference is October 22-23

Strategic Planning meeting will have a target date at the November meeting.

Regular Board Meeting November 19.

The December meeting falls on Christmas Eve, change to December 9 or 18, will decide at November meeting.

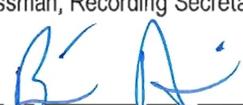
Adjourn

The meeting was adjourned at 1:30 p.m.

Respectfully submitted:

Izetta Grossman, Recording Secretary

Signed: _____


Brian Ahier, Secretary/Tres

TO: Qlife Board
 Nolan Young, QLife Administrator

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **October 2015**

BANKING:

QLife monies are deposited into a separate bank checking account. QLife also has a Local Government Investment Pool (LGIP) account where funds excess funds are maintained in order to earn some interest..

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

33% 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, 2015 to October 31, 2015</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 218,563	\$ 231,823	106.0%	* see below
Revenues	\$ 701,219	\$ 227,428	32.43%	
Expenditures	\$ 415,642	\$ 76,137	18.32%	
Transfers to Capital/Debt Fund	\$ 504,140	\$ 183,324	36.36%	
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Revenues Less Expenses	\$ 0	\$ 199,790		

Cash at Month End \$ 165,530.49

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited. The Beginning Balance is \$13,260 more than budgeted.*
- 2) Revenues:
 - a) At 33% of the year, we have received 32.9% of the budgeted charges for services revenue.