

**Travel Information Council
Special Telephonic Meeting
Friday, December 7, 2012
Oregon Travel Experience Office - Salem, OR**

Council Participating:

Gwenn Baldwin, Chair, 3rd Congressional District
Charlotte Lehan, 5th Congressional District
Mary Olson, Secretary, OTC Appointed

Mike Drennan, Member-at-Large
Tom Loun
Bob Russell, Vice Chair

Council Absent:

Danuta Pfeiffer, 4th Congressional District
David Porter

Maria Ponzi, 1st Congressional District
Ed Washington

OTE Staff Participating:

Tim Pickett, Interim CEO
Jenn Smith, Executive Assistant
Ed Bengtson, Director of Finance & Administration

Jim Renner, Rules & Policy Advisor
Jason Nash, Rest Area Operations Manager

Chair Baldwin called the meeting to order at 8:19 AM.

Baldwin explained that staff needed to add an item to the agenda. Olson made a motion to add the discussion of a Baldock RFP to the agenda. Drennan seconded, motion passed unanimously.

New Business

- A) **November 20, 2012 minutes:** Olson made a motion to accept the minutes as presented. Drennan seconded, the motion passed unanimously.
- B) **I-84 Contracts for new Rest Areas:** Pickett reviewed the process that staff followed for the RFQ process that resulted in the recommendation of the presented contracts. Nash stated that staff based their recommendations on a scoring process and pricing. Russell made a motion to approve the contracts that needed Council approval (Items 3, 5, 6, 7 and 9). Olson seconded the motion, motion passes unanimously.
- C) **Baldock RFP:** Pickett said that after careful evaluation, staff had come to the conclusion that the agency could save money by contracting the landscaping work at the Baldock rest areas. The timing was important since two current Baldock employees will be transferring to rest areas in I-84 in January and would not be replaced. Drennan asked if staff thought the same level of upkeep could be maintained; Pickett said they did.

Baldwin expressed concern about the Council making decisions regarding operational decisions. Pickett explained it was more informational than a request for a motion and a decision. Staff thought it was important to bring it to Council's attention because of the history and the decisions made in the past in regard to staffing at this particular rest area.

The consensus was the move to a contractor was a good idea.

Adjournment: Meeting was adjourned at 8:39 am

Respectfully Submitted,

Mary Olson
Secretary