



# Oregon Travel Information Council

1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

## MINUTES

### Finance Committee

Wednesday, May 03, 2017

#### Members Participating:

Mike Marsh; Mike Drennan; Gwenn Baldwin

#### OTE Staff Participating:

Nancy DeSouza, Executive Director; Tim Pickett, Operations Director; Diane Welter, Accounting Manager; Jessica Carbone, Office Assistant

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The meeting was called to order by Marsh at 2:30 p.m., at the OTE offices in Salem, OR.

**Roll Call:** Committee members were present by phone. Staff was present in the office.

#### Business:

**March Financials:** Welter reported Operations are stable and that we are in a good cash position. There is an increase in travel to the rest areas expected due to warmer weather. Departments are within budget overall and Net Retention is positive \$15,000 for the month and \$265,000 YTD. Drennan recommended adding a reason to any large discrepancy reported in the budget recap.

**Financial Statement:** Drennan said that he noticed that Capital Expenditures- Signs was \$120,000 behind budget. He asked if current plans would catch spending up to budget by the end of the fiscal year. Pickett said that some of that savings is due to timing as we move into construction season. Diane Cheyne does have projects planned and had added an additional one to meet that budget within this fiscal year.

**Statement of Revenue:** Marsh noted that the large expenditures for Water and Sewer at Charles Reynolds and Cabin Creek were due to the major projects there, but any regular charges don't expect to increase. Pickett added that some of the discrepancy in the budget for Water and Sewer are due to the underestimated costs when the budget was created, for example costs to clean the septic tank were under estimated. There will also be additional costs to fix a leak in a valve in the water tank. The estimate to fix the leak is around \$3,000 - \$3,500. He feels any previously missed costs will be captured in the upcoming budget by more experienced supervisors.

**Past Due Accounts:** Several accounts were paid after the due date or are currently on payment plans.

#### New Business:

**Capital Projects:** Marsh brought up questions about ongoing Capital Projects. Pickett said the ongoing analysis of the costs to complete the well at Deadman Pass is being driven through the Rest Area Supervisor. There is ongoing discussion with the Consolidated Tribes of the Umatilla Nation

which owns that land. So far the total exposure to complete the well at Deadman Pass is \$10,000. There is a permit required, some coordination with the Tribes, an ODOT review and the connection and placing of a pump in the well. DeSouza updated the committee on the troubles facing the Manzanita Rest Area. The proposed simple grinder replacement was found not to be viable. Engineering was required and significant system changes such as a new septic tank, new piping and ongoing pumping. The required ongoing pumping will increase the yearly cost. Some members of the school board are unhappy with how long the fixes are taking. They are suggesting that they are going to use their option to shut down the rest area's access to the sewer system. Staff is doing everything they can to advert that. These fixes are something that is not optional. Staff will be coming before the Council soon to ask for an approval of a budget \$160,000 for this project to keep the rest area open.

**Legislative Topics:** Chair Baldwin gave an update on the Transportation Package's progress in the legislature.

**Approval of the Minutes:** The committee proposed the following amendments to the March 22, 2017 minutes; removing the word "on" from page two in the last paragraph. In the fifth to the last line moving the comma to after could. Baldwin made a motion to approve the minutes as amended. Drennan seconded the motion. The motion was passed unanimously.

**Adjournment:** The meeting adjourned at 3:05 p.m.

**Next Meeting:** Thursday, May 24, 2017 at 2:30 p.m., telephonic at the OTE Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.

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