



**Oregon Travel Information Council**  
1500 Liberty Street SE, Suite 150  
Salem, Oregon 97302

**MINUTES**

**Oregon Travel Information Council Quarterly Meeting**  
**December 11, 2017**

**OTE Offices, 1500 Liberty ST. SE, Suite 150, Salem, Or 97302**

**Council Members:**

Ed Washington, Chair

Kenji Sugahara

Gwenn Baldwin

Bob Garcia, Vice Chair

Mike Marsh

Kathy Watson, Secretary

**Excused:**

Ryan Snyder

**OTE Staff:**

Nancy DeSouza, Executive Director

Tim Pickett, Director of Administration

Annie von Domitz, Heritage and Community Assets Manager

Daphnee Legarza, Operations Director – Rest Areas

Heather Swanson, Rest Area Operations Manager

Jessica Carbone, Executive & HR Support

**Guests:**

Craig Campbell, Victory Group

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**Convening:** The public meeting of the Travel Information Council was called to order by Chair Washington at 8:06 a.m. Self-introductions were made for the record.

**Overview of the Interview Process:** DeSouza reviewed the agreed-upon interview and selection process the Council would follow for the two finalists for the position of Executive Director.

**Interview of the Executive Director Candidates:**

**Executive Session:**

The Council moved into executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

The Council interviewed two candidates. DeSouza and Pickett were called in to the post-interview discussion. DeSouza collected the individual scoring sheets for the candidates. Chair Washington closed the Executive Session of the Council at 11:46 a.m. and reopened the Public Session of the Council.

**Public Session:**

Chair Washington asked Vice Chair Garcia to lead the final discussion and vote to select the new Executive Director.

Vice Chair Garcia moved that the Travel Information Council select Jim Denno to serve as its Executive Director. Baldwin seconded the motion. Baldwin expressed her appreciation staff in bringing forth an outstanding group of candidates and the information needed to make the decision. The motion was unanimously approved.

Watson made a motion for Vice Chair Garcia to enter negotiations with Jim Denno for the position of the Executive Director within the boundaries of the set salary and benefits schedule. Marsh seconded the motion. The motion was unanimously approved.

*Break for lunch at 11:51 a.m.- 12:42 p.m.*

*Sugahara left the meeting at 12:40 p.m.*

**Business Meeting:**

**Approval of the Minutes:**

- **September 25, 2017 Quarterly Council Meeting; October 16, 2017 Special Email Meeting; October 16, 2017 Special Email Meeting:**

Garcia moved to approve both the September 25, 2017 minutes and the October 16, 2017 Special Email meeting minutes. Marsh seconded the motion with the following amendments to the September 25, 2017 minutes: in the second line of HB 2017 correcting “increase” to “increases”; in line four correcting “and eight-year” to “an eight-year”; in section SB 61 correcting “Office of Emergency” to “Office of Emergency Management”; and to include that Baldwin seconded Marsh’s motion to give the Executive Director authority to sign a new IAA with ODOT. The minutes were unanimously approved as corrected.

**Public Comment:** None.

**Committee Reports:**

- **Finance Committee:** Marsh said work continues on the revised budget. There is positive retention of \$44,000, which is \$17,000 above budget. Equity and Debt ratios are improving. All our Capital Projects came in at estimated budget except one, which was over a very minor amount. Water and Sewer is over \$80,000 over budget, offset by savings and increased revenue; staff continues work to control costs. Staff is working on the assumptions and changes for the revised budget. There were only three overdue accounts and those were handled efficiently. Sign Revenue has gone down a little bit, but is stable.
- **Heritage Trees:** Washington updated the Council on the newest class of trees in the Oregon Heritage Tree program. The Yang Madrone is the 72nd inductee. It is the largest accessible Madrone Tree in Benton county and was planted by Edith Yang, the first minority woman architect licensed in Oregon. She designed her home and landscaping in the 1950s. The 73<sup>rd</sup>

inductee is the McCall Magnolia in Ashland. John McCall and Teresa Applegate McCall planted the tree in 1890 in memory of their 17-year-old daughter Elise. He was a prominent politician and entrepreneur in Southern Oregon. The next committee meeting is in January and will be the last to consider nominations for the 2018 class of trees. The committee will set the location for the Statewide Heritage Tree Dedication at this meeting. Nominations are currently open for the 2018 Maynard Drawson Award. The deadline is January 26, 2018. Washington also informed the Council that the Hinds Walnut, the second tree to be adopted into the program, has fallen due to decay.

- **Historical Markers:** Baldwin gave an update of the recent Historical Markers meeting and tour of the Willamette Falls Heritage site. The Cannons at Arch Cape, the former Cannon Beach marker, is in its final stages of design and content revision. There are plans for a spring 2018 dedication. The Salemtowne Volunteers have marked the Fort Stevens routed marker to be rebuilt, and the committee has taken this opportunity to update its text. Interested parties, such as Oregon State Parks, have been asked for input to the revised text. The Dallas-to-Canyon City Wagon Road marker needs to be replaced due to significant age and weather-related damage. With funding left over from its original sponsorship, the panel will be replaced with updated text. The committee has reached out to The Confederated Tribes of Warm Springs for comment. This marker is planned for a late spring/early summer replacement. The committee has taken on a review of the Priority Replacement list. It believes it has the capacity to review and update three to four markers a year. It is also set a goal to reach out to all the recognized Tribes in the state to build relationships and open lines of communication. The first meeting is planned with The Confederated Tribes of Warm Springs in the Spring of 2018. The Committee has been invited to hold a workshop on the Oregon Trail Kiosk Interpretive Project at the Oregon Heritage Conference in April.
- **Rest Area/Introduction of Daphnee Legarza:** Marsh introduced new Rest Area Operations Director Daphnee Legarza. Legarza gave a brief background of her work experience. Watson asked if there was a plan to replace the former Rest Area Administrator. DeSouza said some of those tasks have been delegated to other staff members. Heather Swanson has accepted a work-out-of-class assignment and Legarza will be taking a closer look and determine what is needed. Marsh informed the Council that there has only been one meeting since the Council last met. There is adequate funding towards all current projects. The water line replacement project at Manzanita is going forward. There will be a few days that the rest area will be closed, but mitigating measures are being considered. ADA mitigation upgrades will be tied into the overall engineering study. Staff has been asked to create a list of all ADA upgrades that have been completed. Data is continually collected regarding agency Performance Measures, and all results continue to look positive.
- **Executive Committee:** The Executive Committee has not met since the last Council Meeting.

#### **Chair's Update:**

Washington said he is continuing to make himself familiar with his position. He appreciates the support he receives from the staff and fellow Council members.

#### **Executive Director/Staff Reports:**

- **Overview/Updates:** DeSouza updated the committee on the current state of the case in the Court of Appeals. She also reported that the DMV Convivence Fee Lawsuit was decided in favor of the State.

- **Sign Program:** Pickett reported that as of the end of November the sign program had just under 2,600 customers, which is a slight drop from September, but not abnormal for this time of year. There are approximately 5,000 active boards. The waitlist has gone down slightly and the serviceable waitlist has gone up slightly. Plywood boards have been brought up to the half-life mark. Staff continues working towards bringing aluminum boards to their half-life mark; the average age is currently 14 years. Sign Operations Administrator Diane Cheyne continues to update her maintenance program. There were no negative comments from new sign customers.

Cheyne is internalizing the software that designs the signs and interfaces with ODOT. Watson asked if customers affected by the fire along I-84 would be compensated for the time their signs were not visible. Pickett said that DAS Risk Management insures our signs and Cheyne is gathering information for a complete list of damages in the Gorge. A partial rebate to the customer is offered if the sign is not visible from the highway. No rebate is offered if the sign is visible and can direct traffic from the highway, even if it is slightly damaged. A partial rebate will also be given to information kiosk customers who were affected by the Multnomah Falls closure.

- **Rest Areas:** Pickett reintroduced Legarza and informed the Council that Jason Nash resigned from the agency. Legarza brings a level of technical expertise to handle multiple high priority projects. There is a plan to begin implementation of HB 2017 and to bring on the five new ODOT rest areas on July 1, 2018. The new staff for these rest areas is planned to start in early June. Those expenses will come out of existing funding for personnel. There is a cushion in the rest area fund, so no financial impairment is expected. Legarza is compiling the engineering study/review of all the rest area systems including current and incoming locations. The Southbound Oak Grove groundbreaking is set for Spring of 2018. Legarza is working with Branch Engineering to form more detailed plans for Southbound and plans for Northbound. She also is working on strengthening the terms of the contract for the work at Manzanita.

DeSouza gave an update on a proposed permit adjustment at Government Camp by the U.S. Forest Service. Garcia asked about the timeframe for the engineering study, and Legarza reported that timelines are still being finalized.

- **Heritage Programs:** Von Domitz is working on options for the Grove of the States' pathways and potential sponsors for that portion of the project. She continues to seek sponsors for trees and other features. Using funds authorized by Council, the marker committee is revamping its maintenance schedule for markers. Instead of working on mostly a reactive plan, the committee can proactively seek text reviews and a much more aggressive maintenance and replacement schedule. This schedule will be uploaded into the agency's SAP database to be more accurately tracked. The Oregon Trail Kiosk project is gaining interest as part of the 175th anniversary of the Oregon Trail. Travel Oregon has expressed interest in supporting this project with possible small and medium-sized grants.

**Legislative Update:** Campbell said the short session will begin February 1, 2018. He expects small "fix" bills to address some issues of HB 2017. There is continued discussion around finding funding to support SB 375's anti-human trafficking initiative. If Measure 101 does not pass, the ensuing budget shortfall will be the main discussion of the short session. DeSouza said that Campbell's government relations services have been contracted through the first quarter 2018, as previously discussed with Council.

**Budget Planning Post-HB 2017/Future Budget Notes:** Pickett gave an overview of budget requirements required by ODOT. All funds used to operate the rest areas must be tracked down to the individual rest areas. Each of our expense accounts has approximately 30 sub-accounts. The revised budget has been opened and is being loaded with actual data as it accrues. That should simplify the budget process for 2017-18 and 2018-19. There are some unknowns that will affect estimated personnel cost, including the incoming Executive Director position, Senior Policy Analyst position, and the restructuring of the Rest Area operational structure. This means the budget presented to Council in March will have some flexibility and will require budget notes.

**Action/Voting Items:**

- **Election of the TIC Secretary:** *This item was pulled from the agenda, pending appointment of Watson's successor. Councilor Watson is willing to serve until replaced.*
- **Interim IAA Amendment with ODOT for the Rest Area Operations:** *Baldwin made a motion to authorize the Executive Director to sign the interim Interagency Agreement as presented. Garcia seconded the motion. The motion was unanimously approved.*

**Agency Projects/Contracts:** *Baldwin made a motion to approve the nine landscaping and janitorial contracts for 2018 as presented, for a total of \$510,152. Marsh seconded. The motion was unanimously approved.*

**New Business:**

**2018 Meetings:**

- March 18-19, 2018 in Bend
- June 11, 2018 in Salem
- September – Date, location TBA
- December – Salem, Date TBA

**Council Recruitment:** DeSouza said two Council member candidates to represent the trucking industry have turned in their interest forms to the Governor's Office.

**Adjourn:** 2:11 p.m.