



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

**MINUTES**

**Oregon Travel Information Council Quarterly Meeting**  
**March 19, 2018**

**Double Tree Downtown Bend, 300 NW Franklin Ave, Bend, OR 97701**

**Council Members:**

Ed Washington, Chair	Mike Card
Kenji Sugahara	Mike Marsh
Gwenn Baldwin, Secretary	Katy Brooks

**Excused:**

Ryan Snyder, Bob Garcia Vice Chair, Tammy Baney

**OTE Staff:**

Jim Denno, Executive Director  
Tim Pickett, Director of Administration  
Daphnee Legarza, Operations Director – Rest Areas  
Nancy DeSouza, Senior Policy Advisor  
Jessica Carbone, Executive & HR Support  
Diane Cheyne, Field Operations Division Manager (by phone)

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**Convening:** The public meeting of the Travel Information Council was called to order by Chair Washington at 8:57 a.m. Self-introductions were made for the record.

**Business Meeting:**

**Approval of the Minutes:**

- **December 11, 2017 Quarterly Council Meeting and the January 16, 2018 Special Email Meeting:** Marsh moved to approve the December 11, 2017 meeting and the January 16, 2018 special email meeting minutes as submitted. Sugahara seconded the motion. The minutes were approved. Brooks and Card abstained.

**Public Comment:** None.

**Committee Reports:**

- **Finance Committee:** Marsh said Cash Retention is doing well. \$3.3 million was received from ODOT. This will affect our Debt to Equity Ratio causing it to rise. Accounts Receivables are

good. All major projects are either on or below budget and on schedule. Personnel costs are 7% above prior periods due to holiday pay. Legal and Professional expenses are lower because of reduced demand for these services.

- **Historical Markers:** Baldwin said The Cannons at Arch Cape, the former Cannon Beach marker, has had its final text review and is in production. There are plans for a Summer 2018 dedication. The text of the Fort Stevens marker is currently being reviewed. Further input was requested from State Parks and other interested parties. The committee will meet with The Confederated Tribes of Warm Springs on May 14 to discuss the content of The Dallas-to-Canyon City Wagon Road marker as well as to build further conversations. Denno and von Domitz participated in a History Happy Hour in Pendleton to build awareness and excite the local community about the Triple Nickles story to place a second marker there. The event was highly successful. The committee is reviewing the Priority Replacement list. They are revising the text of three markers this year: Broughton's Expedition, Beacon Rock and the Tsunami of 1700. Next year the committee will be revising Pre-Historic River; Cape San Sebastian; Brownsville. Due to safety issues caused by their physical condition, the Bannock War and Battle Mountain markers will be taken down. The Committee is holding a workshop on the Oregon Trail Kiosk Interpretive Project at the Oregon Heritage Conference in Bend on April 11.
- **Heritage Trees:** Washington said the GeerCrest Orchard is the 74th inductee into the Oregon Heritage Tree Program. It includes 24 pear trees, four plum trees, one apple, one hawthorn, one butternut and one hickory tree that are believed to date back to the original plantings in 1848. The GeerCrest Farm was established before Oregon became a US Territory though a donation land claim in December 1847. It is currently in the ownership of the family's fifth generation. Ralph Geer started his orchard with seeds brought over on the Oregon Trail. Geer grew root stock from those seeds, which he traded to the pioneer Meek-Luelling Nursery for grafting wood. Their successful cooperation helped to establish the non-native fruit growing industry on the west coast. The GeerCrest Orchard will join the Yang Madrone and the McCall Magnolia in the 2018 class of heritage trees. The annual state dedication will take place April 6 in Ashland. There were no nominations received for this year's Maynard Dawson Award.
- **Rest Area:** Marsh said Pickett's work on the Continuity of Operation Plan (COOP) will be done by June 1. The engineering study of the rest areas is being completed. Once this study is finished there will be a complete analysis of the condition of the rest areas and an ADA plan will be developed. The Oak Gove Southbound project will begin work in late May and is scheduled to be completed in late September. The waterline replacement at the Manzanita rest area is complete. There is also an investigation into the feasibility of creating a sewer system drain field to make the rest area self-sufficient. Denno has a meeting with Travel Oregon to discuss economic development performance measures and staff continues to work with Oregon State Police to develop a rest area safety checklist. The Council discussed the rules of offering power/fuel to motorists and technical upgrades in the rest areas.
- **Executive Committee:** The Executive Committee has not met since the last Council Meeting.

**Chair's Update:** The Chair did not have an update at this time.

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

- **Overview/Updates:** Denno has visited all but the two most southern rest areas to familiarize himself with staff and rest area locations. He has also been reaching out to OTE's business partners at ODOT, DAS, State Parks, Travel Oregon, SIBA (Semi- Independent Board

Administrators), Legislators, LFO, Forrest Service, Emergency Management and OSP.

- **Sign Program Overview:** Pickett gave a brief overview of the Sign Program. The program averages about 2,600 customers. It is nearly at practical capacity due to FHWA sign density restrictions. The road improvements funded by HB 2017 will affect signs in some areas. Staff is working with ODOT to maximize information delivery through road construction and development. Pickett then shared the programs performance measures. Cheyne continues to work on developing this year's capital and maintenance program.
- **Rest Areas Onboarding:** Pickett and Baldwin gave a brief history of rest area program. Legarza said the internal recruitment for the open positions have been completed. Kory Morris will be the Supervisor of Cow Canyon effective July 1, 2018 and then Peter Skene Ogden when it comes on board in 2019. Specialist positions at French Prairie and Maples have also been filled. The open recruitments for the supervisor for Midland and Beaver Marsh and the specialists at Sunset, Cow Canyon, Beaver Marsh and Midland close April 2. Staff is planning supplies and operational needs to ensure a smooth transition. Legarza explained a vehicle pilot program. The program will assign a vehicle to a supervisor, but will store a vehicle for specialist use at the rest area. The second piece of this project would compare the cost of leased vehicles versus purchased. Staff is also looking at the cost benefit analysis of permanent structures versus mobile structures for rest area offices. Baldwin suggested making this part of the larger strategic plan discussion.
- **Status of IAA with ODOT for Rest Areas and Signs:** Denno said that a draft IAA has been completed after a recent meeting with ODOT. There are still a few topics that require more information and discussion. ODOT has proposed that the risk management of rest areas be moved from ODOT to OTIC. Staff will be reaching out to risk for further information. ODOT would like a new agreement completed by July 1, 2018. This will come before the Council at the June meeting or could also be completed by special email meeting.

*Council broke for lunch at 11:54 p.m.*

*Council returned to session at 12:20 p.m.*

- **Strategic Planning Process 2018:** Denno said that strategic planning will begin once the engineering assessment has been completed. It will compile a list of needed capital projects including ADA upgrades. Denno said the strategic planning process will begin in the fall of 2018.
- **Legislative Update:** Denno said that there were no changes to HB 2017 that affected the agency. The proposed wording regarding Government Camp was not included in the final draft. Funds needed to place the anti-human trafficking posters that were part of SB 375 have been allotted by ODOT. Once those funds have been received staff will order and begin installing posters.

#### **Action/Voting Items:**

- **Agency Proposed Revised 2017-19 Biennial Budget:** Pickett gave a brief overview of the HB 2017 changed funding base. Pickett built the budget with a 3.5% inflation rate. The budget was adjusted for assumed changes in personnel. The rest area program will end each year with positive cash and will be able to handle its expense. Administration is funded by both the sign and rest area programs. With the change in funding and the increase in dollars, overhead transfer has been lowered to 14%. Pickett then informed the Council on the current information available on PERS planning.

*Baldwin made a motion to move the proposed revised 2017-19 biennial budget for public review and comment. Marsh seconded the motion. The motion was unanimously approved.*

- **Election of the TIC Secretary:**

*Marsh made a motion to approve Councilor Baldwin as Secretary and Councilor Brooks as the At Large member of the Executive Committee. Card seconded the motion. The motion was unanimously approved.*

- **Empanel 2018 Ad Hoc Sign Fee Review & Rules Committee:** Nancy gave an overview of the Sign Fee Review and Rules committee.

*Card made a motion to empanel Sugahara, Marsh and Garcia to the 2018 Ad Hoc Sign Fee Review and Rules Committee. Baldwin seconded the motion. The motion was unanimously approved.*

- **Possible Janitorial Contracts Reinstatements:** Denno informed the Council that some of our current janitorial contract holders have may fail to comply with new BOLI requirements that became effective January 1 by the March 30 deadline. Those contracts will have to be terminated if they do not comply. The Council was asked to approve the Executive Director to reinstate any cancelled existing janitorial contracts if the contractors can prove they have complied.

*Card made a motion to authorize the Executive Director to reinstate any cancelled existing janitorial contracts already approved by Council if the contractor can prove BOLI compliance within three months. Marsh seconded the motion. The motion was unanimously approved.*

#### **New Business:**

**Peter Skene Ogden Visit:** Marsh informed those Council members who were unable to attend of the visit to Peter Skene Ogden State Park. He asked Denno to follow up with Oregon State Parks for more information about the work being done in the restrooms.

#### **2018 Meetings:**

- June 11, 2018 in Salem at the OTE offices.
- September 16 – 17, 2018 in Southern Oregon
- December 10, 2018 in Salem at the OTE offices.

**Adjourn:** 1:14 p.m.