



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

MINUTES

Finance Committee

Wednesday, August 22,
2018

Members Participating:

Mike Marsh; Bob Garcia; Mike Drennan; Ed Washington

OTE Staff Participating:

Jim Denno; Tim Pickett; Diane Welter, Jessica Carbone

The meeting was called to order by Marsh at 2:33 p.m., at the OTE offices in Salem, OR.

Roll Call: Marsh and Drennan were present by phone. Staff were present in the office.

Legislative Presentation: Marsh asked if there was any new information on the presentation to the Joint Committee on Transportation.

Garcia joined the meeting at 2:35 p.m.

Denno said that a written report is due to be submitted to the committee by the 15th and he will give a short presentation to the committee when they meet on the 25th. The report will include a summary of the process to onboard the five new rest areas from ODOT and the process to onboard the three new rest areas from State Parks next July along with a brief summary of capital projects we have identified thus far.

Washington joined the meeting at 2:38 p.m.

Approval of the Minutes: Marsh recommended correcting “Pickett describer” to “Pickett described” in the second paragraph of the first page. Drennan moved to approve the July 25, 2018 minutes with the correction. Garcia seconded the motion. The motion was carried.

Business:

June Year-end/ July Financials: Welter said that June fiscal year-end ended with \$29,669 positive retention for the month and \$371,113 better than budget for the year. Revenue From Fees was \$65,000 better than budget, Total Expenditures were \$219,000 below budget and Other Revenue was \$87,000 better than budget. June ended with no accounts 30 days past due.

July retention was much greater than in the past at almost \$320,000 because of the larger amount that we recognized as revenue from the HB 2017 funds. In June, recognized monthly earned revenue was \$550,000. Beginning FY18-19, the monthly amount is \$900,417. July income from fees was almost \$10,000 better than budget. Total Expenses were \$6,000 less than budget, offset by other Revenue and Expenses of \$4,000, for a net of \$12,000 better than budget. July accounts receivable show no customers past due beyond 60 days.

Marsh said that due to not onboarding staff as early in June as originally planned some categories like FTE were below budget. Drennan asked why Personnel Costs and Water and Sewer were over budget in July.

Marsh said that vacation time and holidays in July contributed to overages in personnel cost. Pickett said that in order to facilitate the replacement of the filtration curtains the septic system at Gettings Creek was pumped a month earlier than planned and the billing for the project did not happen until July. Drennan asked if the personnel overage would affect the budget for the rest of the year. Pickett said it should catch up with itself later in the year. Marsh clarified that the drop in travelers for July was mostly felt in the west bound rest areas along I-84. Staff is unsure of the direct cause, but the forest fire in the surrounding areas and the overwhelming smoke is thought to be a major contributor. Drennan asked how travelers are being tracked in the new rest areas. Pickett said that the July report does not reflect any of the new rest areas, because there were no counters present at the time we took them over. Rest area staff is currently in the process of installing people and vehicle counters. Marsh clarified that the City of Wilsonville will no longer assess a storm water fee for French Prairie, but reserve the right to do so in the future. Pickett said that this was the result of work done by Daphnee Legarza and her review of billings for water and sewer raised questions on how charges are calculated. Upon discussions and review by Wilsonville Public Works the decision to suspend billings for storm water to TIC was communicated. This generates approximately \$3,000 per month in savings to the French Prairie rest area.

Balance Sheet: Drennan asked why Interstate Sign assets went down by \$14,000. Welter said a sign was replaced. The gross value of the sign was about \$14,000. When a sign is replaced the asset comes off the books and the gain or loss is recorded. Any accumulated depreciation is removed. The difference - is recorded in Other Revenue and Expenses.

Major Capital and Major Operating Expense: The committee discussed the \$35,000 of Other Funds available to heritage programs. Garcia asked on the status of the Grove of the States Project. Pickett responded that the remaining funds are planned for an ADA accessible and expanded pathway in the grove.

New Business:

Government Camp: Drennan asked if there was any new information about Government Camp. Denno said that his conversations with the new owners were positive. The new owners have said they will be doing some patching of the parking lot for the upcoming winter. There will be future discussions and planning for the transportation grid of the area.

Adjournment: The meeting adjourned at 3:33 p.m.

Next Meeting: Wednesday, September 26, 2018 at 2:30 p.m., telephonic at the OTE Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.
