



Oregon Travel Information Council

1500 Liberty Street SE, Suite 150
Salem, Oregon 97302

MINUTES

Finance Committee
Wednesday, November 28, 2018

Members Participating:

Mike Marsh; Ed Washington; Susan Steward

Excused:

Bob Garcia; Mike Drennan

TIC Staff Participating:

Jim Denno; Tim Pickett; Diane Welter; Jessica Carbone

The meeting was called to order by Marsh at 2:31 p.m., at the TIC offices in Salem, OR.

Roll Call: Marsh, Washington, Steward were present by phone. Staff were present in the office.

New Business:

2019-21 Budget Prep: Welter said that she is working on implementing the new web-based budget program, AppComputing. Steward asked why the new program was needed. Welter explained that the agency has outgrown its use of excel spreadsheets and needs a more robust program to handle approximately 30 cost centers. The individual unit operating budgets are being loaded. Those individual units will be rolled into a consolidated operating budget. Once that is complete, staff will create the capital budget. The consolidated budget will be submitted to the Finance Committee in January. If the committee recommends the budget, it will be submitted to Council for approval in March. In June, after the public comment period the budget will be adopted at the June meeting.

Business:

October Financials: YTD ended 10% better than budget. This is attributable to savings in the rest areas in Building and Landscaping Repairs and Maintenance, Water/Sewer, and utilities in the five new rest area locations operating under budget. Those savings are offset by higher than anticipated costs for rest area temporary staff. Rest Area wages were \$16,000 dollars over budget. This help is needed to cover for holidays, sick, vacation, and when regular staff is working on special projects. There was also a regional meeting in the month of October. Non-Rest Area wages were \$3,000 over budget due to overtime hours earned by the sign crew and Welter's move from a .60 FTE to .75 FTE. Welter also informed the committee that temporary staff wages increased on November 1 from \$16.50/hr to \$18.00/hr. This, along with Welter's increased hours, and more special projects in the rest areas, will lead to continued wage expense exceeding budget.

Financial Statement Analysis: Steward asked for information about Legal expenses. Pickett gave a quick summary of the agency's requirements under ORS 279C. The Oak Grove replacement project ITB documents were reviewed by DOJ for legal sufficiency. Because of a staffing change at DOJ the documents were

reviewed again by another attorney. The agency was billed for these hours. Denno and Pickett met with the manager to request a reduction to the DOJ bill. The manager agreed to review the charges and offer a reduction.

Capital Projects: Marsh said only one capital project was over budget. A sign project was over budget because of the steel that was used.

Approval of the Minutes: The following corrections were proposed for the October 24, 2018 minutes: remove the question marks from after “sixth?” and “seventh?” under Approval of the Minutes; remove “that” from “Marsh suggested that moving” under Financial Statement Analysis; correcting “Accumulative” to “Accumulated” under Balance Sheet. Washington moved to approve the minutes as corrected. Steward second the motion. The motion carried.

Adjournment: The meeting adjourned at 2:56 p.m.

Next Meeting: Wednesday, January 23, 2018 at 2:30 p.m., telephonic at the TIC Offices, 1500 Liberty St. S.E. Suite 150, Salem, OR 97302.
